



**Interstate Commission for Adult Offender Supervision
Training, Education, & Public Relations Committee MINUTES
February 5, 2024 · 11:00 am ET
Teleconference**

Members in attendance:

1. Joselyn López (WI), Chair
2. Taryn Link (AK)
3. Katrina Ransom (OH)
4. Maggie Brewer (NC)
5. Tracy Hudrlik (MN)
6. Sally Reinhardt-Stewart (NE)
7. Jeremiah Stromberg (OR)
8. Ingrid Siliezar (RI), Ex-officio
9. Alyssa Miller (ND), Ex-officio
10. Alison Woodruff (MO), Ex-officio
11. Cynthia Stout (TX), Ex-officio

Staff:

1. Ashley Lippert, Executive Director
2. Allen Eskridge, Policy and Operations Director
3. Barno Saturday, Logistics and Administrative Coordinator
4. Mindy Spring, Administrative and Training Coordinator
5. Xavier Donnelly, ICOTS Project Manager
6. Drake Greeott, Web Development Manager

Call to Order

Chair J. López (WI) called the meeting to order at 11:01 a.m. ET. All voting members were present, a quorum was established.

Approval of Agenda and Minutes

Commissioner J Stromberg (OR) moved to approve the agenda. Commissioner T. Hudrlik (MN) seconded. Agenda approved as presented.

Commissioner M. Brewer (NC) moved to approve the minutes from November 6, 2023, 2024. Commissioner S. Reinhardt-Stewart (NE) seconded. Minutes approved as drafted.

Discussion

Chair J. López (WI) noted that ICAOS seeks to strengthen cooperation and involvement with external partners to meet stakeholder needs, promote resource development, and support our collaborative efforts

more effectively. She presented strategies to engage external partners that outline the benefits of increased engagement and foster those partnerships.

1. Establish Communication Channels

Regularly communicate with external partners through newsletters, updates, and one-on-one meetings to gain perspective on ex-officio partner needs and opportunities for collaboration.

Attend meetings and conferences to support partners and reciprocate our level of engagement.

2. Conduct Outreach Events

Use digital platforms to facilitate ongoing dialogue and information exchange such as organizing round tables and webinars to engage stakeholders and create networking and relationship-building opportunities.

Encourage ABM attendance by hosting a virtual ‘open house’ with Executive Committee members and partners to discuss integrating partner issues into ABM discussions.

3. Foster Shared Objectives

Establish shared goals and objectives with external partners. Customize services and resources to address stakeholder needs and assess their understanding of the Compact.

Facilitate the exchange of relevant data to educate and inform decision-making.

4. Resource Development

Create an official webpage space with specialized training, resources, and updates.

Develop targeted resources and training programs that directly support stakeholders such as Compact-related guides and FAQs, including:

| Guides | Solicit Partner Input | Present to Training | Receive TR Feedback | Final Revisions |
|-------------------------------|------------------------------|----------------------------|----------------------------|------------------------|
| <i>Extradition Officials</i> | 10/09/2023 | 11/6/2023 | 11/13/2023 | 12/01/2023 |
| <i>Court Officials</i> | 1/03/2024 | 1/24/2024 | 1/31/2024 | 2/15/2024 |
| <i>Parole Boards</i> | 1/03/2024 | 1/24/2024 | 1/31/2024 | 2/15/2024 |
| <i>Jail Officials</i> | 2/01/2024 | 2/21/2024 | 2/28/2024 | 3/11/2024 |
| <i>Hearing Officers</i> | 2/01/2024 | 2/21/2024 | 2/28/2024 | 3/11/2024 |
| <i>Ex-Officio Orientation</i> | 2/1/2024 | 2/21/2024 | 2/28/2024 | 3/11/2024 |

5. Establish Feedback Mechanism

Solicit feedback from external partners on ICAOS initiatives to improve processes and services.

Survey partners to determine their familiarity with the Compact and identify needs and means for collaborating more effectively.

6. Recognize Contributions

Acknowledge and appreciate the contributions of external partners. Highlight successful collaborations to inspire further engagement.

Policy Director A. Eskridge added that the national office plans to schedule a virtual open house to aid the Commission's ex-officio members to get acquainted with the Executive Committee members. The open house's goal is to involve the ex-officio members in the Commission's operations as well as to promote their attendance at annual business meetings.

In addition, the national office will conduct a telephone survey reaching out to the ex-officio members and improve working relationships with them.

The committee reviewed the external stakeholders' guides prepared by the national office - Guide for Parole Boards, Guide for Jail Officials, and Guide for Court Officers. The committee discussed and made changes to the documents.

The national office will make editorial changes, if necessary, and put the guides in a publishing format. The guides will be posted on the Commission website by the end of the month.

Commissioner T. Hudrlik (MN) moved to approve Guide for Parole Boards, Guide for Jail Officials, and Guide for Court Officers as amended. Commissioner T. Lynk (AK) seconded. Motion passed.

Compact Staff Training: Chair J. López (WI) presented the Compact Staff Training PPT to the committee. The training is scheduled to take place at the end of this month. The training includes the amendment to Rule 5.108 that was approved by the Commission last fall, new language change replacing the term 'offender' with 'supervised individual', as well as the information on new learning management system (LMS).

Training Coordinator M. Spring noted that one of the differences between the current LMS and the new LMS is that only commissioners, DCAs and compact office staff will be required to login to the Commission's website. She continued that the PPT includes links to other training materials and useful resources, such as the extradition officials guide, new DCA Toolkit, electronic signature guide, and the web bot.

Chair J. López (WI) encouraged committee members to attend the training.

Chair J. López (WI) asked the committee members to send her suggestions for the web bot name.

Old Business

Chair J. López (WI) asked the committee members to provide real life cases and scenarios for the *Game of Life*.

New Business

Chair J. López (WI) stated that the ABM workgroup met on January 10 in Scottsdale, AZ. The workgroup developed an agenda based on the results of the 2023 ABM evaluation survey and the 2024 ABM needs assessment. The agenda is filled with networking opportunities and collaborative problem-solving discussions.

Executive Director A. Lippert added that the Executive Committee will approve the agenda at its April face-to-face meeting. Once the agenda is approved, the Training Committee and the DCA Liaison Committee will assist in developing the curriculum for the sessions.

Chair J. López (WI) asked a question about progress reports vs. violation reports. She noted a case where a state was hesitant to submit a progress report fearing that the other state would demand a violation report instead.

Commissioner T. Hudrlik (MN) noted that it was a training issue as a progress report was just a report on the progress of the supervised individual and the other state should not demand a violation report in place of the progress report.

The committee agreed it was a widespread training issue and decided to work with the DCA Liaison Committee on providing additional training or publishing a training bulletin on this topic.

Adjourn

Commissioner S. Reinhardt-Stewart (NE) moved to adjourn. Commissioner T. Hudrlik (MN) seconded.

The meeting adjourned at 12:02 p.m. ET.