



Interstate Commission for Adult Offender Supervision

Executive Committee Meeting MINUTES

12:00 pm ET • February 19, 2025 • Teleconference

Members in Attendance:

1. Joselyn López (WI), Vice-Chair
2. Gary Roberge (CT), Treasurer
3. Taryn Link (AK), West Region Chair
4. Chris Moore (GA), Information Technology Chair
5. Steve Turner (KY), South Region Chair
6. Sally Kreamer (IA), Compliance Committee Chair
7. Katrina Ransom (OH), Training, Education, and Public Relations Committee Chair
8. Amy Vorachek (ND), Midwest Region Chair
9. Dale Crook (VT), East Region Chair
10. Suzanne Brooks (OH), DCA Liaison Chair, Ex-Officio
11. John Gillis, Victim Representative, Ex-Officio

Members not in Attendance:

12. Mac Pevey (WA), Chair
13. Tracy Hudrlik (MN), Rules Committee Chair

Staff:

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

Call to Order

Vice Chair J López (WI) called the meeting to order at 12:00 pm ET; nine voting members were present; a quorum was established.

Agenda and Minutes

Commissioner G. Roberge (CT) moved to approve the agenda as presented. Commissioner S. Kreamer (IA) seconded. Agenda approved.

Commissioner C. Moore (GA) moved to approve the minutes from January 15, 2024, meeting as presented. Commissioner S. Turner (KY) seconded. Minutes approved.

Discussion

Compliance Committee Report: Commissioner S. Kreamer (IA) reported that the Compliance Committee met and discussed a complaint filed by the State of Washington against the State of Idaho. The complaint stems from Idaho's failure to issue a warrant for an absconder.

Executive Director A. Lippert informed the committee that new Commissioner Brian Underwood, the Director of Probation and Parole in Idaho, is now actively involved in resolving the issue.

The committee reviewed the Compliance Committee's recommendation:

- Find the State of Idaho in default of its obligations under the Compact
- Sanction of a \$10,000 fine. This fine will be held in abeyance for a period of ten business days, pending the issuance of a warrant and the subsequent retaking of the supervised individual within an additional ten business days.
- Idaho to complete a correction action plan (CAP) that outlines measures to educate this judge, and its judiciary further delays in warrant issuance.
- Ensure the state has a functioning state council in place.
- Should Idaho terminate supervision of this individual prior to effecting the warrant and retaking, the Compliance Committee will reconvene to take action against the state.

Executive Director A. Lippert updated the committee that the State of Idaho had issued a warrant for this individual and was in the process of retaking. She recommended removing the sanction of a \$10K fine and extending the timeframe for retaking from 10 business days to 30 calendar days.

Commissioner G. Roberge (CT) moved to take the following actions against the State of Idaho:

- **Find the State of Idaho in default of its obligations under the Compact**
- **Retaking to occur within the 30 calendar days**
- **Idaho to complete a corrective action plan that outlines measures to educate the judge and its judiciary to prevent further delays in warrant issuance.**
- **Ensure Idaho has a functioning state council in place.**
- **Should Idaho terminate supervision of this individual prior to effecting the warrant and retaking, the Compliance Committee will reconvene to take action against the state.**

Commissioner S. Kreamer (IA) seconded. Motion passed.

Commissioner S. Kreamer (IA) continued that the Compliance Committee also reviewed Puerto Rico and the U.S. Virgin Islands' dashboard compliance for standards that remain below the 80% threshold, though both are showing an upward trend. The committee decided to continue monitoring these territories for another quarter.

Commissioner S. Kreamer (IA) stated that the national office completed the FY 2025 assessment for cases that are retaken and retransferred. Executive Director A. Lippert presented a national report of

findings to the committee. The findings highlight several areas where improvements can be made in the current processes. In total, the national office reviewed 250 cases for the assessment:

- Approximately half of all retakings were due to technical violations.
- Documentation practices were inconsistent across states, with some using violation reports, others using progress reports or CARs, and some utilizing a combination of all three.
- 58% of the cases reviewed showed that no tool was used to guide retaking decisions.
- More than half of the states did not establish probable cause before retaking, although 40% held a violation hearing in the sending state.
- 37% of cases involved reinstating supervision without additional conditions.
- Only 22% of cases included a revocation hearing, and the same percentage imposed a short jail sanction before retransfer.

Executive Director A. Lippert noted that the findings reveal significant opportunities to refine the Compact's retaking process and make more informed decisions when handling violations. There is a clear need for consistency in documentation and decision-making. Currently, the RNR workgroup is revising the Commission's retaking rules and proposing a violation matrix to assist in retaking decisions.

Commissioner D. Crook (VT) moved to approve the final FY 2025 Retaking Assessment national report for publishing. Commissioner S. Kreamer (IA) seconded. Motion passed.

The Compliance Committee recommends that the Executive Committee approve a proposed FY 2026 assessment for a comprehensive ICOTS user audit in preparation for the upcoming system rewrite. The audit will help the Commission identify and address current inefficiencies, ensure security measures are properly implemented, and gather valuable user feedback to improve the functionality and design of the new system. A key component of this audit will also include reviewing user access to dashboard reports to ensure appropriate permissions and usage, as well as revisions to the ICOTS Privacy Policy. The committee reviewed the FY26 assessment proposal for an ICOTS user audit.

Commissioner D. Crook (VT) moved to approve the Compliance Committee's recommendation of an ICOTS User Audit for FY 2026. Commissioner S. Kreamer (IA) seconded. The motion passed.

DCA Liaison Committee report: DCA S. Brooks (OH) reported that the DCA Liaison Committee hosted its first DCA Forum yesterday. She noted that future forums need to have more structure. The next forum will take place later in the spring. She complemented the FY2026 audit idea and plans to support the upcoming audit goals with the spring DCA Dashboard program.

Finance Committee Report: Commissioner G. Roberge (CT) announced that the Finance Committee will convene later in February to discuss proposed budget changes for FY 2026 including reducing the total budget by approximately \$40K. In addition, the committee will make budget recommendations for FY 2027. The Vanguard account currently holds over \$2 million. The national office will mail the annual due letters to the member states in April.

Technology Committee Report: Commissioner C. Moore (GA) noted that the Technology Committee has not met since the last Executive Committee meeting. The committee is scheduled to meet in March.

The national office held the kick-off meeting for the ICOTS Re-write project on January 22nd. Optimum's project team was present, along with ICAOS JAD group members. ICOTS Project Manager X. Donnelly continues to meet with Optimum's business analyst on a weekly basis to work on documenting the functional requirements of the ICOTS re-write.

Rules Committee Report: Executive Director A. Lippert reported that the Rules Committee met earlier this month. The committee received proposals from the Midwest and South Regions. The RNR Workgroup also plans to submit proposals to Chapters 4&5 of the rules. The committee will meet face-to-face in March 2025.

Training Committee Report: Commissioner K. Ransom (OH) stated that the Training Committee met on February 12, 2025. The committee decided to host a webinar on state councils per the ABM Workgroup's recommendation. The committee will meet again in April to discuss the details of the webinar.

The Training Committee discussed concerns regarding some states questioning the use and legality of advisory opinions. The committee agreed that including a disclaimer on the advisory opinions' webpage, and possibly a footnote in the document itself, explaining their purpose and validity, would be beneficial.

ABM Planning Workgroup Report: Commissioner J. López (WI) reported that the ABM Workgroup met on February 3. The workgroup will meet in person in March to focus on finalizing the agenda, its delivery, and its speakers and presenters. She added that the majority of the agenda will be focused on the RNR workgroup presentations and rule proposals.

East Region Report: Commissioner D. Crook (VT) stated that the East Region had not met since the last Executive Committee meeting. The region will meet in April to go over the rule proposals.

Midwest Region Report: Commissioner A. Vorachek (ND) stated that the Midwest Region has not met since the last Executive Committee meeting. The region forwarded rule proposals to the Rules Committee for consideration at the 2025 Annual Business Meeting.

South Region Report: Commissioner S. Turner (KY) stated that the South Region met on January 21 to discuss the revised rule proposal to amend Rule 2.106. The region decided to withdraw a proposal to amend Re 4.110 that did not receive support from the Rules Committee.

West Region Report: Commissioner T. Link (AK) reported that the West Region had not met since the last Executive Committee meeting. The region will meet tomorrow.

Executive Director A. Lippert reminded the Committee that the RNR Workgroup was working with issues related to remote hearings, mandatory retaking, and absconder rules. The workgroup requested that all regions participate in a poll. The national office conducted an in-meeting poll with the Midwest Region and the South Region. As the East and West regions do not have scheduled meetings, the

national office polled the regions electronically. The national office will share the findings with the region chairs.

Executive Director Report: Executive Director A. Lippert presented her report to the committee:

Commissioners' appointments:

- New Commissioners: Brian Underwood (ID), Kristopher Honey (AR).
- Vacant: District of Columbia
- Hawaii has requested a 30-day extension to appoint their commissioner. They are in the process of hiring a candidate and will need to have the individual approved by HI Senate per their statute. During this interim period, Hawaii plans to have their State Council appoint their Deputy Commissioner of Administrator Stacey Luke as the interim commissioner.

Commissioner C. Moore (GA) moved to allow an extension until April 30th (60-day extension) for Hawaii to appoint their commissioner. Commissioner T. Link (AK) seconded. Motion passed.

Compliance:

- Executive Director A. Lippert informed the committee of an issue between Washington and Nevada concerning a discharged absconder case. Should Washington file a formal complaint regarding this matter, the national office will coordinate a meeting within 30 days of the formal complaint's submission.
- Executive Director A. Lippert presented 2024 State Council report to the Executive committee: Data for this report excludes the District of Columbia which is not required to maintain a state council due to its enabling language and status as a federal agency. All 52 remaining states submitted information for this report via the online filing tool. Thirty-four states filed a meeting date in 2024, improving by 4 compared to the prior year. Eighteen states were missing at least one required council member, up from 14 states in 2023.
- Logistics Coordinator B. Saturday completed a site visit to St. Paul and Minneapolis, MN. She recommends choosing the Royal Sonesta Minneapolis Hotel as the location for the 2026 Annual Business Meeting. The hotel is centrally located in downtown Minneapolis, offering convenient access to local attractions, restaurants, and public transportation. It is within walking distance of major downtown landmarks, including the Guthrie Theater, the Mill City Museum, and the Mississippi River waterfront.

Commissioner J. López (WI) moved to approve the Royal Sonesta Minneapolis as the 2026 Annual Business Meeting location. Commissioner G. Roberge (CT) seconded. Motion passed.

Victim Advocate Report: Victim Advocate J. Gillis (NOVA) noted that there were no major updates at this time.

Old/New Business

RNR Workgroup Update: Commissioner A. Vorachek (ND) provided an update on the RNR Workgroup's progress. The workgroup meets on a monthly basis and will meet face-to-face to finalize

proposed changes to ICAOS Rules and develop the violation matrix tool. The workgroup will develop a pilot program proposal for implementing the new violation matrix system.

Adjourn

Commissioner D. Crook (VT) moved to adjourn. Commissioner C. Moore (GA) seconded.

The meeting adjourned at 1:26 p.m. ET.

A handwritten signature in black ink, appearing to be "C. Moore", written in a cursive style.







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Final Audit Report

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