



## **Interstate Commission for Adult Offender Supervision**

### **Deputy Compact Administrator Liaison Committee MINUTES**

**January 13, 2025 @ 1:00 PM ET  
Teleconference**

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#### **Members in attendance:**

1. Suzanne Brooks (OH), Chair
2. Lorna Colver (AK)
3. Simona Hammond (IA)
4. Denis Clark (ME)
5. Allison Woodruff (MO)
6. Alyssa Miller (ND)
7. Nicole Rosales (NV)
8. Mark Patterson (OR)
9. Ingrid Siliezar (RI)
10. Cynthia Stout (TX)
11. Rickey Plank (VT)

#### **Members not in attendance:**

1. Timothy Strickland (FL)

#### **Staff:**

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

#### **Call to Order**

Chair S. Brooks (OH) called the meeting to order at 1:00 pm ET. Ten members were present, establishing a quorum.

#### **Approval of Agenda and Minutes**

**DCA R. Plank (VT) moved to approve the agenda. DCA D. Clark (ME) seconded. Agenda approved as presented.**

**DCA A. Woodruff (MO) moved to approve the minutes from October 31, 2024, meeting. DCA R. Plank (VT) seconded. Minutes approved as drafted.**

#### **Discussion**

*Spirit of the Compact Award:* Chair S. Brooks (OH) informed the committee that the national office received several nominations for the Spirit of the Compact Award earlier

this month. Commission Chair Pevey, sent an email to all Commission members encouraging them to recognize and nominate their colleagues for this award.

Following the meeting, the national office will conduct a poll to allow the committee to vote on the submitted nominations. The nominee receiving the most votes will be featured in the Commission's February newsletter.

*FY25 DCA Dashboard:* The committee reviewed evaluation results from the FY25 DCA Dashboard session held last November. The training was well attended, and 93% of respondents indicated they were satisfied or very satisfied with the Tableau Transition Training. Many suggested that future training sessions focus on violations and the retaking processes. Additional suggestions included:

- Reports: Ability to sort by probation/parole on all reports; National trends available for comparison; Expand demographic reports to include 'country of origin'
- Resources: Create 'booklet' or 'handout' for reports; have technical support on training
- Other training requests/non-report related

The committee discussed recurring requests for training on violations and retaking, with some members expressing confusion about why these issues persist. They considered the possibility that the challenge may stem from communication rather than technical difficulty.

It was agreed that the problem was not with the violations process but with handling difficult conversations with other states. To address this, the committee decided to use open forums to foster better connections. Additionally, for the upcoming Spring DCA Dashboard program, the committee planned to focus on cleaning up ICOTS documents in preparation for the system redesign.

*DCA Forums:* Chair S. Brooks (OH) proposed scheduling the next DCA Open Forum for late February, emphasizing the importance of maintaining an informal format for these discussions.

The committee agreed to explore the topic of supervision, deferred sentences, and unsupervised probation in the open forums, with the possibility of having representatives from different regions lead the discussion. The committee also acknowledged the structural differences in handling these cases across states.

Midwest region representatives, DCA S. Hammond (IA) and DCA A. Miller (ND), will lead the discussion at the next forum. Chair S. Brooks (OH) will meet with them to prepare key discussion points, ensuring the session remains solution oriented.

Executive Director A. Lippert provided an update on the issues the RNR workgroup is currently exploring, which include remote hearings, mandatory retaking, and absconder rules.

*DCA Success Program and New DCA Assessments:* The committee discussed the DCA Success Program, with Chair S. Brooks (OH) emphasizing the need for further discussion on communication and stakeholder engagement.

In recent months, the Commission welcomed three new DCAs: Termico Thomas (MS), Megan Zimmerman (CO), and Jamie B. Jean (DE). Committee members shared that they had reached out to these new DCAs to welcome them and offer support.

**Old/New Business**

There was no old/new business.

**Adjourn**

**DCA A. Woodruff (MO) moved to adjourn. DCA M. Patterson (OR) seconded.**

The meeting adjourned at 2:01 pm ET.