



Interstate Commission for Adult Offender Supervision

Deputy Compact Administrator Liaison Committee MINUTES

August 12, 2019, 2:00 pm ET

Teleconference

Members in Attendance:

1. Tracy Hudrlik (MN), Chair
2. Natalie Latulippe (CT)
3. Tim Strickland (FL)
4. Mathew Billinger (KS)
5. Tanja Gilmore (WA)

Guests:

1. Jacey Rader (NE)
2. Julie Lohman (VA)
3. Tina Balandran (TX)
4. Brandon Watts (TX)

Members not in Attendance:

1. Simona Hammond (IA)
2. Patricia Odell (WY)

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

Call to Order

Chair T. Hudrlik (MN) called the meeting to order at 2:00 pm ET. Five members were present, establishing a quorum.

Approval of Agenda and Minutes

DCA N. Latulippe (CT) moved to approve the agenda as presented. DCA T. Strickland (FL) seconded. Agenda approved.

DCA N. Latulippe (CT) moved to approve the minutes from June 27, 2019 meeting as drafted. DCA M. Billinger (KS) seconded. Minutes approved.

Discussion

Chair T. Hudrlik (MN) welcomed new committee member and West Region DCA Chair Tanja Gilmore (WA). She stated that M. Thompson (PA) resigned from the committee.

2019 Annual Business Meeting Planning: The committee reviewed a format for the DCA Session scheduled for 90 min on Wednesday, October 9. Chair T. Hudrlik (MN) reminded the committee that this session was built to serve as networking opportunity.

Moderators: DCA Liaison Chair T. Hudrlik (MN); Sally Reinhardt-Stewart (NE)

Presenters: DCA Region Chairs

Format:

- Welcome and DCA Region Chairs and DCA Committee Members introduction – *Moderators*
- Ice-breaker exercise. Attendee seats are assigned in advance. – *Moderators*
- Introduce New DCAs –*Simona Hammond*
- General Q & A; share Best Practices (e.g. warrant tracking in lieu of audit)
 - *Matt Billinger* will share best practice on warrant tracking
 - Table work for each table to come up with one question that they all face or one best practice that they would like to share with the audience-*DCA Region Chairs* will walk around and assist as necessary
- DCA Institute Planning for 2020
 - Musical Chairs - move 1-2 people from each table to the next table to get exposure to other DCAs
 - Ask each table to come up with one training topic/panel discussion for the DCA training institute at the 2020 ABM - *DCA Region Chairs* will walk around and assist
- Solicit goal ideas for the DCA Liaison Committee to discuss in their face-to-face meeting
 - Ask the large group to come up with a couple of goals and have a vote
- If time allows, play Jeopardy Game or another game

Training Committee Chair J. Rader (NE) spoke about the Tuesday session *Supervision in the Receiving State*. The session is designed for both commissioners and DCAs and will review differences among states in regard to supervision conditions for GPS monitoring, marijuana use, lifetime supervision, dual supervision cases, as well as the importance of good documentation

and pending charges. The Training Committee chair and DCA Liaison Committee chair will moderate this session,

DCA Quarterly Newsletter: Chair T. Hudrlik (MN) stated that the next newsletter was scheduled to go out in early September. She asked committee members to submit their articles by August 31.

Chair T. Hudrlik (MN) suggested announcing the DCA Region Chair election results and the search for new East Region and South Region representatives to serve on the DCA Liaison Committee.

DCA J. Lohman (VA) will write an article on *ICOTS Tip of the Quarter* for the September edition. She noted that compact offices had been using ICOTS for a long time and she was struggling to find new information to share in her section. She recommended combining her section with the *Report of the Quarter*.

Training Coordinator M. Spring suggested writing about the need to delete records for “dummy” or fake offenders. She stated that these records were created during training exercises.

DCA M. Thompson (PA), who was in charge of the *We See You* section that recognized compact office staff, had resigned from the committee. Chair T. Hudrlik (MN) will be in charge of this section.

The December DCA Quarterly Newsletter will cover the activities at the 2019 Annual Business Meeting.

DCA Mentoring Program: DCA J. Lohman (VA) stated that she completed mentoring DCA B. Payton (NC).

Chair T. Hudrlik (MN) noted that even though the DCA Mentoring program was offered to all new DCAs, the South Region DCAs utilized it the most.

ICOTS Training Integration Project Plan: Chair T. Hudrlik (MN) informed the committee that the national office was working on a project to create tools to integrate training directly into ICOTS activity screens. These tools would expand on existing training and allow users to streamline training updates when new modifications are made. She added that currently, ICOTS had a difficult to navigate multiple page user PDF manual that was rarely accessed.

Executive Director A. Lippert stated that over 80% of current help desk tickets were related to training. The new training tools would be accessible on ICOTS screens and would provide information without having to look for it in the manual. She added that the first step in this project required a thorough review of the ICOTS manual to ensure current and accurate information.

DCA J. Lohman (VA) inquired whether the old guide would still be accessible on the website. She stated that VA Compact Office often used the PDF guide in their trainings.

While the manual would go away, states could create internal resources based on the manual to use within their state.

Old/New Business

The committee will meet again on October 9, 2019 in San Diego, CA.

Adjourn

DCA M. Billinger (KS) moved to adjourn. DCA N. Latulippe (CT) seconded.

Meeting adjourned at 2:42 pm ET.