



# Interstate Commission for Adult Offender Supervision

## Training, Education, & Public Relations Committee MINUTES

May 6, 2019 · 2:00 pm ET  
Teleconference

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### **Members in Attendance:**

1. Jacey Rader (NE), Chair
2. Dara Matson (IL)
3. Roberta Cohen (NM)
4. Jim Parks (VA)
5. Sally Reinhardt-Stewart (NE), Ex-officio
6. Mark Patterson (OR), Ex-officio

### **Members not in Attendance:**

1. Russell Marlan (MI)
2. Amy Vorachek (ND)
3. Patricia Coyne-Fague (RI)
4. Tanja Gilmore (WA), Ex-officio

### **Staff:**

1. Allen Eskridge, Policy and Operations Director
2. Barno Saturday, Logistics and Administrative Coordinator
3. Mindy Spring, Administrative and Training Coordinator
4. Xavier Donnelly, Project Manager
5. Kevin Terry, Website Analyst

### **Guests:**

1. Tracy Hudrlik (MN), DCA Liaison Committee Chair

### **Call to Order**

Chair J. Rader (NE) called the meeting to order at 2:00 pm ET. Four voting members were present, a quorum was established.

### **Agenda**

**Commissioner J. Parks (VA) moved to approve the agenda as presented. Commissioner R. Cohen (NM) seconded. Agenda approved.**

### **Minutes**

**Commissioner R. Cohen (NM) moved to approve the minutes from January 17, 2019 as written. Commissioner D. Matson (IL) seconded. Minutes approved.**

### **Discussion**

*2019 Annual Business Meeting Agenda:* The committee reviewed the 2019 ABM agenda. Chair J. Rader (NE) stated that the Training Committee was tasked to put together a curriculum for the Supervision in the Receiving State session scheduled for Tuesday, October 8. Based on the DCA Regions feedback, the DCA Liaison Committee will develop a curriculum for the DCA session scheduled for Wednesday, October 9.

Chair J. Rader (NE) and DCA Liaison Chair T. Hudrlik (MN) will moderate the Tuesday session.

Chair J. Rader (NE) asked for volunteers to present and provide real life examples.

Commissioner D. Matson (IL) stated that she wrote all internal violation reports for Illinois offenders located in other states. Often, she lacked enough information to complete the violation reports. She added that many parole violations were rejected because of technicalities. She will provide case examples for the Tuesday session.

Chair J. Rader (NE) emphasized the importance of behavior requiring retaking violation reports to be written like a book or a story.

DCA Liaison Committee Chair T. Hudrlik (MN) volunteered to help with the Supervision in the Receiving State session.

Commissioner R. Cohen (NM) suggested including communication challenges and problems with dual supervision cases where an offender was being supervised by two separate entities in the receiving state. She will provide case examples.

DCA Liaison Committee Chair T. Hudrlik (MN) stated that the DCA Liaison Committee meets on Wednesday to discuss the DCA session curriculum at the Annual Business Meeting. She thinks the committee will focus the session on audit results, warrant tracking, and sharing best practices.

Chair J. Rader (NE) and DCA S. Reinhardt-Stewart (NE) volunteered to help with the DCA session on Wednesday.

*Training for FY2019 ICOTS Enhancements:* Commissioner J. Rader (NE) stated that the recent Compact Office Training took place on April 16 and 17 and had about 250 people in attendance. The next training will take place in late May or early June and will cover a new ICOTS process for reporting instructions for returning offenders. She inquired if there were any additional topics to add to this training session.

Commissioner R. Cohen (NM) suggested providing more trainings on how to use reports and filters.

Training Coordinator M. Spring encouraged states to submit specific questions on what information they were looking for in these reports, so the national office can present the best report and tools to use.

Commissioner R. Cohen (NM) suggested providing a training on progress reports at the ABM, including the progress reports that required no action and were “for information only”.

Commissioner J. Parks (VA) complemented the national office on the recent training and the email explaining the new enhancements.

Chair J. Rader (NE) stated that annually, Nebraska provides an Interstate Compact Rule training and how it relates to their internal policies. She suggested offering a training on operationalizing the Interstate Compact Rules into states protocols.

Chair J. Rader (NE) put together a document with compact office best practices and tips. The national office will send it out to the committee members after the meeting.

### **Old Business**

Chair J. Rader (NE) informed the committee that the national office completed its comprehensive review of ICAOS Advisory Opinions and retired 16 out of 52 published opinions with issues being resolved via rule changes or no longer applicable. She added that the national office completed its ICAOS Bench Book revision and was working a searchable tool to cross reference the Benchbook with advisory opinions, rules, and trainings.

### **New Business**

Chair J. Rader (NE) stated that APPA approved an ICAOS workshop at the 2019 Annual Training Institute in San Francisco, CA.

She reminded the committee that the proposed rule amendments were available on the website until July 1, 2019. She encouraged the members to discuss the proposals with their state council and submit their comments.

She asked committee members to email her if they plan to volunteer at the Annual Business Meeting presentations.

### **Adjourn**

**Commissioner D. Matson (IL) moved to adjourn. Commissioner R. Cohen (NM) seconded.**

Meeting adjourned at 2:41 pm ET.