



Interstate Commission for Adult Offender Supervision

Deputy Compact Administrator Liaison Committee MINUTES

January 17, 2023 @ 1:00 p.m. ET

Video conference

Members in attendance:

1. Suzanne Brooks (OH), Chair
2. Lorna Culver (AK)
3. Timothy Strickland (FL)
4. Simona Hammond (IA)
5. Denis Clark (ME)
6. LaShonda Lee-Campbell (MD)
7. Alyssa Miller (ND)
8. Mark Patterson (OR)
9. Rickey Plank (VT)

Staff:

1. Ashley Lippert, Executive Director
2. Allen Eskridge, Operations and Policy 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 S. Brooks (OH) called the meeting to order at 1:01 am ET. All voting members were present, establishing a quorum.

Approval of Agenda and Minutes

DCA M. Patterson (OR) moved to approve the agenda. DCA S. Hammond (IA) seconded. Agenda approved.

DCA D. Clark (ME) moved to approve minutes from November 2, 2022, meeting. DCA S. Hammond (IA) seconded. Minutes approved.

Discussion

DCA Liaison Committee Goals: The committee discussed its goals for the upcoming year. The committee agreed that based on the Annual Business Meeting's feedback, the biggest issue for DCAs was lack of effective communication.

DCA M. Patterson (OR) suggested revamping the DCA mentoring program, possibly paring a new DCA with a mentor with a similar state structure outside of their region.

The committee discussed an option to make the program mandatory for new DCAs as well as setting up discussion meetings on a quarterly basis.

The committee discussed developing best practices for effective collaboration and cooperations while utilizing Evidence Based Practices.

Training Coordinator M. Spring added that states need to be educated on offender retaking as many states use it incorrectly.

DCA T. Strickland (FL) suggested hosting quarterly webinars or round tables during the ABM rules year. In addition, the Commission should establish a depository for DCAs to submit anonymous questions for those webinars.

Executive Director A. Lippert suggested the committee develop a communication strategy – how do they want to communicate as an organization? How often it should occur? Where do they channel their questions? Etc. She added the importance of DCA communication with field staff, especially considering their high turnover rate.

DCA M. Patterson (OR) suggested holding “Back to Basics” sessions to discuss the original intent and spirit of the rules.

The committee discussed collaborating with the Training and Compliance Committees about their concerns that need to be addressed.

The committee decided on the following 2023 committee goals:

1. Develop collaboration & communication strategies.
2. Revamp DCA Mentoring Program.
3. Develop best practices to improve communication for effective case management.

FY2023 Dashboard program: The committee discussed the FY2023 Dashboard program and its focus on reviewing dashboards created to assist in auditing data entry and management of warrants for compact offenders.

Training Coordinator M. Spring asked for volunteers to present the practitioner side of the warrant tracking at the upcoming dashboard sessions. She noted that she does not get enough feedback on completed training sessions.

Chair S. Brooks (OH), DCA D. Clark (ME), and DCA T. Strickland (FL) volunteered to present at the dashboard program trainings.

Training Coordinator M. Spring will draft a detailed description of the training and distribute it to the committee members for consideration and approval.

DCA Mentoring Program: The committee continued its discussion on the DCA mentoring program.

Executive Director A. Lippert stated that the committee could assign a new DCA mentor without asking them if they need one. In addition, the committee could develop a new DCA toolkit to go along with the DCA mentoring program.

The committee discussed creating a survey to distribute to the new DCAs after completion of the DCA Mentoring program to measure its ROI.

DCA T. Strickland (FL) noted that he follows up with new DCAs that did not request a mentor on a regular basis.

Old Business

There was no old business.

New Business

The committee will meet again in February to complete its discussion on the DCA Mentoring Program.

Training Coordinator M. Spring will prepare a list of services that the national office provides to newly appointed DCAs.

Adjourn

DCA M. Patterson (OR) moved to adjourn. DCA T. Strickland (FL) seconded.

The meeting adjourned at 2:03 pm ET.