



Interstate Commission for Adult Offender Supervision

Deputy Compact Administrator Liaison Committee MINUTES

July 11, 2023 @ 1:00 PM ET
Video conference

Members in attendance:

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

Members not in attendance:

9. Timothy Strickland (FL)

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 1:00 pm ET. Eight voting members were present, establishing a quorum.

Approval of Agenda and Minutes

DCA S. Hammond (IA) moved to approve the agenda. DCA R. Plank (VT) seconded. Agenda approved as presented.

DCA L. Campbell (MD) moved to approve the minutes from April 25, 2023, meeting. DCA M. Patterson (OR) seconded. Minutes approved as drafted.

Discussion

Update on Support Site Upgrade: The Training Committee and the DCA Liaison Committee shared a goal to improve resources for DCAs, compact staff, and ICOTS users by updating the ICAOS Support Site. The support site maintains a collection of compact related training materials and ICOTS support articles, which are also integrated into CORE on the ICAOS main website.

DCA A. Miller (ND), project leader, thanked Training Coordinator M. Spring and Web Development Manager D. Greott for their work on redesigning the site.

Training Coordinator M. Spring stated that the national office completed reorganizing and creating new articles for ICOTS administration, functionality and dashboard reports based on feedback from compact members (through a survey and direct contact from DCA A. Miller.) Currently, the national office is working on new auto-reply functionality to direct users to relevant support articles addressing common issues and questions.

DCA A. Miller (ND) stated feedback for new content for the support site was very limited. Chair S. Brooks (OH) stated that she had some ideas how to reach out to DCAs for feedback. She will discuss them with DCA A. Miller (ND) in the upcoming weeks.

New DCA Toolkit Approval: The committee reviewed the new DCA toolkit page built by the national office based on the committee's comments and feedback.

The DCA Toolkit was designed as a resource and education page for new DCAs and covered the following elements:

- Understand the roles of the Commission, Commissioner & DCA
- Learn the importance of communication to work out issues.
- Acquire skills to enforce the Compact in your state.
- Know where to find resources available to assist with difficult conversations.

The committee agreed that the toolkit was comprehensive and user-friendly. The committee referred the toolkit to the Training Committee for final review and approval.

DCA Success Program Planning Ideas: The committee reviewed the DCA survey results with topic ideas for the DCA Success Program. Chair S. Brooks (OH) stated the survey revealed a widespread lack of stakeholder training. She suggested kicking off the new DCA Success Program in October or November 2023 to follow up on solution ideas shared at the collaborative solutions session which will also heavily center on stakeholder training ideas and resources.

DCA M. Patterson (OR) suggested sharing best practices and established tools, such as NY warrant information sheet used when a compact compliance warrant is required, at the upcoming session. He added that these best practices could also be shared at DCA region meetings.

FY24 DCA Dashboard Program: The committee reviewed FY24 DCA dashboard program recommendations from the DCA Success survey results.

Based on the results, Chair S. Brooks (OH) suggested that the FY24 DCA dashboard program cover violations and retaking, centering on compliance with rules while encompassing the supervised individual's rehabilitation needs. The fall session could

cover basics of the various reports and the spring session to look further into circumstances in which supervised individuals are retaken by a sending state and immediately re-transferred.

DCA M. Patterson (OR) noted that this topic could be overwhelming and suggested focus be on core training issues related to retaking and violations. DCA M. Patterson (OR) suggested this could include dissecting topics or focusing on smaller topics such as new felony convictions, behavior requiring retaking and considerations as to resident status since most of those retaken and transferred are residents or have resident family in the receiving state meeting mandatory transfer criteria.

M. Spring reminded that ensuring good violation documentation and communication during the retaking process start with good review in the compact offices. The reports are simply tools states can use to measure compliance and identify trends and training issues with users, certain regions, etc.

Annual Business Meeting Preparation: Chair S. Brooks (OH) reminded that the committee will be leading Collaborative Problem Solving session at the upcoming Annual Business Meeting. At the session, through small group discussions, attendees will discuss strategies for addressing compact issues. The goal of this session is to identify and share best practices while recognizing that varying state structures necessitate alternative approaches.

Commissioners and DCAs will discuss solutions in a 15-minute per topic rotation. Afterward, attendees will re-group together to share solutions between Commissioners and DCAs.

Chair S. Brooks (OH) assigned committee members to lead the following discussions:

- Commissioner DCA Relationship
 - DCA Moderators: Tim Strickland (FL) & Lorna Colver (AK)
- How Do We Deal with Compliance Issues
 - DCA Moderators: Simona Hammond (IA)& Rickey Plank (VT)
- Nationwide Warrants: How is Your State Overcoming Challenges with Judge?
 - DCA Moderators: Denis Clark (ME) & Alyssa Miller (ND)
- Rule 3.103 Reporting Instructions for Offenders Living in the Receiving State at the Time of Sentencing: Core Purpose of the Rule and Applying the Rule to Ensure Seamless Supervision
 - DCA Moderators: Mark Patterson (OR) & LaShonda Lee-Campbell (MD)

The committee discussed staying on topic, focusing on solutions, and avoiding bringing new topics into the discussion.

DCA M. Patterson (OR) noted that the table leaders will only have 15 minutes and suggested focusing their discussion on the main topics.

Old Business/New Business

Warrant Execution Training: As a follow-up to the DCA Dashboard Warrant Management training in February 2023, M. Spring and the DCA Liaison Committee will hold a warrant execution training on August 15, 16, and 17. Training Coordinator M. Spring asked the committee members to attend and share their experiences managing warrant at these trainings. She will send out the registration numbers later this month, so the DCA region chairs could follow up with the DCAs who did not register for the training.

She continued that the Training Committee was working on a warrant execution training bulletin and asked for the DCA Liaison committee's input and feedback.

Adjourn

DCA M. Patterson (OR) moved to adjourn. DCA D. Clark (ME) seconded.

The meeting adjourned at 2:03 pm ET.