



Interstate Commission for Adult Offender Supervision

Training, Education, & Public Relations Committee MINUTES

April 10, 2023 · 11:00 am ET
Video conference

Members in attendance:

1. Joselyn López (WI), Chair
2. Taryn Link (AK)
3. Katrina Ransom (OH)
4. Maggie Brewer (NC)
5. Sally Reinhardt-Stewart (NE)
6. Jeremiah Stromberg (OR)
7. Jim Parks (VA)
8. Tracy Hudrlik (MN), Ex-officio
9. Alyssa Miller (ND), Ex-officio
10. Ingrid Siliezar (RI), Ex-officio
11. Cynthia Stout (TX), Ex-officio

Guests:

1. Susan Brooks (OH)

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
6. Drake Greeott, Web Development Manager

Call to Order

Chair J. López (WI) called the meeting to order at 11:00 a.m. ET. All voting members were present, a quorum was established.

Approval of Agenda and Minutes

Commissioner S. Reinhardt-Stewart (NE) moved to approve the agenda. Commissioner J. Parks (VA) seconded. Agenda approved as presented.

Commissioner J. Stromberg (OR) moved to approve the minutes from February 27, 2023. Commissioner K. Ransom (OH) seconded. Minutes approved as drafted.

Discussion

ICAOS Support Site Improvement & New DCA Training: Chair J. López (WI) stated that the Training Committee and the DCA Liaison Committee shared a goal to improve resources for

DCAs, compact staff, and ICOTS users, including 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) will lead the project.

The committee reviewed the project's objectives and action items:

Project Objective & Goals of Improving Support Site:

- Enhance navigation, features, and site appearance (Cost: \$489 (new template))
- Provide clear and relevant content to Commission members, ICOTS users, and national office staff.
- Create new tips or reference guides for compact activities with a focus on activity's purpose; importance of documentation, data integrity, communication, and coordination; practical impacts; and sharing best practices.
- Develop a DCA toolkit/training as part of the onboarding process for new DCAs by explaining the role and responsibilities of all Compact stakeholders; as well as the importance of the DCA and commissioner relationship. Share general communication and coordination strategies.

Action Items (with tentative schedule:)

- March – April
 - Upgrade website functionality and support site template [national office]
 - Decide organization of support site content [Training Committee]
 - Outline DCA training [Training & DCA Liaison Committees]
- April – May
 - Survey/poll DCAs (via region meetings) as to the creation of new content for both the support site in general and the new DCA training [Training & DCA Liaison Committees]
- April – June
 - Review and reorganize current content based on the approved outline [national office]
- May -August
 - Draft new content for support site [Training Committee & national office]
- June – July
 - Draft new content for DCA toolkit/training for review [Training Committee & national office]
 - Approve DCA toolkit/training [Training & DCA Liaison Committees]
- September (ABM)
 - Announce updates and project completion date/anticipated completion date [Training Committee]

The committee reviewed a demo and the content outline for the new site.

DCA S. Brooks (OH) stated that the available content could be overwhelming to end-users.

DCA T. Hudrlik (WI) suggested making the end-user login information more accessible, simplifying the end-user steps.

Training Coordinator M. Spring stated that the national office would mainly rely on committee comments because compact offices are more familiar with their end-users and their demands.

The committee discussed having the DCA Liaison Committee contact end-users to gather this information.

The committee reviewed a rough framework for the new DCA training and toolkit, which covers key topics at a higher level without going into specific details.

- 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.

Commissioner S. Reinhardt-Stewart (NE) suggested utilizing the 2020 DCA Training Institute sessions' curriculum in this project.

Performance Dashboards for Commissioners: Chair J. López (WI) asked the committee members to identify performance dashboards designed specifically for commissioners' use. She suggested emailing their ideas to the national office.

Website Stats: Web Development Manager D. Greeott presented March statistics on *Transferring Your Supervision* webpage which was the sixth most viewed page on the Commission's website with total views for transfer pages being 14,434.

2023 ABM Agenda: Chair J. López (WI) stated that the ABM Planning Workgroup asked the DCA Liaison Committee to flush out topics and assign table leaders for the *Collaborative Problem-Solving* session scheduled for an hour and 45 minutes on Tuesday, September 19. The objective for this session was for attendees to discuss strategies for addressing compact issues that member states experience through small group discussions. The session's goal was to identify and share best practices while acknowledging that different approaches may be necessary due to varying state structures.

The DCA Liaison Committee identified four discussion topics:

1. Rule 3.103-Core purpose of the rule and applying the rule to ensure seamless supervision.
2. Nationwide warrants /How is your state overcoming challenges with judges?
3. How do we deal with Compliance issues: Rule interpretations vs blatant rule violations.
Removing stigma of raising issues
4. Commissioner & DCA Relationship

At the session, the commissioners will discuss the same topics from different perspectives. At the end of the session, commissioners and DCAs will have a 30-minute debrief with intended post-meeting actions. The Training Committee needs to identify table leaders to lead these discussions among commissioners.

The committee reviewed the topics and agreed that the table leaders would not have much time to go into details.

Commissioner J. Stromberg (OR) suggested introducing the topic in a positive light and focusing the discussion on solutions.

The DCA region chairs will serve as table leaders among DCAs, and the committee proposed asking the Commission's region chairs to serve as table leaders for commissioners, as well as maybe beginning with a 2-minute topic introduction video.

The committee discussed removing negative connotation from the topic description – “removing stigma of raising issues”.

DCA T. Hudrlik (MN) stated that Minnesota had proposed legislation concerning Compact issued warrants by involving their state council stakeholders.

Old Business

There was no old business.

New Business

Chair J. López (WI) stated that the APPA will have its annual training institute in August in New York City, NY. The request for proposals was due in mid-April. She asked if members would be in attendance and willing to assist in presenting.

Adjourn

Commissioner J. Stromberg (OR) moved to adjourn. Commissioner K. Ransom (OH) seconded.

The meeting adjourned at 12:02 p.m. ET.