



## Interstate Commission for Adult Offender Supervision

### Deputy Compact Administrator Liaison Committee MINUTES

October 23, 2023 @ 1:00 PM ET  
Teleconference

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#### **Members in attendance:**

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

#### **Call to Order**

Chair S. Brooks (OH) called the meeting to order at 1:00 pm ET. All voting members were present, establishing a quorum.

#### **Approval of Agenda and Minutes**

**DCA R. Plank (VT) moved to approve the agenda. DCA M. Patterson (OR) seconded. Agenda approved as presented.**

**DCA S. Hammond (IA) moved to approve the minutes from September 20, 2023, meeting. DCA T. Strickland (FL) seconded. Minutes approved as drafted.**

#### **Discussion**

*DCA Success Program:* The committee discussed the new DCA Success Program to better support DCAs. This program provides opportunities for DCAs to enhance leadership skills, learn new technical skills, know how to access support, provide support to staff and stakeholders in their respective states as well as offers networking opportunities. The program will replace the current DCA Mentoring Program.

The committee approved the program announcement email, which will go to DCAs today. The committee agreed to schedule three meetings – in the fall 2023, spring 2024, and at

2024 annual business meeting, Scottsdale, AZ in September 2024. The committee decided to schedule the first meeting for Friday, November 17 from 1-2:30 pm ET.

DCA L. Lee-Campbell (MD) will not be available to attend this meeting.

Chair S. Brooks (OH) encouraged as much committee involvement as possible. The committee will informally meet prior to the meeting to agree on the discussion items.

Participation will be limited with priority given to new DCAs (appointed in the last 12 months) and DCAs with stated goals for improving their state's compact operations. The meeting will be based on the questionnaire each participant has to submit prior to the meeting. The national office will send out a link to the survey results to the committee members.

DCAs appointed since 2022 ABM:

- Kelly Palmateer, New York
- Truesee Chang, California (no assessment on file)
- Crissy Schaudt, Colorado
- April Simmons, Indiana
- Fareeda Washington, Kansas
- Nicole Rosales, Nevada (no assessment on file)
- Scott Hurteau, New York (no assessment on file)
- Tawanna Davis, South Carolina (no assessment on file)
- Taylor Wayland, Tennessee
- Keara Kelley, Massachusetts

The committee reviewed the DCA Success Program's questionnaire. Executive Director A. Lippert suggested re-wording questions #2 & #4 to *What do you think is the most rewarding about being a DCA?* And *What do you think is the most challenging about being a DCA?*

Training Coordinator M. Spring suggested the DCA region chairs encourage the new DCAs to sign up for this program.

*FY24 DCA Dashboard Program:* The committee discussed the DCA Dashboards program. The first session will be scheduled for November and the second session for spring 2024.

The committee reviewed first session's topics collected from the spring DCA survey, and feedback from Annual Business Meeting's sessions:

High level Review of Violation Related Dashboards & Compact Workload Filter:

- Managing OVRs replies due via Compact Workload
- OVR Compliance Dashboard
- Violation Types Report
- Awaiting Retaking
- Case Closure Reason

- Victim Notification
- Retaken and retransferred (to be discussed more in depth at the next training-assessing these cases)

Training Coordinator M. Spring noted the victim notification report was created after vine watch intended to assist states in ensuring notifications were made; however, the report was underutilized. After discussion, the committee decided to leave the victim notifications report overview to remind states about it.

Chair S. Brooks (OH) asked the committee members to sign up for as many of the sessions as they can, to provide the practitioner's support.

### **Old Business**

There was no old business.

### **New Business**

Executive Director A. Lippert asked the committee to review and revamp the Spirit Sighting award. She noted that the award had no set parameters or eligibility. She added that the national office received no nominations in the past year.

The committee supported the idea to redefine the parameters of the award. The committee discussed potentially giving the award to a compact office member or field staff, highlighting the award winners at the monthly newsletter on quarterly basis, and/or bringing the award winner to the Annual Business Meeting for recognition.

The national office will put together a proposal to present to the committee at its next meeting.

### **Adjourn**

**Motion to adjourn made by DCA T. Strickland (FL), seconded by DCA M. Patterson (OR).** Meeting adjourned at 1:35 pm ET.