



Interstate Commission for Adult Offender Supervision

Executive Committee Meeting MINUTES

January 18, 2023 @ 12 PM ET
Video Conference

Members in Attendance:

1. Mary Kay Hudson (IN), Chair
2. Mac Pevey (WA), Vice-Chair,
3. Gary Roberge (CT), Treasurer
4. Taryn Link (AK), West Region Chair
5. Chris Moore (GA), Information Technology Chair
6. Julie Kempker (MO), South Region Chair
7. Amy Vorachek (ND), Midwest Region Chair
8. Dale Crook (VT), East Region Chair
9. Joselyn López (WI), Training, Education, and Public Relations Committee Chair
10. Jeremiah Stromberg (OR), Past-Chair, Ex-Officio
11. Suzanne Brooks (OH), DCA Liaison Chair, Ex-Officio
12. John Gillis (NOVA), Victim Representative, Ex-Officio

Members not in Attendance:

13. Susan Gagnon (ME), Rules Committee Chair
14. Sally Kreamer (IA), Compliance Committee Chair

Staff:

1. Ashley Lippert, Executive Director
2. Allen Eskridge, Policy and Operations Director
3. Barno Saturday, Logistics and Administrative Coordinator
4. Xavier Donnelly, ICOTS Project Manager
5. Mindy Spring, Administrative and Training Coordinator
6. Drake Greeott, Web Development Manager

Call to Order

Chair M. Hudson (IN) called the meeting to order at 1:01 p.m. ET; Nine voting members were present; a quorum was established.

Chair M. Hudson (IN) noted that Commissioner A. Schubert (AR) was moving to another position, and Commissioner Susan Gagnon (ME) agreed to serve as the Rules Committee chair.

Agenda and Minutes

Commissioner D. Crook (VT) moved to approve the agenda as presented. Commissioner G. Roberge (CT) seconded. Agenda approved.

Commissioner A. Vorachek (ND) moved to approve the minutes from the December 1, 2022, meeting as drafted. Commissioner G. Roberge (CT) seconded. Minutes approved.

Discussion

Compliance Committee report: Executive Director A. Lippert presented the Compliance Committee update. The Compliance Committee met on January 5 to review the second quarter ICOTS compliance dashboard numbers and corrective action plans (CAP) for Illinois, Tennessee, and the U.S. Virgin Islands.

The Committee denied Illinois, Tennessee, and the U.S. Virgin Islands corrective action plans and request the states submit a new plan within 30 days in accordance with AP 02-2015, Corrective Action Policy. The state must meet compliance (80%) by the end of the third quarter or face referral to the Executive Committee for penalties.

In addition, the committee reviewed the FY2022 audit results and decided to forward them to the DCA Liaison Committee to provide states with support to improve their data integrity.

The Compliance Committee reviewed FY2023 audit ideas and decided to audit requested progress reports.

DCA Liaison Committee report: DCA S. Brooks (OH) stated that the DCA Liaison Committee met on January 17. The committee finalized its 2023 goals, considered ideas to revamp the DCA Mentoring program, and discussed the 2023 Dashboard program that will focus on warrant tracking. She noted that communication among DCAs as well as the compact and field staff was still an issue. The committee also discussed focusing training on the evidence-based practice, retaking, rejections, and extraditions.

Finance Committee report: Commissioner G. Roberge (CT) informed the Committee that the Finance Committee was scheduled to meet on February 22, 2023. The Commission had \$1,135K in savings. Its Vanguard account has \$2,183K, which was 3.3% lower than last month's statement. He noted that the Commission had 55% of its investments in stocks and 44% in bonds. It was decided to delay rebalancing the account due to market volatility.

Spending is progressing as expected with expenses at 52% of the year mostly due to the annual business meeting expenses and insurance costs. He added that the Commission did not anticipate any major unexpected spendings for the rest of the fiscal year.

Technology Committee Report: Commissioner C. Moore (GA) reminded the committee that the Commission has entered into an agreement with Optimum Technology to conduct the ICOTS migration project and take over hosting and maintenance from Appriss.

In December, the national office met with Optimum to kick off the project, meet their team, and discuss next steps. The national office coordinated meetings with Appriss and Optimum to facilitate the exchange of technical specifications and details.

The following is the estimated cost for the project.

- Initial migration and redeployment: \$450,736
- Five years of maintenance and support: \$1,968,000
- Total cost of ownership: \$2,418,736

The project consists of seven phases. Upon the completion of the second phase, the national office would know of any potential roadblocks.

- Phase 1: Project plan and required technical detail. Estimated completion date is 1/13/2023.
- Phase 2: Hosting environment established. Estimated completion date is 3/31/2023.
- Phase 3: Migration of ICOTS - functionality and database. Estimated completion date is 6/2/2023.
- Phase 4: User testing. Estimated completion date is 6/23/2023.
- Phase 5: Issue resolution & mitigation. Estimated completion date is 6/30/2023.
- Phase 6: Support ICOTS users during transition. Estimated completion date is 7/28/2023.
- Phase 7: Cut over to production. Estimated completion date is 8/1/2023.

The national office will circulate the information about the ICOTS migration via the ICAOS monthly newsletter and regional meetings.

Rules Committee Report: Executive Director A. Lippert stated that the Rules Committee was scheduled to meet on February 9. The committee will review six rule amendments forwarded by the South, West and Midwest regions. These amendments have no ICOTS impact.

Executive Director A. Lippert noted that the Rules Committee might not need to meet in person this year. She will know more about the scope of the committee work after the rule proposal comment period.

Training Committee Report: Commissioner J. López (WI) stated that the committee will be meeting next month. DCA S. Brooks (OH) and Commissioner K. Ransom (OH) will present on behalf of the Commission at the American Probation and Parole Association (APPA) regional conference in Ohio.

ABM Planning Workgroup Report: Commissioner M. Pevey (WA) informed the Committee that the ABM workgroup will be meeting on Tuesday, February 7, 2023, in Norfolk, VA. He will present more details at the next meeting.

East Region Report: Commissioner D. Crook (VT) stated that the East Region has not met since the ABM.

Midwest Region Report: Commissioner A. Vorachek (ND) stated that the Midwest Region met on January 4, 2023. The region approved three rule proposals proposed by the State of Minnesota and forwarded them to the Rules Committee for review and consideration.

South Region Report: Commissioner J. Kempker (MO) stated that the South Region will meet in March.

West Region Report: Commissioner T. Link (AK) informed the Committee that the West Region met on January 5 to discuss a rule proposal from the State of Colorado. The region approved the proposal and forwarded it to the Rules Committee for review and consideration.

Executive Director Report:

- Executive Director A. Lippert stated that the Commission has one newly appointed commissioner - Deon McDaniel (NV). She continued that Commissioner Tim Moose (NC) and Coltan Harrington (WY) retired in December; no official appointments have been made yet.
- New Jersey, Colorado, and New York contacted the national office with questions about Rule 3.103 and how to handle rejections.
- The national office handled a dispute between New Jersey and Louisiana on whether an offender who was released as part of New Jersey's Pre-Trial Intervention ("PTI") program, was actually Compact-eligible. Legal Counsel T. Travis issued an analysis on this matter.
- Executive Director A. Lippert reported on the ICAOS State Council policy. Per policy, states must update their state council members and report on the council activities on the annual basis. Three states – Idaho, Louisiana, and Massachusetts have not reported on their state council activities.

She plans to reach out to the commissioner of Massachusetts who was recently appointed and might not be aware of the policy's requirement.

She noted that based on the report, 15 states reported not having a state council meeting in the last year and 10 of them reported not having a state council meeting in the last two years.

She will present the final report at the face-to-face Executive Committee meeting.

- Executive Director A. Lippert stated that the national office was in the process of migrating its dashboard report software to a cloud-based solution to facilitate better access and usability of the system.
- Last week, Executive Director A. Lippert traveled to Arizona to conduct the 2024 ABM site visit. Based on three hotels visited, the Scott Resort in Scottsdale, AZ works the best for the Commission's meeting. The national office was working with the hotel on the contract and budget details. She will present more information at the next Executive Committee meeting.
- The committee reviewed a proposal to change ICAOS justice system terminology based on feedback from Commission members who want to examine the possibility of removing the term "offender" from the established terminology.

The committee discussed the proposal and its implication to states.

Victim Representative J. Gillis (NOVA) asked to distribute the proposal to the victim organization community and seek their input. He noted that the victim community would oppose this language change.

The committee discussed the importance of determining the scope of the language change and the clarity and transparency of the Executive Committee's authority with this decision.

The committee identified priorities for this project:

1. Identify the scope of the proposal.
2. Identify the Executive Committee's authority.
3. Create terminology.

The committee tabled the discussion until its face-to-face meeting scheduled for March 14, 2023.

Victim Representative Report: Victim Representative J. Gillis (NOVA) stated there was nothing new to report.

Old/New Business

The committee will meet again on February 15 by video conference. The committee will have a face-to-face meeting on March 14, 2023, in Louisville, KY.

Adjourn

Commissioner G. Roberge (CT) moved to adjourn. Commissioner M. Pevey (WA) seconded.

The meeting adjourned at 1:10 p.m. ET.


Mary Kay Hudson (Feb 24, 2023 11:02 EST)







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Final Audit Report

2023-02-24

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