



## **Interstate Commission for Adult Offender Supervision**

### **Executive Committee Meeting MINUTES**

**February 15, 2023 @ 12 PM ET  
Video Conference**

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#### **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. Sally Kreamer (IA), Compliance Committee Chair
7. Susan Gagnon (ME), Rules Committee Chair
8. Julie Kempker (MO), South Region Chair
9. Amy Vorachek (ND), Midwest Region Chair
10. Dale Crook (VT), East Region Chair
11. Jeremiah Stromberg (OR), Past-Chair, Ex-Officio
12. Suzanne Brooks (OH), DCA Liaison Chair, Ex-Officio
13. John Gillis (NOVA), Victim Representative, Ex-Officio

#### **Members not in Attendance:**

14. Joselyn López (WI), Training, Education, and Public Relations Committee Chair

#### **Staff:**

1. Ashley Lippert, Executive Director
2. Allen Eskridge, Policy and Operations Director
3. Barno Saturday, Logistics and Administrator 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; Ten voting members were present; a quorum was established.

#### **Agenda and Minutes**

**Commissioner M. Pevey (WA) moved to approve the agenda as presented. Commissioner G. Roberge (CT) seconded. Agenda approved.**

**Commissioner G. Roberge (CT) moved to approve the minutes from the January 18, 2023, meeting as drafted. Commissioner J. Kempker (MO) seconded. Minutes approved.**

#### **Discussion**

*Compliance Committee report:* Director A. Lippert stated that the national office completed the FY2023 data integrity audit that focused on five main areas:

1. Offender demographics
2. Offender photos
3. Junk/duplicate record maintenance
4. Rejected case clean-up
5. Offenders awaiting retaking maintenance

Policy and Operations Director A. Eskridge and Training Coordinator M. Spring presented the audit report to the committee. The audit was a follow-up to the FY2017 demographic data review and FY2018 ICOTS photo audit. It provided a comparative perspective, with the goal of improving the accuracy, dependability, and credibility of ICOTS data used by states and external partners. State reports included recommendations to correct data inaccuracies or deficiencies, a rating, and links to each report used in the audit process.

Overall, the FY2023 audit identified critical areas for improvement that have the potential to significantly improve ICOTS' data quality. Using ICOTS reports and dashboards regularly will allow states to increase efficiency and mitigate data issues.

*1. Demographic Audit (ICOTS Privacy Policy Section 15)*

From FY2017 to FY2023, several demographic categories improved.

The national office recommends the following strategies for improvement: train users to provide comprehensive identifiers as required by states and the ICOTS Privacy Policy; implement a review process to correct demographic issues before transmitting to a receiving state; and train users to leave fields empty when data is unknown.

*2. Photo Audit (ICOTS Privacy Policy Sections 5 & 15)*

The photo audit in FY2017 resulted in the adoption of photo standards and a follow-up audit in FY2018. The FY2022 data shows a substantial improvement in overall pass rates as well as a significant decrease in the number of failing photos across states.

The national office recommends the following strategies for improvement: train users on the ICOTS Privacy Policy photo requirements and implement a review process to correct photos before transmitting to a receiving state.

*3. Junk/Duplicate Profile Clean-up (ICOTS Privacy Policy Sections 5 & 8)*

According to the ICOTS Privacy Policy, users must report data errors, such as junk or duplicate records, within five business days. States can efficiently identify and correct errors within the 30-day requirement by regularly using the ICOTS dashboards.

The majority of states had records that were not cleaned up within the acceptable time frame, resulting in unsatisfactory appraisals. The significant increase in data cleanup following the audit announcement suggests that ongoing awareness and use of reports can benefit data integrity.

States have improved overall since the FY2022 DCA Dashboard program analysis. Notable progress was made in managing duplicate profiles, which decreased from 1.4% to a new low of 0.3% today. The audit revealed a declining trend in each category over time.

The national office recommends the following strategies for improvement: train users to report errors within five days as required by the ICOTS Privacy Policy; teach users how to avoid creating junk and duplicate records; implement procedures for identifying junk and duplicate records; and use dashboard reports to identify users in need of training or corrective action.

#### *4. Rejected Case Clean-up (ICOTS Privacy Policy Sections 5 & 8)*

The state performance and rejected case cleanup data shows that states were mostly split between a satisfactory (47%) and unsatisfactory (45%) rating. Satisfactory rating was given to states with rejected cases removed within 60 days and unsatisfactory rating was given to states with rejected cases not removed in over 90 days. A few states (8%) required minor additional work to elevate their performance from needs improvement to satisfactory.

The national office recommends the following strategies for improvement: train users to withdraw or resubmit transfers in a timely fashion after a rejection and use ICOTS reports and email notifications to identify cases in need of removal.

#### *5. Offenders Awaiting Retaking (ICOTS Privacy Policy Sections 5 & 8)*

Proper violation documentation is critical for managing the retaking process in ICOTS. The 'availability' date was used to measure data as well as to determine the existence of documentation and proper use of Violation Addenda. The majority of states had cases in excess of the availability date range or had poor use of Violation Addenda. A few states had cases that were over 60 days or also had documentation issues. Slightly more than one-fifth of states had satisfactory documentation and timely management of retaking issues.

The Justice-Involved Individuals Awaiting Retaking data shows a downward trend in cases awaiting retaking for more than 60 days and reflects the large number of cases that remain unresolved. Though one of this year's audit's objectives was to ensure report accuracy, training and communication issues are evident in the mandatory violation retaking process.

The national office recommends the following strategies for improvement: address inconsistent use of 'available' date; train users to only use violation reports when enforcing mandatory retaking; use Progress Reports to report convictions that do not require retaking; and enhance communication.

The committee discussed the importance of keeping ICOTS data clean and accurate.

Executive Director A. Lippert noted that the Compliance Committee referred the FY2023 audit results to the DCA Liaison Committee to continue focusing on improving data integrity in the areas addressed in this audit.

The committee decided it would be beneficial for all states to see the national audit report.

**Commissioner D. Crook (VT) moved to approve FY2023 audit results for distribution to Commission members. Commissioner M. Pevey (WA) seconded. Motion passed.**

*DCA Liaison Committee report:* DCA S. Brooks (OH) stated that the DCA Liaison Committee will be meeting later this month to focus on revamping the DCA Mentoring program. She met with Compliance Committee chair Kreamer (IA) and discussed the FY2023 audit results and how to use its data for training. The committee will meet again in March to discuss the training curriculum for the upcoming Annual Business Meeting.

*Finance Committee report:* Commissioner G. Roberge (CT) informed the Committee that the Finance Committee will meet on February 22, 2023. The committee will review adjustments to the FY2024 budget and make recommendations for the FY2025 budget. He will present both budgets for the Executive Committee's approval at its face-to-face meeting in March.

The Commission had \$835K in savings. Its Vanguard account has \$2,283K, which was 4.5% increase from last month's statement. He added that the Commission did not expect any major expenditures for the rest of the fiscal year.

*Technology Committee Report:* Commissioner C. Moore (GA) informed the committee that the Commission's project with Optimum Technology to migrate the ICOTS system from Appriss was on track and going well.

The second phase to establish the hosting environment is on track with an estimated completion date of March 31, 2023.

*Rules Committee Report:* Commissioner S. Gagnon (ME) stated that the Rules Committee met on February 9. The committee reviewed two rule amendments forwarded by the South region. The committee recommended not to adopt the proposal to amend Rule 4.101. The committee sent the proposal to amend Rule 5.101-2 back to the South Region for more editing.

She added that Executive Director Lippert reached out to commissioners for additional representation. Commissioner Danner (MD) and Commissioner Ransom (OH) have joined the Rules Committee.

*Training Committee Report:* Executive Director A. Lippert stated that the committee will meet later this month to discuss its 2023 goals and the training curriculum for the upcoming Annual Business Meeting.

*ABM Planning Workgroup Report:* Commissioner M. Pevey (WA) stated that the ABM planning workgroup had a face-to-face meeting on February 7 in Norfolk, VA. The workgroup drafted the Annual Business Meeting agenda, discussed bringing outside speakers, and toured the hotel and the reception venue. He will present more details at the next meeting.

*East Region Report:* Commissioner D. Crook (VT) stated that the East Region will meet on March 29, 2023, to discuss action items from the face-to-face Executive Committee meeting and some potential rule proposals.

*Midwest Region Report:* Commissioner A. Vorachek (ND) stated that the Midwest Region met on January 4, 2023. The region approved three rule amendments 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 on March 7, 2023, to discuss additional changes to the proposal to amend Rule 4.101 per the Rules Committee's recommendation. The Rules Committee members from the South Region, Commissioner Moore (GA) and DCA Strickland (FL), will lead the discussion.

*West Region Report:* Commissioner T. Link (AK) informed the Committee that the West Region will meet after the face-to-face Executive Committee meeting.

*Executive Director Report:* Executive Director A. Lippert presented her report to the committee:

- There are commissioner vacancies in North Carolina and Arkansas. She expects North Carolina to make the appointment in the next few weeks. Wyoming has a new commissioner – Jeremy Vukich. He joined the Finance Committee.
- 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. She anticipated completing the project by mid-March.
- Web Development Manager D. Greott completed the yearlong project of upgrading the Commission's website to the Drupal 9 platform. The new platform is more efficient with quicker response times, and tools for better content management.
- Executive Director A. Lippert took part in a meeting of the Global Justice Information Sharing Initiative, Global Advisory Committee (GAC). Over 30 independent organizations representing law enforcement, judicial, correctional, and related bodies are members of the Initiative. The GAC met virtually on February 1, 2023, and discussed priorities and projects for 2023.
- In January, Executive Director A. Lippert traveled to Arizona to conduct the 2024 ABM site visit. She visited three properties - Sheraton Phoenix Downtown (Phoenix), DoubleTree Resort by Hilton Hotel Paradise Valley (Scottsdale), and The Scott Resort & Spa (Scottsdale). Based on the visit, the Scott Resort and Spa offers the best accommodations for the Commission's needs. The property design and location are a good fit for business meetings and networking.
  - Meeting Dates: Sept 9-11, 2024
  - Rate: \$179 ++ plus \$10 resort fee (original \$45 resort fee). (Per diem for Scottsdale, AZ is \$151)
  - Estimated Budget: \$328,011

**Commissioner M. Pevey (WA) moved to recommend the Scott Resort & Spa for the 2024 Annual Business Meeting and the DCA Training Institute location. Commissioner D. Crook (VT) seconded. Motion passed.**

*Victim Representative Report:* At the last meeting, the committee discussed a proposal to change ICAOS justice system terminology and remove the term "offender" based on feedback from Commission members. Victim Representative J. Gillis (NOVA) made preliminary calls to other victim organizations to see where they stand on this matter. He plans to collect more information and present it at the next committee meeting.

**Old/New Business**

There was no old/new business.

**Adjourn**

**Commissioner G. Roberge (CT) moved to adjourn. Commissioner M. Hudson (IN) seconded.**

The meeting adjourned at 1:11 p.m. ET.

Mary Kay Hudson  
Mary Kay Hudson (Apr 3, 2023 11:22 EDT)







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Final Audit Report

2023-04-03

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