



## Interstate Commission for Adult Offender Supervision

### Deputy Compact Administrator Liaison Committee MINUTES

February 23, 2023 @ 1:00 p.m. ET  
Video conference

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

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

#### **Members not in attendance:**

8. LaShonda Lee-Campbell (MD)
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 am ET. Seven voting members were present, establishing a quorum.

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

**DCA M. Patterson (OR) moved to approve the agenda. DCA S. Hammond (IA) seconded. Agenda approved.**

**DCA D. Clark (ME) moved to approve minutes from January 17, 2023, meeting. DCA A. Miller (ND) seconded. Minutes approved.**

#### **Discussion**

Chair S. Brooks (OH) presented revising the DCA Mentoring Program, which was established more than ten years ago, given the number of new DCAs. Although the program has evolved since its inception, the committee recognized that it still had many limitations. The program's procedures are rarely followed and only covers general

aspects of compact business without focusing on individual needs; further it is difficult to assign mentors within the same region.

The committee discussed objectives and goals for the program's changes:

- Employ a group mentoring strategy rather than one-on-one 'mentoring'.
- Develop and share strategies to improve case management and compact office operations (intrastate and interstate processes).
- Use coaching techniques as a training method versus 'This is what I did or would do' approach.
- Create a new DCA Toolkit/training module.
- Improve compact management resources for DCAs.

Chair S. Brooks (OH) and Training Coordinator M. Spring will draft the new DCA welcome email. Additionally, they will draft a new needs assessment and send both documents to the committee for feedback via email.

The national office will draft an outline for new DCA training and share it with the Executive Committee and the Training Committee.

The committee discussed the need to improve the ICAOS Support Site content and navigation to better support DCAs and compact staff as well as the need to create a new DCA 101 training/DCA toolkit.

The committee discussed creating the DCA Success program registration/application to ensure that the focus is on improvement and achieving established goals.

The committee considered various methods for conducting DCA Success sessions, including round table and breakout sessions.

*New DCA Welcome Procedures:*

- National office sends a new welcome email.
- Welcome meeting one-on-one with region chair. Region chairs could ask the chair or the national office to assist as needed.
  - DCA Role/Responsibilities Training
  - Review Needs Assessment

*DCA Success Program (New Program):*

- 2 DCA Success Program sessions per year. One session could take place at the DCA Training Institute.
- Hosted by DCA Liaison committee members.
- Priority to new DCAs with the total number of participants at 10-15 ppl
  - TBD Breakouts during session with total number of participants around 3-4 ppl
- Require application/registration to assist in content development and to ensure needs are addressed.

- Share details and outcomes in DCA Region meetings and in the DCA Liaison Committee report at the Annual Business Meeting.

**Old Business**

There was no old business.

**New Business**

DCA M. Patterson (OR) will contact new West Region DCAs to gauge their thoughts on the new DCA Success program.

**Adjourn**

**DCA M. Patterson (OR) moved to adjourn. DCA R. Plank (VT) seconded.**

The meeting adjourned at 1:50 pm ET.