Interstate Commission for Adult Offender Supervision

Deputy Compact Administrator Liaison Committee MINUTES

March 9, 2023 @ 1:00 PM ET
Video conference

Members in attendance:
1. Suzanne Brooks (OH), Chair
2. Lorna Culver (AK)
3. Timothy Strickland (FL)
4. Simona Hammond (IA)
5. LaShonda Lee-Campbell (MD)
6. Alyssa Miller (ND)
7. Mark Patterson (OR)
8. Rickey Plank (VT)

Members not in attendance:
9. Denis Clark (ME)

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. Eight voting members were present, establishing a quorum.

Approval of Agenda and Minutes
DCA S. Hammond (IA) moved to approve the agenda. DCA T. Strickland (FL) seconded. Agenda approved as presented.

DCA R. Plank (VT) moved to approve the minutes from February 23, 2023, meeting. DCA M. Patterson (OR) seconded. Minutes approved as drafted.

Discussion
2023 ABM Agenda: Chair S. Brooks (OH) stated that the ABM Planning Workgroup met last month to draft the 2023 Annual Business Meeting agenda. The 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

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Tuesday, September 19. She continued that 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.

There will be four pre-assigned topics with 12 to 15 DCAs at each table. The 15-minute discussions will be solution based with pre-meeting announcements to ensure participants preparation. The identified table leaders will have a 30-minute debrief with intended post-meeting actions at the end of the session.

The committee agreed on the following topics:
- Rule 3.103-Core purpose of the rule and applying the rule to ensure seamless supervision.

- Nationwide warrants /How is your state overcoming challenges with judges?

- How do we deal with Compliance issues: Rule interpretations vs blatant rule violations
  - Removing stigma of raising issues

- Commissioner & DCA Relationship

2023 Training Initiative Feedback: Chair S. Brooks (OH) stated that the Training Committee and the national office were working on an initiative to improve the ICAOS support site including changing the site's navigation and organization as well as the appearance.

She asked the committee to share their feedback on what articles they use the most or what they want to add to the support site.

Executive Director A. Lippert asked the region chairs to discuss this matter at their DCA region meetings and share a survey link to poll states on the support site's improvement areas.

DCA Dashboard Program: Chair S. Brooks (OH) reminded the committee that the FY23 DCA Dashboard Program focused on the Warrant Status Dashboard. In February, the committee held a training to review the Warrant Status Dashboard, launched in July 2022, as well as other dashboards available for managing warrants and auditing data entry.

DCA S. Hammond (IA) noted that the Midwest region DCAs appreciated the training and found it very useful.

DCA M. Patterson (OR) noted the importance of consistent communication and recommended offering the recorded training to DCAs who did not attend and to follow up with them in a few weeks.

Chair S. Brooks (OH) stated that the national office will ask for FY24 DCA Dashboard Program ideas in the survey.

DCA Region Meetings: Chair S. Brooks (OH) asked the region chairs to meet with their respective regions and inform them about the upcoming DCA region chair elections. The deadline to submit chair nominations is June 30.

In addition, Chair S. Brooks (OH) asked the region chairs to discuss the FY23 Data Integrity Audit results with their regions specifically focusing on the strategies for improvements in each section of the audit. She asked to share any additional strategies for improvement that might be identified by the region members.

Old Business
There was no old business.

New Business
Executive Director A. Lippert encouraged the region chairs to discuss and vet any rule proposal ideas at the DCA region level before the proposal is sent to the commissioners for consideration.

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

The meeting adjourned at 1:58 pm ET.

Approved on 4/25/2023. B.S.