



## Interstate Commission for Adult Offender Supervision

### Deputy Compact Administrator Liaison Committee MINUTES

April 25, 2023 @ 11:00 AM ET  
Video conference

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

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

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

9. LaShonda Lee-Campbell (MD)

#### **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 11:00 am ET. Eight voting members were present, establishing a quorum.

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

**DCA R. Plank (VT) moved to approve the agenda. DCA T. Strickland (FL) seconded. Agenda approved as presented.**

**DCA A. Miller (ND) moved to approve the minutes from March 9, 2023, meeting. DCA M. Patterson (OR) seconded. Minutes approved as drafted.**

#### **Discussion**

*New DCA Welcome Email:* The committee reviewed the new DCA welcome email prepared by the national office. The email includes a link to new DCA assessment and will be sent newly appointed DCAs.

DCA M. Patterson (OR) suggested adding the DCA Liaison Committee chair and DCA Region chair's names to the email. He suggested asking newly appointed DCA Nicole Rosales (NV) to provide feedback on the letter and assessment.

The committee was in favor of the letter.

*Support Site & Resource Improvement Project* : Chair S. Brooks (OH) stated that the Training Committee and the DCA Liaison Committee shared a goal to improve resources for DCAs, compact staff, and ICOTS users, including the ICAOS Support Site. The support site maintains a collection of compact related training materials and ICOTS support articles, which are also integrated into CORE on the ICAOS main website.

DCA A. Miller (ND), project leader, stated that the Training Committee decided to focus on prioritizing the new site's navigation and content. She requested feedback from committee members and their staff on the project. She had also reached to four North Dakota compact members for feedback. She noted that the national office asked DCAs to provide their feedback on the Support Site project during their DCA region meetings.

The committee recommends improving the on-demand trainings accessibility on the website.

Training Coordinator M. Spring stated that the Support Site already has an article on this topic. She advised that the Support Site's content and accessibility be improved. She also mentioned that the national office was considering integrating the AI chat bot into the Support Site.

DCA M. Patterson (OR) suggested creating a page on the website for states to upload their best practices.

The committee discussed difficulties with searching for advisory opinions and white papers on the website.

Executive Director A. Lippert stated that the national office was working on an at-a-glance document to aid states with searching for advisory opinions.

*Provide Feedback on Outline for DCA Training/Toolkit*: The national office put together a draft outline for the DCA Training/Toolkit to use at the new DCA welcome meetings based on the previous meeting's discussion.

- Understand the roles of the Commission, Commissioner & DCA
- Learn the importance of communication to work out issues.
- Acquire skills to enforce the Compact in your state.
- Know where to find resources available to assist with difficult conversations.

The committee supports the outline.

*DCA Survey for Region Meetings, Success Program Ideas & DCA Dashboard:* Chair S. Brooks (OH) asked for committee's feedback on the DCA Survey and its goals. The survey will include the following:

- Eval from DCA Dashboard training/suggestions for FY24
- Feedback for new DCA Success Program
- Direction for region chairs in facilitating meetings; ensure constructive conversations.

The committee decided to list the following options for the FY24 DCA Dashboard Program suggestions question:

- Managing violations
  - Timeframe Compliance
  - Addendum Use
- Offender Management
- Other

Training Coordinator M. Spring will email the draft survey to the committee for final review and comments.

*Plan ABM Prep Forums:* Chair S. Brooks (OH) reminded the committee that the ABM Planning 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 Tuesday, September 19. The committee will be using a solution-based approach and recognizes that states need time to vet their issues. The committee decided to hold the ABM forums to prepare states for the *Collaborative Problem-Solving* session at the business meeting.

The committee will have an informal meeting next month to finalize the details of the forums.

DCA M. Patterson (OR) suggested making forums mandatory to ensure all states have an opportunity to discuss their issues.

The committee decided that the forums need to include states from different regions.

The national office will write the *Collaborative Problem-Solving* session's description to post on the website. The description will note that the session will be solution-based, and states will have an opportunity to discuss their issues at the forums prior to the business meeting.

*DCA Region Chair Elections:* Chair S. Brooks (OH) reminded the committee about the upcoming DCA region chair elections. The deadline to submit chair nominations is June 30. If more than one DCA in a region is interested, the region will conduct a vote in early July.

### **Old Business**

There was no old business.

**New Business**

ICOTS Project Manager X. Donnelly stated that the Technology Committee asked the DCA Liaison Committee to identify 6-8 users for phase 4 of the ICOTS Migration project. He added that the purpose of user acceptance testing is to have a small group of experienced ICOTS users confirm all functionality is working as designed in the new hosting environment. The testing will take place from June 6-29, 2023.

He added that line level users will complete all the various compact activities from creation to assignment with assistance from a compact office user to complete the compact workflow. A list of compact activities will be provided. Any issues will be screenshotted and submitted with a description to the ICOTS Helpdesk. The vendor will begin addressing issues as they are submitted. After the initial testing, the only other time commitment required of users is to verify the issues they submitted are resolved once the vendor has released a fix. Overall, the estimated time commitment for the entire process will be around 2-3 partial days (or 1 full workday) for the initial testing phase followed by 3-4 hours during the issue resolution phase to verify fixes.

He identified the top 5 non-compact office users in terms of compact activities in the last 3 months for Ohio, Florida, Iowa, Maine and Oregon. He asked the committee members to submit two names for UAT by the end of next week.

**Adjourn**

**DCA M. Patterson (OR) moved to adjourn. DCA S. Hammond (IA) seconded.**

The meeting adjourned at 11:58 am ET.