



Interstate Commission for Adult Offender Supervision

Training, Education, & Public Relations Committee MINUTES

**July 27, 2023 · 2:00 pm ET
Video conference**

Members in attendance:

1. Joselyn López (WI), Chair
2. Taryn Link (AK)
3. Katrina Ransom (OH)
4. Sally Reinhardt-Stewart (NE)
5. Jeremiah Stromberg (OR)
6. Jim Parks (VA)
7. Tracy Hudrlik (MN), Ex-officio
8. Suzanne Brooks (OH), Ex-officio
9. Ingrid Siliezar (RI), Ex-officio
10. Alyssa Miller (ND), Ex-officio
11. Cynthia Stout (TX), Ex-officio

Members not in attendance:

1. Maggie Brewer (NC)

Staff:

1. Ashley Lippert, Executive Director
2. Allen Eskridge, Policy and Operations 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 J. López (WI) called the meeting to order at 2:00 p.m. ET. Eight voting members were present, a quorum was established.

Approval of Agenda and Minutes

Commissioner S. Reinhardt-Stewart (NE) moved to approve the agenda. Commissioner J. Stromberg (OR) seconded. Agenda approved as presented.

Commissioner K. Ransom (OH) moved to approve the minutes from April 10, 2023. Commissioner J. Parks (VA) seconded. Minutes approved as drafted.

Discussion

Support Site and DCA Toolkit Approval: DCA A. Miller (ND), project leader, thanked Training Coordinator M. Spring and Web Development Manager D. Greeott for their work on redesigning the support site.

The national office completed reorganizing and creating new articles for ICOTS administration, functionality and dashboard reports based on feedback from compact members. Currently, the national office is working on new auto-reply functionality, an AI bot, to direct users to relevant support articles addressing common issues and questions.

DCA C. Stout (TX) suggested naming the bot.

DCA A. Miller (ND) stated feedback for new content for the support site was very limited.

She presented the new DCA toolkit page built by the national office based on the DCA Liaison and Training Committee's comments and feedback. The DCA Toolkit was designed as a resource and education page for new DCAs and covered the following elements:

- 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 DCA Liaison Committee reviewed the toolkit and sent it to the Training Committee for final approval.

Commissioner S. Reinhardt-Stewart (NE) suggested adding a note to check the boxes on the page to continue to the next page.

Commissioner J. Stromberg (OR) moved to approve the New DCA Toolkit and the Support Site redesign. Commissioner T. Link (TX) seconded. Motion passed.

ABM Collaborative Solutions Session: Chair J. López (WI) reminded the committee that it oversaw the commissioner part of the Collaborative Problem-Solving session at the upcoming Annual Business Meeting. At the session, through small group discussions, attendees will discuss strategies for addressing compact issues. The goal of this session is to identify and share best practices while recognizing that varying state structures necessitate alternative approaches. Commissioners and DCAs will discuss solutions in a 15-minute per topic rotation. Afterward, attendees will re-group together to share solutions between Commissioners and DCAs.

In preparation for this meeting, the DCA Liaison Committee held virtual informal DCA meetings and provided solutions.

The committee decided on the following table leader assignments:

- Commissioner DCA Relationship
 - Commissioner Moderators: Katrina Ransom (OH).

- How Do We Deal with Compliance Issues
 - Commissioner Moderators: Taryn Link (AK).
- Nationwide Warrants: How is Your State Overcoming Challenges with Judge?
 - Commissioner Moderators: Tracy Hudrlik (MN).
- Rule 3.103 Reporting Instructions for Offenders Living in the Receiving State at the Time of Sentencing: Core Purpose of the Rule and Applying the Rule to Ensure Seamless Supervision
 - Commissioner Moderators: Susan Gagnon (ME) or Maggie Brewer (MD).

Warrant Execution Training: Chair J. López (WI) informed the committee about the upcoming warrant execution training scheduled for August 15, 16 & 17. The ICOTS warrant tracking tool launched June 2022 allows sending states to track warrants within ICOTS during retaking process or after reporting an absconder. This session will review the Warrant Status Dashboard (launched in July 2022) as well as other dashboards available for managing warrants and auditing data entry. In addition, members of the DCA Liaison Committee will provide examples and share the benefits of the warrant tracking tools.

Training Coordinator M. Spring noted that this training was a follow-up on the warrant training from February 2023 and cover the information in the training bulletin.

The committee reviewed the Training Bulletin 1-2023i for best practices for warrant execution.

Commissioner S. Reinhardt-Stewart (NE) moved to approve Training Bulletin 1-2023i as presented. Commissioner K. Ransom (OH) seconded. Motion passed.

OLD BUSINESS

Commissioner Dashboards: Chair J. López (WI) reminded the committee that at the last meeting, the committee discussed identifying performance dashboards designed specifically for commissioners' use. She noted that the national office received no comments.

DCA C. Stout (TX) suggested updating the sending state on the updates of the case after the client was arrested. She noted that the Commission had a training bulletin on this matter.

Executive Director A. Lippert suggested referring the training bulletin to the DCA region chairs to revisit at the DCA region meetings.

New Business

The committee reviewed a draft Best Practice for Warrants from the State of New York. The New York Commissioner sent a formal memo to local probation departments about the timely issuance of interstate warrants, as well as face sheets developed by their office to easily identify the need for full extradition warrants within 15 business days. The best practice covers administrative processes developed by the New York Probation Compact Office.

The committee discussed the best practice and asked the national office to reach out to New York to clarify how New York distinguishes behavior requiring retaking violations that necessitate a warrant versus those ordered to return so they know what is new. The national office will update the best practice accordingly.

Adjourn

Commissioner K. Ransom (OH) moved to adjourn. Commissioner S. Reinhardt-Stewart (NE) seconded.

The meeting adjourned at 2:55 p.m. ET.