Interstate Commission for Adult Offender Supervision

Deputy Compact Administrator Liaison Committee Minutes

April 14, 2009
11:00 am EDT

WebEx

Members in Attendance:
1. Warren Emmer Chair, ND
2. David Babby CA
3. Anne Precythe NC
4. Patricia Malone MA
5. Chuck Placek ND

Members not in Attendance
1. Kari Rumbaugh NE

Staff:
1. Harry Hageman
2. Ashley Hassan
3. Mindy Spring
4. Sam Razor
5. Xavier Donnelly
6. Barno Saturday
7. Kevin Terry

Call to Order
Chair W. Emmer (ND) called the meeting to order at 11:01 am EDT. Five out of six members were present. Quorum was established.

Compact Administrator C. Placek (ND) made a motion to approve the minutes from March 13, 2008. DCA A. Precythe (NC) seconded. The motion was approved.

The Committee reviewed the DCA Liaison Memo.

Approved on 05/19/2009. B.S.
DCA A. Precythe (NC) presented a report from the Subcommittee #1 that consisted of A. Precythe, C. Placek, D. Babby and M. Thompson.

This Subcommittee proposed taking efficiency measures that would maximize the flow of work within the compact office:

- Collect and analyze staffing and caseload patterns
  - Common Practices with differences among state compact offices
  - Identify “best practices” nationally –
    - Survey
    - Recommendations from the National Office
    - Focus Groups to review the data (DCAs and Commissioners) recommended by the National Office
    - Compile a document with options for states to consider. The document will not be mandatory.
  - Promotion of survey and results
  - Technical Assistance – incorporate the assessments process developed by the Compliance Committee.

The Subcommittee recommended having regular DCA regional meetings via WebEx with a uniform agenda made by the DCA Liaison Committee. The Committee members will chair these meeting.

The Subcommittee suggested sending a survey to DCAs about their day-to-day operations. The Committee reviewed the survey prepared by Subcommittee #1.

The Committee reviewed Subcommittee #2 report. This Subcommittee consisted of K. Rumbaugh, W. LaCour, D. Ege, M. Brock and C. Schindewolf.

This Subcommittee proposed to strengthen the knowledge base of all Deputy Compact Administrators regarding ICAOS:

*Training Institute:*
- a mandatory training
- a minimum of 1 ½ days.
- The first meeting be held Spring 2010

*Training institute includes:*
- Kick-Off Training Spring 2010: New Rules/ICOTS; state training; understanding DCA’s responsible for entire State.
- 1st Day/ New DCA training: 8:30 am-11:00 am; General training at 11 am
- Training will be Skill Based: Training for Trainers; Best Practice
- Agenda is joint effort of Training Committee and DCA Liaison Committee.

*Recommendations*
- Survey: Center around what DCA’s want training about.
• By-Laws: Update to create mandatory requirements for training institute and rules training (once per year).
• New DCA orientation: Use New Commissioner mentoring program as a guide.
• New DCA WebEx training; Training Institute 1\textsuperscript{st} day from 8:30-11:00, How to interpret rules/working with other states.

\textit{Mentoring:}
• Know border states/invite DCA to meetings.
• DCA Liaison Committee initiates welcome email or phone call:
  o Each Region would identify at least 2 mentors.
  o Face to Face Vs. only at Annual Meeting
  o Mentor Handbook: including website, rules, people’s names, and who is bifurcated and what does that mean.
• Development of ongoing training

Due to DCA K. Rumbaugh absence, Commissioner W. Emmer (ND) will contact her for clarification on this Subcommittee’s report.

DCA P. Malone (MA) presented the report from Subcommittee #3. This Subcommittee consisted of W. Emmer and P. Malone. DCA P. Malone (MA) also had discussed this report with DCA M. Otani (HI) and T. Johnson (CT).

The Subcommittee suggested implementing the following ideas:
  a. New Commissioner training (add a DCA presentation)
  b. Define “expectations for a commissioner”
  c. New Commissioner mentoring program (work with the National Office to include the information on roles of DCA)
  d. Develop a list of minimum expectations/responsibilities for commissioners

Compact Administrator C. Placek (ND) suggested developing two different surveys: Subcommittee #1 survey on day-to-day operation and the Subcommittee #2 survey on training.

DCA A. Precythe (MC) and Compact Administrator C. Placek (ND) will finalize the “day-to-day operation” survey.

Commissioner W. Emmer (ND) will work with the National Office to prepare a report on the Subcommittees’ work.

\textbf{Adjourn}
DCA A. Precythe (NC) made a motion to adjourn. Compact Administrator C. Placek (ND) seconded. The motion was approved.

The Committee adjourned at 12:07 pm EDT.