



## **Interstate Commission for Adult Offender Supervision**

### **Executive Committee Meeting MINUTES**

**March 24, 2020 • 11:00 am ET  
Teleconference**

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#### **Members in Attendance:**

1. Jeremiah Stromberg (OR), Chair
2. Hope Cooper (KS), Vice-chair
3. Gary Roberge (CT), Treasurer
4. Chris Moore (GA), Information Technology Chair
5. Mary Kay Hudson (IN), Rules Committee Chair
6. Russell Marlan (MI), Midwest Region Chair
7. Allen Godfrey (MN), Compliance Committee Chair
8. Julie Kempker (MO), South Region Chair
9. Roberta Cohen (NM), West Region Chair
10. Dale Crook (VT), East Region Chair
11. Tracy Hudrlik (MN), DCA Liaison Committee Chair, Ex-Officio
12. Joselyn Lopez (WI), Training, Education and Public Relations Committee Chair

#### **Members not in Attendance:**

1. Bette Inch (NOVA), Ex-Officio

#### **Guests:**

1. Thomas Travis, Legal Counsel

#### **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

#### **Call to Order**

Chair J. Stromberg (OR) called the meeting to order at 11:01 am ET; ten voting members were present, a quorum was established.

#### **Agenda and Minutes**

**Commissioner C. Moore (GA) moved to approve the agenda. Commissioner H. Cooper (KS) seconded. Agenda approved as presented.**

**Commissioner G. Roberge (CT) moved to approve the minutes from February 19 and March 13, 2020 meetings as drafted. Commissioner J. Kempker (MO) seconded. Minutes approved as presented.**

#### **Discussion**

*Update on COVID-19:* Executive Director A. Lippert stated that at the last Executive Committee meeting, the committee passed 01-2020 Administrative Policy on Emergency Guidelines. She suggested clarifying section V (E) by changing the word “shall” to “may”.

E. Member states not affected by the emergency or all states when there is a federal declaration of emergency ~~shall~~may suspend interstate transfers or returns into or out of the affected specified areas for a period not to exceed thirty (30) calendar days.

After the discussion, the committee decided to make additional change in section V (A) (3):

**V. Procedures**

A. Affected Interstate Compact Offices shall notify the National Office of closures and conditions affecting Compact objectives. Such notice must include:

1. Specific contact information to allow for continued or ongoing communication;
2. A written plan for continuation of vital Compact objectives, including facilitation of transfers, response to return inquiries, and management of transportation for returns; ;
3. Date of effect, the authority by which changes are being adopted and specific operations affected.

**Commissioner H. Cooper (KS) moved to adopt changed to 01-2020 Administrative Policy on Emergency Guidelines in section V (A) (3) and (E). Commissioner R. Cohen (NM) seconded. Motion passed.**

Commissioner M. Hudson (IN) expressed her concerns with section (E) regarding the scope of operations and states flexibility to follow requirements of the Compact during emergency situations.

Executive Director A. Lippert will follow up with Chair J. Stromberg, Commissioner M. Hudson and Legal Counsel T. Travis to adjust the policy. The committee will approve the new changes via an email vote.

Executive Director A. Lippert informed the committee that all DCA regions had met to discuss offenders’ transfer and supervision under COVID-19 travel restrictions. The states had to work with each other more than ever before, and make decisions on case by case basis.

Executive Director A. Lippert stated that Commissioner R. Maccarone (NY) sent a letter to the Executive Committee asking to suspend the implementation of rule 3.110 Travel Permit due to COVID-19 travel restrictions. She reminded to the committee that at the last Annual Business Meeting, the Commission voted to implement the new rules on April 1, 2020.

She added that Legal Counsel T. Travis advised that while the Executive Committee was vested with discretion to oversee day-to-day operations, the Compact made clear its powers did not extent to “rulemaking and/or amendment to the Compact.” While the Executive Committee possessed some prosecutorial discretion in handling rules and compliance issues, the approach suggested by New York in the absence of stated policy, was inappropriate.

Executive Director A. Lippert stated that the 01-2020 ICAOS Administrative Policy on Emergency Guidelines adequately address New York's concerns without having to formally delay the implementation date of Rule 3.110.

**Commissioner A. Godfrey (MN) moved to proceed with implementation of the new rules as scheduled without any delays. Commissioner C. Moore (GA) seconded. Motion passed.**

Executive Director A. Lippert will inform Commissioner Maccarone of the Executive Committee's decision.

*2020 Annual Business Meeting Agenda:* Commissioner H. Cooper (KS) reported to the committee that the ABM workgroup put together the 2020 ABM agenda at its face-to-face meeting in Nashville, TN. The workgroup reviewed the post ABM survey and addressed feedback provided.

The committee reviewed the proposed agenda:

Monday, September 14, 2020 – DCA Training Institute

- **Welcome and Introduction** (Chair Stromberg). National Staff Introductions (Ashley Lippert)
- **Session 1 - Motivational Speaker: Why we do what we do (1 hour)**
  - Kristen Lewis to present and include an offender success story (video)
- **Session 2 - Role/Empowerment of DCAs, Commissioners (2 hours)**
  - DCA/Compact Staff Commissioner Relationship
  - Problem Solving (Tools-State Council, Policy Change, Legislation, Reports)
    - Who's Doing Training?
    - What Does Compact Success Look Like?
  - FAQ's Round Table Discussion
- **Session 3 - Mock Scenarios (2 hours)**
  - Assign Roles: (SS (Compact Office/Officer), RS (Compact Office/Officer), Offender, family, victim 5people + moderator)
  - Tie in retaking Rules 'upon a request...' and Noncompliance Behavior/Retaking

Commissioner H. Cooper (KS) stated that the Executive Committee Meeting is scheduled concurrently with session # 3.

- **Session 4 - Solution Tools: Self Empowering, Information is Power (1.5 hours)**
  - Using national office tools, present Dashboard Reports in an interview format

Commissioner H. Copper (KS) asked Commissioner R. Marlan (MI) to facilitate this panel. She added that the last 30 minutes of this session would focus on attendee's hands-on experience with dashboard reports.

Tuesday, September 15, 2020

Opening remarks by Hope Cooper: summary of day 1. What did we learn?

- **Session 5 – [Needs Title] (1.15 hour)**

(Gary Roberge and Natalie Latulippe; Allen Godfrey and Tracy Hudrlik; Hope Cooper and Matt Billinger)

- Empower you to solve your own problems, commissioners and stakeholders- Leadership approach
- Why is stakeholder education/involvement important?
- Mindfulness of differences in state processes. Who is affected by differences? Focus on Offender Success
- Collaboration

To increase audience participation, the workgroup will predetermine audience questions in advance.

- **Session 6 - Trauma Informed Care in Corrections (1.5 hour)**
  - Wisconsin Department of Health Services has a number of programs and resources on Trauma Informed Care.

New Commissioner Lunch (no speaker)

- **Session 7 - NCIC Presentation (1 hour)**
  - Present on upcoming changes to NCIC (NG3), Kimberly Lough, FBI

The committee recommended including updates on grants and involved stakeholders in session #7.

- **Region Meetings (1.45 hour)**

Based on the survey results, the workgroup allocated more time (1 hr and 45 min) for the region meetings.

- **Reception**

Commissioner H. Cooper stated that the national office would be looking at options for an off-site venue for the reception.

Wednesday, September 16, 2020

General Session

- **Session 8 - Wisconsin's Criminal Justice Reforms (45 min)**
- **Face-to-face Committee Meetings: Goal Setting (1 hour)**

Commissioner H. Cooper (KS) recommended a change to the original agenda by covering COVID-19 issues in the next session.

- **Session 9 - Life After COVID-19 (1hr 30 min)**
  - COVID-19 debrief: Life after the coronavirus
  - How states are recovering?
  - What did we do well and what could the Commission do different? How do we prepare better for the next national crisis?

- **Session 10 - Moving the Commission Forward (45 min)**
  - Outcome measures & future initiative (Jeremiah Stromberg)

**Commissioner M. Hudson (IN) moved to approve the ABM 2020 agenda as presented. Commissioner A. Godfrey (MN) seconded. Motion passed.**

Considering the current COVID-19 crisis, the committee discussed a contingency plan if states continued limiting out-of-state travel.

Executive Director A. Lippert stated that 2020 was not a rule making year and the Commission could vote on FY 22 budget and conduct officers' elections telephonically.

The committee will revisit the situation in May or June.

The national office will postpone launching the ABM 2020 registration until the Executive Committee's decision.

*FY21 Audit Recommendation:* Commissioner A. Godfrey (MN) stated that the Warrant Audit workgroup met two times to finalize questions for the FY21 audit. The workgroup decided that the FY20 audit collected information about states' warrant tracking processes, and the FY21 audit should focus on where the states were in their journey toward compliance and steps taken since the previous audit. The workgroup also explored ways to collect states' data on the national level to ensure accurate information.

Commissioner A. Godfrey (MN) noted that taking into consideration the current COVID-19 nationwide health crisis, he recommended postponing the FY21 compliance audit until the next year.

The committee agreed with Commissioner Godfrey's recommendation.

**Commissioner A. Godfrey (MN) moved to postpone the FY21 compliance audit until the next year. Commissioner D. Crook (VT) seconded. Motion passed.**

### **Old Business**

*The US Virgin Islands' Corrective Action Plan:* Executive Director A. Lippert stated that at the last meeting, the committee accepted the Compliance Committee recommendation to find the US Virgin Islands in default for compliance matters including failure to respond to the FY19 and FY20 annual audits, failure to pay FY20 dues, failure to meet passing standards on dashboard reports, and failure to provide a corrective action plan and asked them to submit the corrective action plan (CAP) within 10 business days or incur a \$3,000 fine.

The national office received the Virgin Islands' dues payment and CAP on March 19, 2020. They were in the process to submit the interest fee.

The committee decided that the Virgin Islands was heading in the right direction, even though their CAP required improvements.

**Commissioner R. Cohen (NM) moved to accept the US Virgin Islands' Corrective Action Plan as presented. Commissioner H. Cooper (KS) seconded. Motion passed.**

## **New Business**

*Executive Session – Personnel:* The committee went to the executive session to discuss personnel matters.

**Commissioner D. Crook (VT) moved to enter the executive session to discuss personnel matters. Commissioner C. Moore (GA) seconded. Legal Counsel T. Travis asserted the Commission could enter closed session to discuss personnel matters pursuant to Compact Statue, Article VII. Motion passed.**

**Commissioner D. Crook (VT) moved to exit the executive session. Commissioner C. Moore (GA) seconded. Motion passed.**

**Commissioner H. Cooper (KS) moved to adjust the salary schedules for all grades by an additional 2.5%. Commissioner R. Cohen (NM) seconded. Motion passed.**

**Commissioner H. Cooper (KS) moved to place the Executive Director on the salary schedule at a grade 13. Commissioner C. Moore (GA) seconded. Motion passed.**

**Commissioner H. Cooper (KS) moved to put the Executive Director into step 14 on the salary schedule. Commissioner A. Godfrey seconded. Motion passed.**

## **Adjourn**

**Commissioner C. Moore (GA) moved to adjourn. Commissioner H. Cooper (KS) seconded.**

The meeting adjourned at 2:41 pm ET.

  
Jeremiah Stromberg (Apr 27, 2020)

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Final Audit Report

2020-04-27

Created:	2020-04-25
By:	Barno Saturday (bsaturday@interstatecompact.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAA6B19B4BAO3_9MIsP4o4n9LTzfw1HEIm0

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-  Document created by Barno Saturday (bsaturday@interstatecompact.org)  
2020-04-25 - 8:20:31 PM GMT- IP address: 24.210.151.106
-  Document emailed to Jeremiah Stromberg (jeremiah.p.stromberg@doc.state.or.us) for signature  
2020-04-25 - 8:20:51 PM GMT
-  Email viewed by Jeremiah Stromberg (jeremiah.p.stromberg@doc.state.or.us)  
2020-04-27 - 3:21:58 PM GMT- IP address: 71.59.214.42
-  Document e-signed by Jeremiah Stromberg (jeremiah.p.stromberg@doc.state.or.us)  
Signature Date: 2020-04-27 - 3:22:19 PM GMT - Time Source: server- IP address: 71.59.214.42
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2020-04-27 - 3:22:19 PM GMT