Interstate Commission for Adult Offender Supervision

Deputy Compact Administrator Liaison Committee MINUTES

April 6, 2020, 2:00 pm ET
Teleconference

Members in Attendance:
1. Tracy Hudrilik (MN), Chair
2. Natalie Latulippe (CT)
3. Elizabeth Powell (DC)
4. Simona Hammond (IA)
5. Timothy Strickland (FL)
6. Mathew Billinger (KS)
7. Denis Clark (ME)
8. Tanja Gilmore (WA)
9. Patricia Odell (WY)

Guests:
1. Tina Balandran (TX)

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 T. Hudrilik (MN) called the meeting to order at 2:02 pm ET. Executive Director A. Lippert called the roll. Nine members were present, establishing a quorum.

Approval of Agenda and Minutes
DCA M. Billinger (KS) moved to approve the agenda as presented. DCA N. Latulippe (CT) seconded. Agenda approved.

DCA M. Billinger (KS) moved to approve the minutes from February 24, 2020 meeting as drafted. DCA S. Hammond (IA) seconded. Minutes approved.

Discussion
COVID-19 Update – Executive Director A. Lippert reminded the committee members to register for the upcoming Interstate Compact Response to COVID-19 webinar prepared by the national office. The webinar provides information on AP 01-2020 Emergency Guidelines Policy, expectations during the pandemic, compliance concerns, rule

Approved on 6/8/2020. B.S.
timeframes, and state actions impacting the Compact. She added that the national office would post a copy of the webinar’s recording on the Commission’s website.

Executive Director A. Lippert announced that the Executive Committee made more revisions to AP 01-2020 Emergency Guidelines. The changes extend the 30 day timeline to 60 days as well as requires states to provide the authority imposing restrictions and the specific Commission related duties affected.

Chair T. Hudrlik (MN) thanked the national office for taking proactive steps and offering guidance to states in this difficult time.

Region reports out: DCA N. Latulippe (CT) stated that the East Region DCAs met a couple weeks ago. All states except for the US Virgin Islands attended the meeting. The region discussed difficulties doing business during the pandemic. The region is meeting every two weeks and plans to discuss violation and progress reports at its next meeting.

DCA T. Strickland (FL) stated that the South Region DCAs met on March 23. The region agreed that it was important to get offenders home to their states and decided to document activities in ICOTS, even if a transfer request cannot be completed.

DCA T. Gilmore (WA) stated that the West Region DCAs met on March 19. The region focused its discussion on completing mandatory transfers, though some West Region states had suspended all compact activities. At its next meeting, the region will discuss extradition and jail release.

DCA M. Billinger (KS) stated that the Midwest Region DCAs meet on weekly basis. He noted the difficulty of doing business in his region where different states are in different phases of quarantine - some states doing business as usual and some states do not process any transfer requests.

Chair T. Hudrlik (MN) noted that the current situation taught the states to work with each other and “think outside the box”.

New Rule amendment – Chair T. Hudrlik (MN) stated that the new rule amendments went into effect on April 1. She noted that COVID-19 crisis overshadowed the new amendments release and implementation in her state. She was not aware of issues with the new amendments in her state.

DCA T. Strickland (FL) noted that Florida was not able to provide face-to-face trainings on the new rule amendments as scheduled due to imposed quarantine. He added he was not aware of any major issues with the new rule amendments in the South Region.

Training Coordinator M. Spring reminded the committee about the new amendment publication posted on the Commission’s website. The publication was designed to aid states with the amendments’ implementation and included NCIC code list used in ICOTS and ICOTS enhancements related to new rules.

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**DCA Quarterly Newsletter** – At the last meeting, the committee decided to send out a survey asking subscribers, if they want to continue receiving the DCA Quarterly newsletter, their recommendation on newsletter’s publishing frequency, and their opinion on current and suggestions for new segments. Chair T. Hudrlik (MN) stated that she had not sent out the survey yet. The committee decided to postpone sending it out until after the end of quarantine.

**ABM 2020 Update** – Executive Director A. Lippert stated that the Executive Committee approved the ABM 2020 agenda at its March meeting. Considering the current COVID-19 crisis, the Executive Committee discussed a contingency plan if states continued limiting out-of-state travel. They will revisit the situation in May or June.

Executive Director A. Lippert noted that since 2020 was not a rule making year, if needed, the Commission could vote on FY 22 budget and conduct officers’ elections telephonically. Meanwhile, the national office would postpone launching the ABM 2020 registration until the Executive Committee’s decision.

**The Executive Committee Meeting Update** – Executive Director A. Lippert stated that the Executive Committee met via a teleconference on March 24. The committee made adjustments to AP 01-2020 Emergency Guidelines that provides states with guidance during the COVID-19 health crisis. She stressed the importance of states to work cooperatively and communicate with each other.

After consultation with ICAOS legal counsels, Chair Stromberg charged the Rules Committee to draft a rule granting the Executive Committee emergency discretion to suspend enforcement of Commission procedures and related timelines. He plans to call a special emergency meeting of the Commission on April 21.

In addition, per Compliance Committee Chair Godfrey’s recommendation and taking into consideration the current COVID-19 health crisis, the Executive Committee voted to postpone the FY21 compliance audit until the next year.

Executive Director A. Lippert informed the committee about the Commission’s newsletter that went out to states on April 1. She also encouraged the committee to visit *Ex-Officio COVID-19 Resources* page on the Commission’s website that offered information how the ex-officio member organizations are addressing the COVID-19 crisis.

**Old/New Business**
The committee will meet again in June.

**Adjourn**
DCA N Latulippe (CT) moved to adjourn. DCA T. Strickland (FL) seconded.

The meeting adjourned at 2:59 pm.

Approved on 6/8/2020. B.S.