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

Guests:
1. Joselyn Lopez (WI)

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. Kevin Terry, Website Analyst

Call to Order
Chair T. Hudrlik (MN) called the meeting to order at 2:00 pm ET. All members were present, establishing a quorum.

Approval of Agenda and Minutes
DCA T. Strickland (FL) moved to approve the agenda as presented. DCA D. Clark (ME) seconded. Agenda approved.

DCA M. Billinger (KS) moved to approve the minutes from October 9, 2019 meeting as drafted. DCA N. Latulippe (CT) seconded. Minutes approved.

Discussion
Chair T. Hudrlik (MN) thanked everyone who assisted with the DCA session at the Annual Business Meeting.
Chair T. Hudrlik (MN) reminded the committee that during the DCA session, all tables had at least one representative from each region and each table had to come up with a group response based on the provided discussion items. The first table level exercise was to share one challenge and one best practice. The second table level exercise was to identify one training topic/panel discussion for the 2020 DCA Training Institute.

In addition, the DCAs came up with a list of initiatives for the DCA Liaison to take on as a committee that include: warrant indicator in ICOTS, inactive/absconder status vs. closing cases for absconders; breaking down the rules using scenarios; and match ICOTS to rule changes to avoid training issues.

Chair T. Hudrlik (MN) noted that the committee should use ideas from both exercises when choosing topics and activities for the DCA Training Institute next year.

DCA T. Strickland (FL) noted that the challenge list did not have many details. He added that NARCAN, one of the listed challenges, was a challenge in supervision, but did not apply to the duty of a compact office or the transfer process.

DCA T. Hudrlik (MN) noted that the Interest Commission for Juveniles (ICJ) hosted an NCIC speaker who presented on upcoming changes in the NCIC system. She suggested bringing this speaker for the 2020 ICAOS business meeting.

Executive Director A. Lippert stated that the national office was working with the FBI on fact finding to make changes to the NCIC system. Their planning committee approved the no bond allowed field and forwarded it to the advisory group. The national office continued working with Kimberly Lough, Management and Program Analyst at the Enforcement Support Section, NCIC Operations and Policy Unit to include the compact indicator field. The FBI process to make changes to its system was very lengthy and the national office was not aware of the project’s completion date.

The committee agreed that the knowledge of upcoming changes was very beneficial to all compact offices even if they did not use the system. It was important to know how the system worked when discussing cases with other stakeholders in the state (sheriffs, police, etc).

DCA M. Billinger (KS) added that this topic was related to another identified “hot” topic – compliance warrants.

Chair T. Hudrlik (MN) stated that the DCA Liaison Committee would be closely working with the Training Committee on the topics for the upcoming DCA Training Institute. She added that based on the feedback, the Institute should offer scenario-based breakout sessions, as well as table level discussions. She encouraged the committee members to collect interesting case scenarios as they encounter them.

DCA D. Clark (ME) suggested having a session on Progress Reports. He noted that his compact office sometimes would sent out blank reports.
Chair T. Hudrlik (MN) asked the committee members to save good progress reports for examples when they encounter one.

DCA E. Powell (DC) stated that many challenges identified at the DCA Session in San Diego, were problems with the quality of work:

- #3 Invalid Denials/questionable investigations
- #11 Field offices attitude “Compact Office will look at it anyway” (leave them to correct errors)
- #13 Lack of detail in Progress Reports/Violation Reports-2
- #16 Incomplete or erroneous submissions to activities

She suggested a training that would cover quality of the compact work, compact staff and field staff training, as well as best practices for completion and review of reports.

Training Coordinator M. Spring presented the post ABM survey results to the committee. She stated that this year, the national office sent one survey link to commissioners and another one to DCAs to get a better understating of the feedback. She added that the survey responses stayed anonymous.

The ABM 2019 survey results reflected a more than acceptable rating for the meeting location, accommodations, and meeting environment. There was minimal negative feedback.

Seventy seven of total attendees downloaded the new ABM meeting app this year, respondents strongly agree the download, install, use, information quality was easy and useful, indicating they would use it again if offered at next year’s ABM.

The Rule Proposal Presentation received the highest rating and the Ex-officio members’ panel received the lowest rating. The rest of the sessions were rated satisfactory or above satisfactory.

The committee review the improvement ideas and in-service training topics for the next year.

Training Coordinator M. Spring noted that the in-service training topics were similar to topics identified in the DCA Session - retaking challenges, JRI trends, commissioner and DCA roles, training the trainers & supervisors, application of Rule 3.103, conflict management; state councils; handling subpoenas; warrant management, good supervision documentation, progress reports, violations and managing retaking, transfer process, and discretionary cases.

She stated that most suggestions were not new topics, and while it was important to keep the conversation going, it was also important to know what was already available and discussed. She created a page on the ICAOS Support site with past ABM and DCA Training Institute presentations and handouts and advised members to use them.

Approved on 02/24/2020. B.S.
Training Coordinator M. Spring highlighted the suggestions to “create an expectation for region chairs” and “seek out feedback for all on training topics before the meeting”, as well as the “Attorney General Advisory Letters”. She stated that during the litigation session, the panelists stressed the importance of utilizing the attorney general for legal advice.

Training Coordinator M. Spring noted that every year, attendees listed ICOTS Dashboards training as one of the suggested topics for the upcoming ABM. She stated that ICOTS Dashboards did not work in the business meeting setting as it must be a hands-on session. She added that creating training demos or recorded WebEx session for small groups could possibly create a suitable training on this topic. She noted that understanding spreadsheets should be a prerequisite to Dashboard trainings, and many users lacked that knowledge.

Training Coordinator M. Spring presented challenges and best practices ideas based on the DCA Session information:

Challenges:
- DCA regions to keep these discussions going
- Illustrate states feel they are not receiving the level of detail or explanations
- Identify specific issues & expectation for good business
- Identify resolutions & good practices

Best Practices:
- Highlight in Newsletter or at Compact Staff Trainings
- Share (DCA Region Meetings, email, support site/use commenting)

Training Coordinator M. Spring asked for committee’s feedback on the Compact Staff training proposal – provide amendments recap and ICOTS enhancement update in late November/ early December; provide a detailed training with ICOTS screen shots in January or February; leave March and April open for states to provide instate trainings and to request technical and training assistant if necessary.

She noted that in the upcoming year, the national office would also provide a training on a new help tool that integrates training in ICOTS screens that would eliminate the need for the under-utilized ICOTS User Manual PDF.

The Training Committee will be meeting on Nov 18 to review and finalize the training plan.

The DCA Liaison committee supported the training proposal.

The committee discussed the importance of regularly reaching out to new DCAs even if they decline the DCA Mentoring Program, as well as keeping the other DCAs engaged.

Chair T. Hudrlik (MN) asked the committee members to send her their DCA Newsletter articles by the end of November.

Approved on 02/24/2020. B.S.
DCA M. Billinger (KS) received a DCA Mentoring Program request from a new DCA from North Dakota.

DCA T. Strickland (FL) stated that Georgia had a new DCA – Joe Kuebler. DCA Kuebler had been with the Compact for many years and did not need the DCA Mentoring Program.

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

Meeting adjourned at 3:02 pm ET.