Interstate Commission for Adult Offender Supervision

Midwest Region Meeting MINUTES

February 4, 2020
Teleconference

Members in Attendance:
1. Russell Marlan (MI), Chair
2. Mary Kay Hudson (IN)
3. Jacey Rader (NE)
4. Amy Vorachek (ND)
5. Katrina Ransom (OH)
6. Brad Lewandowski (SD)
7. Joselyn Lopez (WI)

Members not in Attendance:
1. [Vacant] (IL)
2. [Vacant] (IA)
3. Hope Cooper (KS)
4. Allen Godfrey (MN)

Guests:
1. Simona Hammond (IA)
2. Sally Kreamer (IA)
3. Turran Blazier (IN)
4. Joel Gruber (IN)
5. Nita Wright (IN)
6. Matt Billinger (KS)
7. Tracy Hudrlik (MN)
8. Catherine Corbet (NE)
9. Sally Reinhardt-Stewart (NE)
10. Alyssa Miller (ND)
11. Suzanne Brooks (OH)
12. Cheryl Frost (SD)
13. Chuck Frieberg (SD)
14. Sarah Ball (SD)
15. Mary Evans (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

Call to Order

Chair R. Marlan (MI) called the meeting to order at 11:01 am ET. Seven voting members were present, a quorum was established.

Approval of Agenda and Minutes

Commissioner J. Lopez (WI) moved to approve the agenda as presented. Commissioner J. Rader (NE) seconded. Agenda approved.

Commissioner M. Hudson (IN) moved to approve the minutes from October 8, 2019 meeting as drafted. Commissioner J. Rader (NE) seconded. Minutes approved.

Discussion

December 2019 DCA/Compact Staff Training Questions: Training Coordinator M. Spring stated that the Training Committee provided an amendments recap and ICOTS enhancement update training in December. She documented questions received at this training in the displayed document for compact members who were not able to attend it. The document also includes Rules Committee's clarification on the original intent for the new Rule 3.110 Travel Permit.

The second part of the training was scheduled for February and will include ICOTS screen shots.

ICOTS Enhancement Process Timeline: Chair R. Marlan (MI) reminded the region that in 2018, the Executive Committee adopted the ICOTS enhancement policy. The policy outlines the process for states to follow when submitting enhancement requests for ICOTS.

The region reviewed the timeline for submitting ICOTS enhancement requests for the Technology Committee's consideration.

- April 15: Deadline for FY21 ICOTS Enhancement requests
- June 1 – July 1: Comment period
- August 15: Final drafts of enhancements & Statement of Work Quotes circulated to Commission members via the Docket Book
- September 16: Final vote for Enhancement

DCA T. Hudrlik (MN), DCA Liaison Committee chair, stated that her state was working on an ICOTS Enhancement proposal regarding CARS and users' ability to choose the CAR they are responding to. She considered submitting the proposal through the DCA Liaison Committee.

Chair R. Marlan (MI) offered to schedule a region meeting before the April 15 deadline to vote on the proposal, if needed.

DCA Midwest Region Chair Report – DCA M. Billinger (KS) stated that the Midwest Region DCAs meet on February 10. The DCAs will discuss new rule amendment trainings and challenges as well as the 2020 DCA Training Institute ideas and scenarios.

Executive Director Update: Executive Director A. Lippert presented her report to the region:

- Website Analyst K. Terry departed from ICAOS. New staff member, Kelsey Cole, started this week. Ms. Cole will be working with the website application as well as assisting X. Donnelly with ICOTS support.

- Based on the FY20 audit results, the Executive Committee instructed the Compliance and Rules Committees to collaborate on the FY21 audit planning. Specifically, to develop follow up questions for the FY21 audit based on the FY20 results that further emphasize state's responsibilities around warrant issuance and tracking. The Warrant Audit workgroup would present its final recommendation for approval at the March face-to-face Executive Committee meeting. Once approved, the national office will announce the audit in May 2020 and start the audit in July 2020.

  The national office mailed FY20 Warrant Tracking Audit results to states in December.

- The Executive Committee approved the ICOTS Training Integration Project to host the new training tooltips and tutorial pages within ICOTS. These tools would expand on existing training and allow users to streamline training updates, when new modifications are made. Currently, ICOTS have a difficult to navigate multiple page user PDF manual that is rarely accessed.

  Executive Director A. Lippert added that over 80% of current help desk tickets were related to training. The new training tools would be accessible on ICOTS screens and would provide information without having to look for it in the manual. The national office was working on the first step in this project - a thorough review of the ICOTS manual to ensure current and accurate information. The project is scheduled to be launched prior to the Annual Business Meeting in the fall.

- The ABM workgroup met on January 28 in Nashville, TN and drafted the agenda for the 2020 Annual Business Meeting, which also includes the DCA Training Institute. The agenda comprised scenario based trainings, speakers, and many opportunities for attendees to collaborate and network. The workgroup also allocated time for region and committee face-to-face meetings.

- The 2021 Annual Business Meeting will take place in the East Region. The Executive Committee narrowed down the search to Burlington, VT as the first choice with the second choice being Rochester, NY.

New Business

Chair R. Marlan (MI) stated that Michigan Governor would deliver the Democratic Party's response to the President's State of the Union address tonight.

Adjourn

Commissioner A. Vorachek (ND) moved to adjourn. Commissioner M. Hudson (IN) seconded.

The meeting adjourned at 10:21 am ET.