



Interstate Commission for Adult Offender Supervision

Training, Education, & Public Relations Committee MINUTES

June 9, 2020 · 11:00 am ET
Teleconference

Members in attendance:

1. Joselyn Lopez (WI), Chair
2. Roberta Cohen (NM)
3. Katrina Ransom (OH)
4. Sally Reinhardt-Stewart (NE), Ex-officio
5. Mark Patterson (OR), Ex-officio
6. Tanja Gilmore (WA), Ex-officio

Members not in attendance:

1. Russell Marlan (MI)
2. Jacey Rader (NE)
3. Amy Vorachek (ND)
4. Patricia Coyne-Fague (RI)
5. Jim Parks (VA)

Guests:

1. Jeremiah Stromberg (OR)
2. Suzanne Brooks (OH)
3. Tracy Hudrlik (MN)
4. 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. Kelsey Cole, Web Applications and Tech Support Manager

Call to Order

Chair J. Lopez (WI) called the meeting to order at 11:00 am ET. Three out of eight voting members were present, a quorum was not established.

Discussion

Chair J. Lopez (WI) stated that due to the COVID-19 health crisis, this year's Annual Business Meeting was moved to a virtual platform. The virtual meeting would be held over two weeks instead of the standard three days and utilize webinar and virtual meeting tools.

The Executive Committee recommended to keep the virtual business meeting agenda to a minimum, as people were fatigued from online meetings. Consequently, the ABM workgroup reduced the agenda's content to the following sessions: region meetings, Executive Committee meeting, motivational speaker Kristen Lewis's presentation, empowerment and role of DCAs session, and the general session.

The ABM Workgroup put DCA S. Brooks in charge of a subgroup to work on the curriculum for the *Empowerment and Role of DCAs* session.

DCA S. Brooks (OH) stated that the session would define the DCA and Commissioner roles; provide guidelines for enforcement of the Interstate Compact in your state; encourage communication and collaboration for DCAs; and offer resources that can be shared with stakeholders to ensure compliance.

Chair J. Lopez (WI) suggested sharing tools and best practices established by DCAs during the pandemic.

Commissioner K. Ransom (OH) suggested adding resources and information on training field staff, judges, and other stakeholders.

DCA T. Hudrlik (MN) noted that the subgroup also needs to think of the best way to present the content in the virtual format.

Chair J. Lopez (WI) stated that the national office would work with an outside vendor to engage attendees and deliver the successful meeting.

Executive Director A. Lippert added that the vendor would provide technical support, a platform that all attendees can access, integrated voting, and numerous options to engage attendees.

Chair J. Lopez (WI) reminded the committee that the Commission's website had many resources and trainings. She noted that sometimes Compact Offices and field staff did not know how to properly connect these resources to their work needs. She suggested bundling information together.

DCA S. Brooks (OH) noted that the DCA session should also include strategies on how to utilize the State Council resources.

Executive Director A. Lippert discussed topics not included on the agenda such as a *Round table on COVID-19*, which was better suited for the 2021 annual business meeting expected to be face to face. She added that Commission members would discuss COVID-19 issues during their regions meetings this fall.

The *Dashboard Reports Training*, which was an original ABM agenda item, will be addressed outside of the ABM through on demand self-paced training videos. The national office will publish mini trainings on dashboard reports in the upcoming weeks.

Training Coordinator M. Spring asked the committee members to send their dashboard training topic requests to the national office.

ICOTS Training Integration Project: Training Coordinator M. Spring stated that last year, the Executive Committee approved the ICOTS Training Integration Project to integrate training directly into ICOTS activity screens. These tools would expand on existing training as well as provide links to definitions, Rules, and other documents. Previously, ICOTS had a difficult to navigate multiple page user manual that was rarely accessed.

The national office provided Appriss with 90% of the documentation for the help points throughout the ICOTS system.

Post ABM Survey - Executive Director A. Lippert stated that in the past years, the national office used a post-ABM survey to gather feedback as well as topic suggestions for the next year's ABM. The ABM Workgroup uses this information to build the next year's ABM agenda. She noted that the post-ABM survey lacked specifics, objectives, and clear direction for planning an ABM which creates challenges for the ABM Workgroup.

This year, Executive Director A. Lippert suggests utilizing a need assessment to collect specific training and session ideas that better identifies training needs.

The committee agreed with the new strategy to utilize a needs assessment to build an ABM agenda that meets the Commission's needs.

The committee will review the needs assessment prior to launching.

Adjourn

Meeting adjourned at 11:45 am ET.