



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

### **Training, Education, & Public Relations Committee MINUTES**

**November 18, 2019 · 2:00 pm ET  
Teleconference**

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

1. Joselyn Lopez (WI), Chair
2. Dara Matson (IL)
3. Russell Marlan (MI)
4. Amy Vorachek (ND)
5. Jacey Rader (NE)
6. Roberta Cohen (NM)
7. Katrina Ransom (OH)
8. Jim Parks (VA)
9. Sally Reinhardt-Stewart (NE), Ex-officio
10. Tanja Gilmore (WA), Ex-officio

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

1. Patricia Coyne-Fague (RI)
2. Mark Patterson (OR), Ex-officio

#### **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 J. Lopez (WI) called the meeting to order at 2:00 pm ET. Eight voting members were present, a quorum was established.

#### **Approval of Agenda and Minutes**

**Commissioner J. Rader (NE) moved to approve the agenda. Commissioner R. Marlan (MI) seconded. Agenda approved as presented.**

**Commissioner J. Rader (NE) moved to approve the minutes from October 9, 2019 as written. Commissioner R. Cohen (NM) seconded. Minutes approved as drafted.**

#### **Discussion**

Chair J. Lopez (WI) welcomed the committee members.

The committee reviewed its goals.

- Review and revise training modules and resources annually.
- Create mobile friendly educational resources for stakeholders.
- Support state compact offices' responsibilities to train stakeholders in their state on ICAOS Rules, purpose and best operational practices.
- Create dialogue that emphasizes the goals of the Compact: What's in the best interest of public safety? What's in the best interest of the offender?

The chair and the committee members were in agreement with the ongoing goals.

*2019 Annual Business Meeting:* 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 respondents downloaded the new ABM meeting app this year, respondents strongly agreed 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.

Training Coordinator M. Spring noted that the proposed 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.

Chair J. Lopez (WI) stated that the Training Committee would be closely working with the DCA Liaison Committee and the ABM Workgroup on the curriculum for the 2020 DCA Training Institute. She noted that she attended the DCA Liaison Committee meeting last week where they discussed the NCIC system changes, warrant compliance, progress reports, quality of work in the compact office & field as potential training topics. The DCA Liaison committee decided to utilize real-life scenarios and table level discussion throughout the sessions. She asked the Training Committee members to save good case examples, when they encounter one.

The ABM Workgroup will meet this January to prepare a draft agenda for the Executive Committee's review and approval. The workgroup will utilize the post ABMs survey results as well as the notes from the DCA session.

*Follow up on training ideas from October 9th meeting:* At the last meeting, the committee discussed recording ABM trainings. Training Coordinator M. Spring suggested bringing up this request during the ABM planning phase.

The committee also discussed providing the CLE accreditation to the legal stakeholders. Training Coordinator M. Spring stated that the Commission provided the CLE accreditation via the Technical and Training Assistance Policy as CLE requirements vary state to state.

Another topic the committee discussed at its October meeting was to develop tools to share judicial training ideas.

Training Coordinator M. Spring noted that currently states share their documents on the main website as well as on the support site. She added that the national office monitored these documents and removed them if they were not utilized or out of date.

Chair J. Lopez (WI) recommended discussing the idea of sharing in-state training documents at DCA Region meetings to see, if there was any interest to proceed with this idea.

### **New Business**

Training Coordinator M. Spring asked for the committee's feedback on the Compact Staff training on approved rule amendments - provide amendments recap and ICOTS enhancement update on December 3 & 4; provide a detailed training with ICOTS screen shots in January or February; and leave March and April open for states to provide instate trainings and to request technical and training assistance, if necessary. She noted that the proposal was well received at the DCA Liaison Committee meeting and asked for volunteers to train.

Training Coordinator M. Spring expressed her concerns about the new Rule 3.110 Travel Permits. She noted that since this rule was based on states' internal travel permit policies, the national office was not able to manage it nor ensure its compliance. She asked the committee members to email the national office their training ideas and examples for this rule.

DCA S. Reinhardt-Stewart (NE) volunteered to write an article at the Quarterly DCA Newsletter to remind officers to include CARs when an offender was returning to the sending state.

Commissioner R. Cohen (NM) stated that they used to include a similar reminder in their signatory line of their emails. She will send the national office her examples.

Executive Director A. Lippert stated that Rules Committee intention was to issue a travel permit anytime the offender returned to the sending state. She suggested asking for the Rules Committee's clarification on the training for this rule.

Chair J. Lopez (WI) suggested the DCA region chairs to discuss this matter at their region meetings and report back to the committee.

Training Coordinator M. Spring asked to provide examples of offenders not required to register by under sex offenders terms and conditions in the sending state.

Commissioner R. Cohen (NM) will send the national office some examples.

Training Coordinator M. Spring expressed her appreciation to the Compact Office of North Dakota. They had already provided case examples when they submitted their rule proposal for review.

### **New Business**

Chair J. Lopez (WI) thanked Tracy Hudrlik who delivered the ICAOS Rules training for over 200 new officers in Massachusetts this November. She added that this training received a lot of positive feedbacks.

She state that the American Probation and Parole Association 45th Annual Training Institute takes place on August 23-26, 2020 in New York, NY. The deadline to submit a workshop proposal was December 19, 2019. The principal goal of the training institute was to provide participants with opportunities that emphasize skill-building, increase relevant competencies, and enhance overall career development. Preference was given to proposals which feature significant knowledge enhancement, practicing skills, activities, audience participation and interaction, and current field-related research.

She asked the committee members to share their ideas and compact trends and practical advances for this training's proposal.

The committee will meet again on January 13, 2019.

### **Adjourn**

**Commissioner R. Cohen (NM) moved to adjourn. Commissioner D. Matson (IL) seconded.**

Meeting adjourned at 2:55 pm ET.