



Interstate Commission for Adult Offender Supervision

Executive Committee Meeting MINUTES

October 21, 2020
Teleconference

Members in Attendance:

1. Jeremiah Stromberg (OR), Chair
2. Hope Cooper (KS), Vice-chair
3. Gary Roberge (CT), Treasurer
4. Chris Moore (GA), Information Technology Chair
5. Mary Kay Hudson (IN), Rules Committee Chair
6. Russell Marlan (MI), Midwest Region Chair
7. Allen Godfrey (MN), Compliance Committee Chair
8. Roberta Cohen (NM), West Region Chair
9. Dale Crook (VT), East Region Chair
10. Joselyn López (WI), Training, Education and Public Relations Committee Chair
11. Tracy Hudrlik (MN), DCA Liaison Committee Chair, Ex-Officio
12. John Gillis (NOVA), Ex-Officio

Guest:

1. Tom Travis, General Counsel
2. Tina Balandran, TX
3. David Gutierrez, TX
4. Brandon Watts, 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
6. Kelsey Moore, Web Applications and Tech Support Manager

Call to Order

Vice-chair H. Cooper (KS) called the meeting to order at 12:01 pm ET; eight out of eleven voting members were present, a quorum was established. Chair Stromberg (OR) and Commissioner J. Lopez joined the meeting after roll call.

Agenda and Minutes

Vice-chair H. Cooper (KS) moved to discuss the Compliance Committee report last.

Commissioner A. Godfrey (MN) moved to approve the agenda as amended. Commissioner D. Crook (VT) seconded. Agenda approved.

Commissioner G. Roberge (CT) moved to approve the minutes from September 14, 2020 meeting as drafted. Commissioner R. Marlan (MI) seconded. Minutes approved.

Discussion

DCA Liaison Committee Report: DCA T. Hudrlik (MN) stated her committee had not met since the last Executive Committee meeting. The committee was assisting the national office with compact office trainings for the new learning management system scheduled for next week.

The DCA Liaison Committee will meet in November.

Finance Committee Report: Commissioner G. Roberge (CT) stated that the Commission remained in solid financial health. Its saving account had \$1,898,000 and its Vanguard investment account had \$2,031,596. He added that the investment account was down \$7,000 from its last month's high.

Commissioner G. Roberge (CT) noted that the Vanguard account was doing well considering the stock market fluctuations caused by the pandemic. He added that at the same time last year, the Vanguard account had about \$1,800,100.

Commissioner G. Roberge (CT) informed the committee that all but four states submitted their annual dues. The remaining four states were not delinquent at this time.

The Finance Committee will have a meeting in November.

Technology Committee Report: Commissioner C. Moore (GA) presented his report to the committee:

ICOTS Bugs/Issues – Appriss resolved two outstanding bugs in ICOTS. The first bug was a typo on the Total Active Offenders Summary report and was addressed with the new code release on October 14, 2020. The second one was a new bug introduced with the October 14 code release. Appriss addressed the issue the same day the bug was reported.

One more bug that was reported in October was still outstanding. The issue involved use of the “%” character in the text box on the violation report, which kept the users from submitting the activity. Appriss was working on a solution.

FY 2021 Enhancement Requests - The Appriss development team developed a schedule for the FY 2021 ICOTS enhancements. The first development phase will start in the middle of January 2021. Appriss will publish the new functionality in ICOTS in several releases prior to June 20, 2021.

Website redesign project - The national office launched the new redesign of the ICAOS website on September 28, 2020. The project brought the website into compliance with ADA standards, simplified navigation, consolidated overlapping content areas, and provided a clean and modern look.

ICOTS Help Points – Appriss published the third and final set of training help points on October 14, 2020. The set included 73 tips for the Users, Reports, and Administrators tabs. Overall, Appriss with the national office support added 336 help points to ICOTS since July 2020.

CORE (Compact Online Reference Library) – The national office launched a major update to CORE on October 1, 2020. The update expanded the search features to include hearing officer’s guide, support and training articles, bylaws, and policies.

New Learning Management System - The national office has been working with a developer to launch a new Learning Management System (LMS). The new LMS is much more user friendly and will save the Commission in ongoing costs. The new system will launch in the beginning of November, with compact offices receiving training on the new system in the next two weeks.

Rules Committee Report: Commissioner M. Hudson (IN) stated that the Rules Committee met on October 8, 2020. The committee welcomed three new members – Amber Shubert (AR), Susan Gagnon (ME), and Amy Vorachek (ND).

Commissioner M. Hudson (IN) noted that the Rules Committee established a workgroup to address whether the Commission should consider a consistent timeframe for warrant issuance in the interest of training stakeholders and public safety. The workgroup members led a discussion on this matter at the region meetings last month. Based on the results of these discussions, the workgroup recommended expanding the timeframe for issuing compact compliant warrants to a standard 15 business days, when an offender fails to arrive/return as instructed or is subject to retaking.

Commissioner M. Hudson (IN) stated that the Rules Committee had a lengthy discussion on this matter. There were concerns of many states not being able to comply with the proposed deadline. The committee will continue the discussion at its next meeting scheduled on November 17.

The Rules Committee had not received any other rules proposals at this time.

Training Committee Report: Executive Director A. Lippert stated that the Training Committee had not met since the last Executive Committee meeting.

East Region Report: Commissioner D. Crook (VT) stated that the East Region had not met since the last Executive Committee meeting. He will contact the national office to schedule region meetings for next year.

Midwest Region: Commissioner R. Marlan (MI) stated that the Midwest Region met four times in the past year. He will work with the national office to schedule region meetings for the upcoming year.

South Report: Executive Director A. Lippert stated that the South Region has not met since the last Executive Committee meeting.

West Region Report: Commissioner R. Cohen (NM) will work with the national office to set up future meetings for her region.

ABM Workgroup Report: Vice-chair H. Cooper (KS) stated that the ABM workgroup updated its membership. The workgroup members were – Dale Crook (VT), Jeremiah Stromberg (OR), Joselyn López (WI), Tom Langer (AL), Mac Pevey (WA), Sally Kreamer (IA), Brandon Watts (TX), Turran Blazer (IN), Miriam Dyson (GA), Mary Evans (WI), and Tracy Hudrlik (MN).

The workgroup will meet in upcoming months to plan the 2021 Annual Business Meeting and start planning the 2022 anniversary business meeting.

Vice-chair H. Cooper (KS) presented the post ABM survey results to the committee. She stated that considering that it was the Commission’s first virtual meeting, overall they had a lot of positive feedback. A few suggested improving the technical capabilities and many mentioned the importance of the face-to-face interactions.

Executive Director A. Lipper reminded that the committee intentionally scaled down the business meeting agenda due to its virtual format. She was pleased with the general session and voting process.

Vice-chair H. Cooper (KS) stated that she received great feedback regarding the virtual business meeting from commissioners outside of this group.

Commissioner G. Roberge (CT) commended the national office for an outstanding job of putting together this business meeting. He noted that all things considered, the meeting went without a hitch.

Commissioner D. Crook (VT) agreed with Connecticut, stating that the meeting was a success and that the ABM workgroup and the national office made the best of the current situation. He thanked the national office for their hard work.

Commissioner C. Moore (GA) appreciated that the meeting sessions were spread out between multiple days. As virtual meetings become routine, he suggested using a hybrid meeting format utilizing virtual and face-to-face options for the Commission’s future meetings.

Commissioner A. Godfrey (MN) agreed with Georgia, emphasizing the opportunity and benefit for other stakeholders, such as compact office staff, to attend these meetings.

Commissioner M. Hudson (IN) stated that her agency had been involved in planning virtual meetings and she understood the great difficulty of planning one. She thanked the national office for making it look easy. She noted that she always preferred face-to-face meetings to virtual meetings.

Compliance Committee report: Commissioner A. Godfrey (MN) stated that the Compliance Committee received no formal complaints in the past month.

Commissioner A. Godfrey (MN) inquired if the Executive Committee was ready to take action on Rule 2.111 Emergency Suspension of Enforcement.

Executive Director A. Lippert presented maps outlining states' COVID-19 related restrictions on March 30, June 11, and October 15. While most of the states had restrictions in place on March 30, only a handful of states had restrictions in place on October 15.

Commissioner A. Godfrey (MN) noted that the Commission had learned how to operate within the pandemic and still get the work done.

Executive Director A. Lippert presented two charts for the committee's review - *transfer reply decision by week* and *rejection rate by week*. While the *transfer reply decision by week* chart showed that business operations were getting back to normal, the *rejection rate by week* chart showed the rejection rates were spiking in both mandatory and discretionary cases. She stated that the Commission was approaching the cleanup phase of the pandemic and inquired about a plan to provide assistance with this process.

Chair J. Stromberg (OR) stated that he was in sport of lifting the emergency rule; nonetheless, he thought it was too soon to set a date. He noted that much of the decision-making in our field depended on the political outcomes and suggested revisiting the issue in a month after the conclusion of the elections.

DCA T. Hudrlik (MN) stated that the Interstate Commission for Juveniles (ICJ) just discussed this issue this week. The consensus at the ICJ's Midwest region meeting was that it was too early to make this discussion with upcoming winter months potentially elevating the infection numbers across the U.S.

Commissioner C. Moore (GA) agreed with Oregon and Minnesota. He spoke in favor of developing a plan.

The committee agreed that the timing was not right to make a decision on rescinding Rule 2.111.

Commissioner A. Godfrey (MN) presented an FY 2022 audit recommendation to the committee for review and consideration. To promote a continued emphasis on offender success and adherence to ICAOS Rules, the proposed audit assesses state data related to discretionary and mandatory case acceptance rates as compared to the national average.

Executive Director A. Lippert stated that based on the previously displayed charts, the national office saw a gradual increase in the rejection rates as well as invalid case rejections on the national level. She informed the committee about a common trend identified at the region meetings last month that many transfer case rejections resulted from lack of proper documentation submitted by the sending state.

Commissioner M. Hudson (IN) moved to approve a mandatory and discretionary case assessment for FY 2022 compliance audit. Commissioner R. Cohen (NM) seconded. Motion passed.

Victim Advocate Report: Victim Advocate J. Gillis stated that National Organization for Victims Assistance (NOVA) redirects requests from the email account designed to facilitate victim communications to a proper agency. He said that the account did not receive many emails in the last month. He added that some emails did not involve probationers or parolees.

Executive Director Report: Executive Director A. Lippert presented her report to the committee.

- There were no commissioner changes at this time.
- The national office invited a number of new commissioners to join the committees.
- The national office did not have new complaints or conflicts at this time.
- At the last meeting, the committee imposed a 90-day extension to the U.S. Virgin Islands to complete their Corrective Action Plan (CAP). The national office started receiving the appropriate documentation from the territory. The territory had until December 15 to complete its CAP.
- The national office continued closing the office by digitizing files, disposing of surplus office furniture, and moving equipment and supplies to storage.
- This year, the Commission utilized a needs assessment to collect information for developing ABM sessions and workshops specific to Commission needs while addressing the most pressing and emerging issues. The national office sent separate need assessment links to commissioners and DCAs. The national office had not received many responses yet.
- In preparation for the Commission's 20th year anniversary, the national office in collaboration with the National Institute of Corrections (NIC) had been working on a documentary that provided a general context and history of the Compact. The documentary involves interviews with Commission leadership, compact offices, and POs, as well as follows the process for a few offenders seeking interstate transfers. NIC allocated \$300,000 to fund this project. The project will start in January 2021 to be completed by August 2022.

The documentary will be shown and followed by interviews with the filmed offenders at the 2022 Annual Business Meeting.

- Executive Director A. Lippert reminded the committee that the Commission received a grant to establish a process to notify states when a warrant was issue on a compact offender. In order to fulfill the grant's requirements to enter offender information into the FBI's program, the Commission needs to obtain an Originating Agency Identifier (ORI) number. There had been challenges in getting an ORI number for the Commission on the national level. The Commission was taking alternative approach to receive an ORI number through individual states. Kansas agreed to be a pilot state for this project. The Commission will present the pilot state results to FBI and ask to reconsider issuing ICAOS its own ORI to launch this service nationwide.

Due to upcoming holidays, the committee agreed to cancel both November and December meetings and have a meeting early in December instead.

Old/New Business

There was no old/new business.

Adjourn

Commissioner C. Moore (GA) moved to adjourn. Commissioner A. Godfrey (MN) seconded.

The meeting adjourned at 1:24 pm ET.

Jeremiah Stromberg
Jeremiah Stromberg (Dec 10, 2020 10:52 PST)

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Final Audit Report

2020-12-10

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-  Document emailed to Jeremiah Stromberg (jeremiah.p.stromberg@doc.state.or.us) for signature
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