



Interstate Commission for Adult Offender Supervision

Executive Committee Meeting MINUTES

January 20, 2021
Video Conference

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. Julie Kempker, South Region Chair (MO)
8. Allen Godfrey (MN), Compliance Committee Chair
9. Dale Crook (VT), East Region Chair
10. Joselyn López (WI), Training, Education and Public Relations Committee Chair
11. Suzanne Brooks (OH), DCA Liaison Committee Chair, Ex-Officio
12. John Gillis (NOVA), Ex-Officio

Members not in Attendance:

1. Roberta Cohen (NM), West Region Chair

Guest:

1. Tina Balandran (TX)
2. 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

Chair J. Stromberg (OR) called the meeting to order at 12:02 pm ET; nine voting members were present, a quorum was established.

Agenda and Minutes

Chair J. Stromberg (OR) stated that because of the U.S. presidential inauguration, many state capitals were put on high alert. He suggested having a short meeting and in the interest of time removing the region reports from the agenda.

Commissioner D. Crook (VT) moved to approve the agenda as amended. Commissioner R. Marlan (MI) seconded. Agenda approved.

Commissioner A. Godfrey (MN) moved to approve the minutes from December 9, 2020 meeting as drafted. Commissioner R. Marlan (MI) seconded. Minutes approved.

Discussion

Compliance Committee report: Commissioner A. Godfrey (MN) stated the Compliance Committee met on December 14, 2020 to receive an update on the compliance status of Oklahoma and the U.S. Virgin Islands. The committee also reviewed the FY22 compliance audit to assess state data related to discretionary and mandatory case acceptance rates as compared to the national average. A few states agreed to participate in a pilot project to give the national office comprehensive understanding of the process before launching it to the full Commission on July 1, 2021.

The committee will meet again in April to review the FY22 compliance audit pilot states assessment's results.

DCA Liaison Committee report: DCA S. Brooks (OH) stated that she prepared a robust agenda for the upcoming DCA Liaison committee meeting scheduled for January 26. She will have more information to report at the next Executive Committee meeting.

Finance Committee Report: Commissioner G. Roberge (CT) stated that the Commission remained in strong financial health. The Commission was almost half way through the fiscal year and at 50% of spending. The Commission's Vanguard investment account had \$2,185,000, a 14% increase from the last year.

Commissioner G. Roberge (CT) added that he did not anticipate any surprised expenditures at this time.

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

ICOTS Bugs/Issues – A number of states had reported issues where some of their users were not receiving email notifications from ICOTS. This was related to email servers within states sending “hard bounce” notifications to ICOTS email server, causing it to mark that address as inactive. The national office was working on communication tools to inform states what they needed to do on their side to keep this issue from happening in the future.

FY 2021 Enhancement Requests - Appriss started development of the FY21 ICOTS enhancements. All enhancements were still on schedule to be in production before June 20, 2021.

ICOTS Help Points – Google Analytics data showed that the ICOTS Help Points launched in 2020 drove a significant amount of traffic from ICOTS to both the ICAOS website and the ICOTS Helpdesk portal. The ICAOS website was now averaging over 160 users per week from the Help Point links. Most of this traffic was going to the ICOTS Administrator contact page, the ICAOS rules, and on-demand training. The ICOTS Helpdesk was now averaging over 75 users per week from the Help Points.

ICOTS Warrant Tracking Enhancement - The Technology Committee met on January 15 to discuss and layout the functionality required tracking warrants in ICOTS, based on the current rule proposal package proposed by the Rules Committee. The Commission will vote on the enhancement separately from the rule proposal package. The committee will meet again on February 1 to finalize the functional specifications of the enhancement.

Training Committee Report: Commissioner J. López (WI) stated that the Training Committee was meeting on February 2. The committee will discuss changes in training structure in the upcoming year.

Rules Committee Report: Commissioner M. Hudson (IN) stated that the Rules Committee was meeting on February 3 to review proposals to amend ICAOS Rules. To date, the committee received four proposals: *Rule 1.101 Definitions of Resident*, *Rule 4.105*, and *Rule 5.108* proposed by Midwest Region as well as *Rule 3.103* proposed by the South Region.

Chair J. Stromberg (OR) inquired about the conversation around the warrant timeframe proposal package noting that there was minimum discussion at the last West Region meeting.

Commissioner M. Hudson (IN) stated that the Midwest region had minimum discussion on the warrant timeframes at their last meeting.

Chair J. Stromberg (OR) noted the importance of taking time to put together a proposal and vetting it through all regions. He thanked Commissioner Hudson for her leadership.

Victim Advocate Report: Victim Advocate J. Gillis stated that he had no major updates at this time.

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

- Last year, the Executive Committee discussed inviting the National District Attorneys Association (NDAA) to become Commission's ex-officio member and ask the Association of Prosecuting Attorneys (APA) to step down. The APA was a much smaller organization than NDAA with about 100 members who made up predominantly large, metropolitan jurisdictions. NDAA had the same jurisdictions, plus a large majority of the medium and small size agencies around the country. NDAA expressed its interest in joining ICAOS as an ex-officio member.

Executive Director A. Lippert noted that in the past year, she worked closely with APA and NDAA learning that both organizations have different outreach. She saw the benefit to maintaining the relationship with both organizations.

She recommends inviting NDAA to become Commission's an ex-officio member. This action would require an amendment to the Commission's Bylaws. The Commission would vote on the amendment at the 2021 Annual Business Meeting.

If approved, the national office will invite NDAA to join the Commission at the 2021 ABM.

Chair J. Stromberg (OR) was in support of the amendment noting that having both organizations, as the Commission's ex-officio members, would strengthen our communication and connections.

Commissioner G. Roberge (CT) moved to amend the ICAOS Bylaws to include the National District Attorneys Association (NDAA) as an ex-officio member of the Commission. Commissioner C. Moore (GA) seconded. Motion approved.

- Executive Director A. Lippert stated that the national office published the plan to rescind the applicability of Rule 2.111 on April 1, 2021. The plan was met with little comments and questions at the region meetings.

She noted that there were only a handful of states still reporting difficulties with extraditions. The committee will review the matter again in February or March to make the decision on the final date to rescind the applicability of Rule 2.111.

- Executive Director A. Lippert presented a proposal for a bi-annual new commissioner orientation that would provide a personal engagement and learning opportunity for newly appointed commissioners to compliment the welcome packet they receive when appointed. The orientation would be followed up with a new commissioner lunch offered at the Annual Business Meeting. The orientation will include Commission's vision, role of the commissioner and expectations; importance of DCA & commissioner relationship; Annual Business Meeting; Executive Committee actions & initiatives; current audit & assessment; technical and training assistance; state council meetings and reporting; dashboards and annual compliance standards measurement, etc. Commission's Chair, Executive Director, and region chairs will present as speakers. Tentative dates for the orientations are March 10, 2021 and September 8, 2021.

Commissioner D. Crook (VT) moved to approve the New Commissioner Orientation proposal as presented and to proceed with scheduling the orientations. Commissioner R. Marlan (MI) seconded. Motion passed.

- Executive Director A. Lippert reminded the committee that 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. NIC would close the statement of work tomorrow. In the next couple of weeks, NIC along with the national office would review the submissions and select the film crew.

Chair J. Stenberg (OR) noted that the documentary should be put in motion. He asked the committee members to think if they want their state or offenders to be involved in the documentary.

Old/New Business

There was no old/new business.

Adjourn

Commissioner G. Roberge (CT) moved to adjourn. Commissioner D. Crook (VT) seconded.

The meeting adjourned at 12:27 pm ET.

Jeremiah Stromberg
Jeremiah Stromberg (Mar 24, 2021 08:19 PDT)

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Final Audit Report

2021-03-24

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