



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

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

**July 14, 2020 · 11:00 am ET  
Teleconference**

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#### **Members in attendance:**

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

#### **Members not in attendance:**

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

#### **Guests:**

1. Alyssa Miller (ND)

#### **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 J. Lopez (WI) called the meeting to order at 11:03 am ET. Seven out of eight voting members were present, a quorum was established.

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

**Commissioner A. Vorachek (ND) moved to approve the agenda. Commissioner R. Marlan (MI) seconded. Agenda approved as presented.**

**Commissioner J. Rader (NE) moved to approve the minutes from November 18, 2019 as written. Commissioner K. Ransom (OH) seconded. Minutes approved as drafted.**

**Commissioner R. Cohen (NM) moved to approve the minutes from June 8, 2020 as written. Commissioner K. Ransom (OH) seconded. Minutes approved as drafted.**

## **Discussion**

*Annual Business Meeting (ABM) Evaluation/Training Assessment:* Chair J. Lopez (WI) stated that in the past, the ABM Planning Workgroup used the post-meeting survey to gather feedback and topic suggestions to build the next year's ABM agenda and curriculum. She noted that the survey results lacked specifics, objectives, and clear direction for planning the meeting. This year, the national office put together a needs assessment to collect information in order to develop sessions and workshops specific to Commission needs while addressing the most pressing, current and emerging issues.

Chair J. Lopez (WI) added that the Commission members would receive the assessment after the 2020 ABM to establish objectives for the 2021 ABM.

She presented the needs assessment proposal to the committee for review.

The committee was in support of the presented proposal.

**Commissioner J. Rader (NE) moved to approve the ABM needs assessment proposal as presented. Commissioner R. Marlan (MI) seconded. Motion passed.**

*New Legal Presentation:* Chair J. Lopez (WI) stated that the national office updated the current PowerPoint presentation that states can use to train its stakeholders in the legal community. She asked for the committee's feedback and ideas for promoting the revised presentation.

Executive Director A. Lippert stated that the national office used information and PowerPoint slides from two recent webinars provided by ICAOS to train judges and attorneys across the U.S. These trainings were held in collaboration with National Center for State Courts (NCSC) and National Association of Attorneys General (NAAG) and were well received.

Training Coordinator M. Spring stated that the presentation includes a page with ICAOS legal resources, if additional information was needed.

Chair J. Lopez (WI) praised the new presentation noting that each state could customize the slides according to their regulations and laws.

The committee members expressed their support for the presentation noting that it would be widely used.

The national office will post *Crossing State Lines* PowerPoint presentation on the Commission's website after the meeting.

Training Coordinator M. Spring encouraged the committee members to email her their suggestions or changes to the presentation, even after it has been posted on the website.

*DCA Empowerment Session PPT Feedback:* Chair J. Lopez (WI) stated that at the last meeting, the committee discussed the ABM agenda and the details of one of its sessions - *Empowerment and Role of DCAs*.

Chair J. Lopez (WI) presented this session's PowerPoint presentation put together by the ABM Workgroup's subgroup and asked for the committee's feedback. The presentation defined the DCA and commissioner roles; provided guidelines for enforcement of the Interstate Compact in individual states; encouraged communication and collaboration for DCAs; and offered resources that could be shared with stakeholders to ensure compliance.

Training Coordinator M. Spring requested ideas and tactics on how to make the session more interactive. She shared ICAOS experience at the recent virtual legal training sponsored by NAAG, where they used pre-drafted questions to facilitate a discussion during the session. She added that the subgroup planned to utilize a word cloud and polling features during this session.

Chair J. Lopez (WI) asked the committee members to send their additional feedback to the national office by Monday.

### **Old Business**

*ICOTS Dashboard Reports:* Chair J. Lopez (WI) stated that at the last meeting, the committee agreed that the dashboard reports session was a better fit as a recorded session, rather than as an in-person training. The Dashboard Reports training, which was an original ABM agenda item, was going to be addressed outside of the ABM through on demand self-paced training videos. The national office published the first set of mini trainings on dashboard reports on the Commission's website.

Training Coordinator M. Spring noted that these reports were sent out to a couple of DCA groups as well as the DCA region chairs for feedback. If committee members have any additional feedback, recommendation, examples, or issues, they should send them to the national office.

She stated that the only feedback she received so far was about the size of the screen and the speed of the presentation. She noted that users had control over these features on their end.

Chair J. Lopez (WI) stated that the dashboard reports trainings were easy to understand and to follow.

*ICOTS Training Integration Project:* Chair J. Lopez (WI) stated that the national office had been working with Appriss on 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.

Training Coordinator M. Spring added that the first 120 help points would be launched tomorrow. The points would cover assistance and login, transfer requests, and reporting instructions screens. She asked the committee members to email the national office, if they identified any issues.

She added that the second part of the project would be launched in September and the third and final part would be launched in November.

### **New Business**

*New Learning Management Software (LMS):* Training Coordinator M. Spring stated that currently, the Commission uses an outside learning management provider, Litmus, for its training modules with annual cost of \$8,000. The national office found an alternative learning management software with no annual cost that would be embedded directly into ICAOS website. The new LMS will be launched by November 2020.

She asked for feedback on features that state administrators would like to have to manage their trainees. She added that most Litmus features were available in the new software.

Executive Director A. Lippert added that the national office was also working on redesigning the ICAOS website to make it more user-friendly and add a greater capacity and control on the backside. The new website will be launched later this year.

*APPA Winter Training Institute Proposal:* Chair J. Lopez (WI) stated that the American Probation and Parole Association (APPA) issued a Call for Presenters for its Winter Training Institute scheduled for February 21-24, 2021 in Seattle, WA. APPA gives preference to workshop proposals that include activities, audience participation, practicing new skills, significant knowledge enhancement, and new research for the field of community corrections. She added that the training institute participants include community corrections professionals in the fields of pretrial, probation, and parole.

Chair J. Lopez (WI) noted that APPA remained cognizant of COVID-19 and planned to adjust its schedule if needed. They request to include consideration on how to reach audience members in a virtual setting for the workshop proposal. APPA will plan to include the opportunity for attendees to access these trainings online during and potentially following the training institute.

She asked the committee members to submit their workshop proposal ideas or objectives to the national office by the end of July.

### **Adjourn**

**Commissioner R. Cohen (NM) moved to adjourn. Commissioner K. Ransom (OH) seconded.**

Meeting adjourned at 11:52 am ET.