



## Interstate Commission for Adult Offender Supervision

### Executive Committee Meeting MINUTES

May 19, 2021  
Video Conference

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

1. Hope Cooper (KS), Vice-Chair
2. Gary Roberge (CT), Treasurer
3. Chris Moore (GA), Information Technology Chair
4. Mary Kay Hudson (IN), Rules Committee Chair
5. Russell Marlan (MI), Midwest Region Chair
6. Allen Godfrey (MN), Compliance Committee Chair
7. Julie Kempker (MO), South Region 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. Suzanne Brooks (OH), DCA Liaison Committee Chair, Ex-Officio
12. John Gillis (NOVA), Ex-Officio

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

1. Jeremiah Stromberg (OR), Chair

#### **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 12:02 pm ET; ten out of eleven voting members were present; a quorum was established.

#### **Agenda and Minutes**

**Commissioner A. Godfrey (MN) moved to approve the agenda as presented. Commissioner J. Kempker (MO) seconded. Agenda approved.**

**Commissioner A. Godfrey (MN) moved to approve the minutes from April 21, 2021 meeting as drafted. Commissioner C. Moore (GA) seconded. Minutes approved as drafted.**

#### **Discussion**

*Compliance Committee report:* Commissioner A. Godfrey (MN) noted that no matters had been referred to the Compliance Committee. The committee had a meeting scheduled for next week in anticipation of a new request to extend application of Rule 2.111 from Hawaii. The committee would discuss setting parameters and developing recommendations for any future requests that exceed 60 days. He plans to cancel the meeting if Hawaii does not submit its request by the end of the week.

*DCA Liaison Committee report:* DCA S. Brooks (OH) stated that the DCA Liaison Committee met on April 27. She invited new DCAs to the DCA Liaison Committee meeting to familiarize them with the committee. Five out of six new DCAs attended the meeting. She continued that because of the full agenda, she felt rushed and moving forward she would schedule a separate session to meet with new DCAs.

At the meeting, the DCA Liaison Committee discussed DCA region chair elections. Three out of four DCA region chairs indicated they plan to run again. The committee also discussed implementing the ICOTS warrant tracking enhancement, the Training Bulletin 1-2021i, April's Compact Office training, and the follow-up from round tables. The committee will meet again in June to finalize its DCA Dashboard program that will launch in July.

*Finance Committee Report:* Commissioner G. Roberge (CT) stated that the Commission remained in good financial health. The Commission was 85% into the fiscal year and was around 70% into spending. Its savings account had \$1,300,000. The Commission's Vanguard investment account had \$2,350,000, which was 3.5% increase from last month and over 30% increase from last year.

Commissioner G. Roberge (CT) added that he did not anticipate any significant budget items that were not accounted for before the end of this fiscal year.

*Technology Committee Report:* Commissioner C. Moore (GA) presented the Technology Committee report:

FY 2021 Enhancement Requests - Six FY21 enhancements were launched in ICOTS on April 28. One small bug involving the NCIC modifier field was identified via the helpdesk in the morning and Appriss resolve the issue within 2 hours of reporting. No other issues have been identified.

ICOTS Warrant Tracking Enhancement – The Technology Committee will meet on June 3<sup>rd</sup> to review any feedback and finalize the proposed warrant status ICOTS enhancement. Changes will be sent to Appriss. Appriss will have the statement of work and cost component ready by August 1.

*Rules Committee Report:* Commissioner M. Hudson (IN) stated that she and Rules Committee vice-chair Littler (AZ) attended all region meetings to discuss the warrant timeframe proposal package. She added that there were only a few comments posted in the rule proposal comments portal on the Commission's website.

Commissioner Littler (AZ) agreed to assist her at the Rule Proposal presentation session at the Annual Business Meeting.

*Training Committee Report:* Commissioner J. López (WI) stated that the Training Committee was meeting on May 26 to discuss the Q&A section of the whitepaper on Remote Sentencing/Hearings and review the proposed round table topics for the summer series.

*ABM Planning Workgroup Report:* Executive Director A. Lippert stated that the national office is in the planning stages for the Annual Business Meeting. She asked the committee members to start thinking about their Docket Book reports. The reports are due in August.

*East Region Report:* Commissioner D. Crook (VT) stated the East Region met on May 3. He thanked Rules Committee chair Hudson and Rules Committee vice-chair Littler for attending the meeting and facilitating the rule and ICOTS proposal discussion. He informed the region about upcoming region chair elections. There was little to no interest thus far. The region will meet again in July.

*Midwest Region:* Commissioner R. Marlan (MI) stated that the Midwest Region met on April 27. With the assistance of Rules Committee chair Hudson and Compliance Committee chair Godfrey, the region had a thorough discussion of the official rule and ICOTS proposals. He informed the region that he was not planning to run for the region chair position again. He encouraged interested commissioners to consider running for this position.

*South Report:* Commissioner J. Kempker (MO) stated that the South Region met in April. The region had a robust discussion on rule and ICOTS proposals. She advised the region about the upcoming region chair elections. So far, no one expressed their interest. The region will meet again before the Annual Business Meeting.

*West Region Report:* Commissioner R. Cohen (NM) stated that the West Region met in April. Rules Committee chair Hudson and Rules Committee vice-chair Littler provided an in-depth explanation for the rules and ICOTS proposals. She also advised the region about the upcoming region chair election. She added that she did not plan to run again. A few people expressed their interest in the position. The region will meet again in July.

*Victim Advocate Report:* Victim Advocate J. Gillis (NOVA) stated that the email project where victims were able to contact the Commission by email was going well. Most inquiries were about the offenders and not operations. He thanked the Commission for supporting this program.

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

- Commissioner Dwight Sakai stepped down and DCA Brook Mamizuka was appointed as a new commissioner for Hawaii.
- The national office is working on streamlining their process for contacts management and utilizing a new system.

- The national office is working on a robust interactive annual report to provide interesting and relevant Compact related information to Commission members to share with stakeholders in their states.
- Executive Director A. Lippert thanked the Executive Committee members for providing their feedback on the Remote Sentencing/Hearings whitepaper drafted by Legal Counsel Travis. Based on the comments, the national office put together a Q&A section. The Training Committee will review the Q&A section at its next meeting. She asked the committee to proceed with approving the whitepaper that was drafted by legal counsel. The Q&A section was simply supplemental information.

**Commissioner D. Crook (VT) moved to approve the whitepaper on Remote Sentencing/Hearings as presented. Commissioner G. Roberge (CT) seconded. Motion passed.**

- The Executive Committee established a workgroup to discuss a study that would provide information and data for program improvement and better decision making as well as variables that would help the Commission analyze the Compact's 'success'.

Executive Director A. Lippert stated that the national office met with UCCI to engage their services to conduct the study. UCCI proposed a mixed methods study that would integrate data from multiple sources to provide a comprehensive examination of the Compact and its impact. Specifically, the study would include the following components:

1. A review and summary of any existing research on the Compact. Executive Director A. Lippert noted that the only Interstate Compact study conducted was in 1985.
2. A descriptive analysis of the data housed in the ICAOS database. The analyses will include a description of the individuals who are supervised through a transfer and indicators of their successes or failures during supervision. To the extent possible, bivariate analyses will be conducted to examine potential relationships between variables such as whether men or women are more likely to successfully complete supervision.
3. A standardized electronic survey that will be sent to all supervision officers identified in the ICAOS database. The survey will capture additional information about the transfer process and supervision of individuals who are transferred that is not captured in the ICAOS database to glean insights about the benefits and challenges encountered in practice. The survey will be developed by UCCI in collaboration with ICAOS. UCCI will administer the survey through Qualtrics.
4. Interviews with a subgroup of supervision officers to acquire additional details about the transfer and supervision of individuals, and the experiences of officers who are working in the field. These interviews will be semi-structured and designed based on the findings of the initial survey results. UCCI will complete up to 25 interviews via telephone or video conference. Each interview is expected to be no longer than 30 minutes.

5. Interviews with a subgroup of individuals who receive supervision services through an interstate transfer. The interviews will capture the perspective of the individuals under supervision including elements of the transfer and supervision that presented challenges and the ways the transfer provided benefits or contributed to their success. These interviews will be semi-structured and designed in collaboration with ICAOS. The UCCI research team will also collaborate with ICAOS to select a sample of individuals based on the goals of the project. UCCI will complete up to 25 interviews via telephone or video conference. Each interview is expected to be no longer than 30 minutes.

The estimated cost for this service is \$97,138.

Executive Director A. Lippert continued that UCCI would integrate the findings into a final report and present the results of the study to the Commission at the 20<sup>th</sup> anniversary celebration in September 2022. She added that even though, the study would not answer all originally discussed questions, but it would lay a groundwork for the future studies.

Vice-chair H. Cooper (KS) complemented the workgroup for their work noting the good timing of the project.

Commissioner A. Godfrey (MN) was pleased with the presented scope of work. He expressed his support for this proposal. He added that Minnesota had to have special approval to hold interviews with their staff and persons under supervision. He asked if Minnesota had to do anything involving the IRB review process on the state level to move forward with the project. He forwarded the proposal to their chair for internal reports.

Policy and Operations Director A. Eskridge thanked Commissioner Godfrey for bringing up this issue. The nation office will address the issue with the UCCI. He anticipated that the UCCI as a university-based research entity would use their own rigorous IRB process. He asked Commissioner Godfrey to email the national office all relevant information on this matter.

Commissioner G. Roberge (CT) noted that Connecticut had similar IRB requirements. He fully supports the proposal and was looking forward to the analyses it brings.

Commissioner R. Marlan (MI) supports the proposal. He added that the proposal cost was quite reasonable.

Commissioner J. López (WI) stated that Wisconsin worked with the UCCI on multiple occasions. She was in support of the proposal.

Executive Director A. Lippert noted that the Compact Study workgroup would serve as the advisory body for this project.

The committee asked the workgroup to provide regular updates to the Executive Committee.

**Commissioner R. Marlan (MI) moved to approve the UCCI Compact Study proposal as presented, use the Compact Study workgroup as the advisory group, and provide regular**

**updates to the Executive Committee. Commissioner A. Godfrey (MN) seconded. Motion passes.**

- Executive Director A. Lippert stated that Chair Stromberg (OR) cancelled the July Executive Committee meeting. The committee will meet as scheduled in June.

**Adjourn**

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

The meeting adjourned at 12:52 pm ET.

*Jeremiah Stromberg*  
Jeremiah Stromberg (Jun 16, 2021 14:19 EDT)

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Final Audit Report

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