



## Interstate Commission for Adult Offender Supervision

### Deputy Compact Administrator Liaison Committee MINUTES

February 23, 2022 at 1:00 p.m. ET  
Video conference

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

1. Suzanne Brooks (OH), Chair
2. Linda Mustafa (AR)
3. Natalie Latulippe (CT)
4. Timothy Strickland (FL)
5. Simona Hammond (IA)
6. Matthew Billinger (KS)
7. Mark Patterson (OR)
8. Patricia Odell (WY)

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

9. Denis Clark (ME)

#### **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. Drake Greeott, Web Development Manager

#### **Call to Order**

Chair S. Brooks (OH) called the meeting to order at 1:01 pm ET. Executive Director A. Lippert called the roll. Eight out of nine members were present, establishing a quorum.

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

**DCA N. Latulippe (CT) moved to approve the agenda as presented. DCA T. Strickland (FL) seconded. Agenda approved.**

**DCA M. Patterson (OR) moved to approve the minutes from November 16, 2021, meeting as drafted. DCA M. Billinger (KS) seconded. Minutes approved.**

#### **Discussion**

*Remote Sentencings/Hearings:* Chair S. Brooks (OH) asked the committee whether the remote sentencing/hearing was an issue requiring action by the Commission resulting in rule change, additional Advisory Opinion, etc.

She noted that the ABM Planning workgroup asked the DCA Liaison Committee to oversee a session at the upcoming ABM examining the implications of remote sentencings and remote violation hearings.

The committee decided that the topic was no longer relevant. Furthermore, it was not significant enough for the ABM session.

DCA T. Strickland noted that in his experience, remote sentencings were mostly used as a mechanism to avoid retaking.

The committee decided to focus the ABM session on issues surrounding state's ability to toll cases in ICOTS. The committee will use the findings from Workgroup on Tolling to form the curriculum for the session.

DCA M. Patterson (OR) suggested the workgroup focus on issuing best practices or making recommendation for rule changes. In addition, he recommends the workgroup to survey states and outline each state's ability and regulations with tolling.

Chair S. Brooks (OH) will inform the ABM Workgroup Chair H. Cooper (KS) and Rules Committee Chair M. Hudson of the committee's decision

*Q3 Dashboard Program Follow-up:* Chair S. Brooks (OH) noted that the data shows that there was an increase in duplicate offenders. She asked the region chairs to continue covering this topic at their meetings and stressing the importance of the appropriate training.

Q3 Rejected Case Clean-up:

- Pre Q3: 1,454 cases, 774 rejected 2+weeks ago
- Feb 18: 1,294, 477 rejected 2+weeks ago

*Q4 Dashboard Program Discussion:* Chair S. Brooks (OH) reminded the committee that Q4 would focus on User Administration. With an average of 30,000 active ICOTS users at any given time, each state is responsible for user administration and user training.

In FY 2019, the Commission conducted an audit to ensure states have adopted and enforced policies and procedures for ICOTS usage in accordance with the ICOTS Privacy Policy. This audit included review to ensure ICOTS users have Compact Office and Administrator Roles in accordance with their duties and that accounts marked inactive for 12 months or more had been deactivated. The Q4 will focus on those responsibilities and ensure states know how to utilize reports available to assist in their duties.

The committee discussed sharing state's ICOTS compliance data with DCA region chairs.

Executive Director A. Lippert noted that some states were protective of their data. She recommended region chairs to offer their help to their region members instead. She noted

that the national office could provide the compliance numbers broken down by the region.

*FY23 Dashboard Program/Compliance Committee survey:* Chair S. Brooks (OH) reminded the committee that last year, the committee established the ‘Best Practice & Dashboard Usage Program’ to identify areas within compact operations in need of attention. The committee then used the program’s data and outcomes to share best practices and provide practical learning opportunities for using the ICAOS Dashboards and make recommendations on areas that needed additional review or auditing.

In preparation for FY 2023, the DCA Liaison Committee in collaboration with the Compliance Committee will seek information from other DCAs on rules and processes that work well and those they find difficult for states to comply with. The identified areas will be included in the dashboard program for the coming year to help states improve their operations and comply with compact standards.

The DCA Liaison Committee requests that every deputy compact administrator participates in the brief survey to ensure all states are heard and that the data compiled is representative of the issues. The information gathered in this survey will be used to evaluate compliance measures to identify deficiencies and to determine what, if any, compliance standards should be added to compliance summary and quarterly emails.

The committee reviewed the survey’s questions.

After discussion, the committee decided to table the review of the survey questions until additional changes could be made to the survey’s format.

### **Old Business**

There was no old business.

### **New Business**

*ICOTS Enhancement to Require Gang Affiliation Field on Offender Information Screen proposed by the West Region:* DCA M. Billinger (KS) stated that the Technology Committee asked the DCA Liaison Committee to review an ICOTS enhancement to require the Gang Affiliation field on the Offender Information screen and provide drop-down options. He continued that the West Region requested the change because this offender population posed a higher risk to officer and community safety. The Sending State should be required to attest to having no knowledge of gang affiliation at the time they build the offender profile. A Receiving State should have this information as it impacts officer and community safety, case assignment and classification.

DCA M. Billinger (KS) stated that he was against the proposal. In Kansas, they were not allowed to assign gang affiliation to offenders who did not go through a comprehensive checklist. He expressed his concerns about marking offenders as gang affiliated when they were not and the repercussions that come from that based on supervision standards and practices.

DCA N. Latulippe (CT) expressed her concerns with this enhancement. She asked if the ICOTS user would be held responsible for not adding this information to the system. She noted that often, users do not have all this information at the beginning of the transfer process.

DCA M. Patterson (OR) stated that the proposal came from his region. He noted that the filed was often overlooked as it was not a required field.

DCA N. Latulippe (CT) suggested making the filed more visible, instead of making it a mandatory field.

DCA T. Strickland (FL) noted that the Commission had to define “gang affiliation” in rules before making it mandatory in ICOTS.

The committee was against making the gang affiliation filed as mandatory and suggests using training to solve the West Region’s issue with overlooking the filed.

**DCA T. Strickland (FL) moved to reject the ICOTS enhancement to make the gang affiliation field in ICOTS a mandatory field. DCA S. Hammond (IA) seconded. Motion passed.**

**Adjourn**

The meeting adjourned at 2:09 p.m. ET.