



Interstate Commission for Adult Offender Supervision

Training, Education, & Public Relations Committee MINUTES

**February 7, 2022 · 1:00 p.m. ET
Teleconference**

Members in attendance:

1. Joselyn López (WI), Chair
2. Andrew Zavaras (CO)
3. Russell Marlan (MI)
4. Sally Reinhardt-Stewart (NE)
5. Roberta Cohen (NM)
6. Jim Parks (VA)
7. Holly Kassube (IL), Ex-officio
8. Tracy Hudrlik (MN), Ex-officio
9. Tanja Gilmore (WA), Ex-officio

Members not in attendance:

1. Martha Danner (MD)
2. Patricia Coyne-Fague (RI)
3. Katrina Ransom (OH)
4. Katherine Stocks (COSCA), Ex-officio

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 J. López (WI) called the meeting to order at 1:02 p.m. ET. Six out of nine voting members were present, a quorum was established.

Approval of Agenda and Minutes

Commissioner R. Marlan (MI) moved to approve the agenda as presented. Commissioner S. Reinhardt-Stewart (NE) seconded. Agenda approved.

Commissioner J. Parks (VA) moved to approve the minutes from October 28, 2021 as written. Commissioner S. Reinhardt-Stewart (NE) seconded. Minutes approved.

Discussion

Review of Rules training materials: Training Coordinator M. Spring informed the committee that she updated ICAOS Rules Training Presentation & Resources on the support site with 2021 Rules and ICOTS amendments. States should use this information to train their Compact and field staff. She asked the committee members to look through the new content and provide feedback.

In addition, she updated the Commission's website, Compact Online Reference Encyclopedia (CORE), Benchbook, and Hearing Officer's Guide with the new rule amendments. In the upcoming weeks, Training Coordinator M. Spring will update the on-demand sessions and add a training jeopardy game.

Commission's Presentation at the APPA Training Institute: The Commission presented at the 2022 American Probation and Parole Association Winter Training Institute in Atlanta, Georgia. The presentation focused on good transfer verification and documentation as well as the importance of communication. Commission members can find information about this presentation on the support site.

Spanish version of ICAOS Rules: Chair J. López (WI) stated that ICAOS translates the offender application and the rules in Spanish. She suggested using a browser-based translator such as Google translate for other Compact documents. This would allow the Commission to be more inclusive by providing its documents in many other different languages and be fiscally conservative.

The national office originally had the ICAOS Rules translated in their entirety over 15 years ago. Since then, only the amended rules were re-translated. For that reason, some language in the Spanish version of the rules may not be consistent.

The committee discussed adding a disclaimer that it was not a legal translation and "how to" details as well as links to direct offenders and offenders' family to their own state's resources.

Executive Director A. Lippert stated that prior to ICOTS, the national office had the offender application available in multiple languages. Following the launch of ICOTS, the national office was able to determine the number of times the application was downloaded in various languages. It was determined that only a Spanish translation was needed.

The committee was in support of the idea.

Commissioner A. Zavaras (CO) moved to cease Spanish translation for ICAOS Rules PDF and direct web users to a web-based browser translator tool. Commissioner J. Parks (VA) seconded. Motion passed.

Navigating the Compact: At the last meeting, the committee discussed improving "Navigating the Compact" section of the website. Chair J. López (WI) presented feedback collected from Commissioner K. Ransom (OH) and DCA H. Kassube (IL). This section includes *Common Interstate Transfer Concerns, Questions about Interstate Transfer, ICAOS Rules in Step-by-Step, Interstate Compact Myths, The Interstate Compact Process, and What Is ICOTS?* page.

In addition to presented changes, Chair J. López (WI) suggested creating a “How to” section that provides step-by-step information on where to start if an offender wants to transfer.

Commissioner S. Reinhardt-Stewart (NE) suggested using “supervising officer” terminology instead of “probation officer” for consistency.

Eligibility worksheet document: Chair J. López (WI) stated that the Commission had an eligibility worksheet document posted on its website to aid offenders and offenders’ family with determining eligibility for transfer of supervision. Training Coordinator M. Spring converted the document into an online form. She asked the committee members for their feedback.

The committee was in favor of the proposed changes.

Chair J. López (WI) asked for volunteers to continue reviewing the *Navigating the Compact* section and its documents and provide feedback. Commissioner R. Cohen (NM) and DCA T. Hudrlik (MN) volunteered to assist with this task.

2022 Annual Business Meeting: Executive Director A. Lippert informed the committee that the ABM Planning workgroup prepared a draft agenda for the Executive Committee’s consideration and approval. The 2022 ABM is a DCA Training Institute year, and the workgroup assigned the DCA Liaison Committee to lead those sessions. In addition, the workgroup incorporated elements to commemorate Commission’s 20th anniversary. The Executive Committee will vote on the agenda at its April’s face-to-face meeting. Once the agenda is approved, the workgroup will reach out to the Training Committee to assist with the curriculum.

She noted that the national office continues to monitor the latest COVID protocols and handling of face-to-face meetings to make appropriate recommendations to hold a safe and productive business meeting this September.

Executive Director A. Lippert added that the national office launched a landing page commemorating the Commission’s 20th anniversary. The page lists ICAOS accomplishments and milestones over the last twenty years.

2023 Annual Business Meeting: Executive Director A. Lippert informed the committee that the Executive Committee chose Norfolk, VA as the location for the 2023 annual business meeting.

2021 ICOTS Enhancements: Executive Director A. Lippert stated that Appriss informed the national office they had to delay the delivery of the 2021 ICOTS enhancements until June 1, 2022. The delay is due to COVID and the widespread Log4J vulnerability. Since these enhancements were not directly connected to the approved rule proposals, the rule proposals’ effective date would not change.

The committee decided to schedule the second part of the planned Rules amendments & ICOTS enhancement training in late May. The national office will inform the Commission about the

changes to the training schedule and remind them of the upcoming ICOTS enhancements in its monthly newsletter.

New Business

There was no old/new business. _

Adjourn

Commissioner S. Reinhardt-Stewart (NE) moved to adjourn. Commissioner R. Cohen (NM) seconded.

The meeting adjourned at 1:53 p.m. ET.