



Interstate Commission for Adult Offender Supervision

Compliance Committee Meeting MINUTES

February 14, 2024 · 11:00 am ET
Teleconference

Members in Attendance:

1. Sally Kreamer (IA), Chair
2. Joe Winkler (FL)
3. Melissa Smith (IL)
4. Amy Vorachek (ND)
5. Dale Crook (VT)
6. Matthew Poyzer (AZ), Ex-officio
7. Sarah Spader (SD), Ex-officio

Not in Attendance:

1. Samuel Plumeri (NJ)
2. Martha Danner (MD)

Staff:

1. Ashley Lippert, Executive Director
2. Allen Eskridge, Director of Policy, and Operations
3. Barno Saturday, Logistics and Administrator Coordinator
4. Xavier Donnelly, ICOTS Project Manager
5. Mindy Spring, Administrative and Training Coordinator
6. Drake Grecott, Web Development Manager

Call to Order

Chair S. Kreamer (IA) called the meeting to order at 11:00 am ET. Director A. Lippert called the roll, five out of seven voting members were present, a quorum was established.

Approval of Agenda and Minutes

Commissioner D. Crook (VT) moved to approve the agenda as presented. Commissioner J. Winkler (FL) seconded. Agenda approved.

Commissioner J. Winkler (FL) moved to approve the minutes from November 29, 2023, as drafted. Commissioner A. Vorachek (ND) seconded. Minutes approved.

Discussion

Review FY24 Q2 compliance dashboard results: Executive Director A. Lippert noted that the only state that was in corrective action is Idaho. Based on received data, their numbers are above the 80% compliance threshold. The national office will continue updating the Compliance Committee on Idaho's compliance standing.

FY25 Audit/Assessment: Executive Director A. Lippert noted that at its November meeting, the Compliance Committee approved auditing requested progress reports for the FY25 compliance audit. She continued that as initially presented; this audit would require engaging Optimum to include more data fields. The statement of work to accomplish this is \$10k.

The committee decided against spending \$10k for the compliance audit.

Executive Director A. Lippert presented three alternative options:

1. To audit progress reports as a random assessment (without data).
2. User Administration Re-audit. In FY19, the Commission conducted an ICOTS user administration audit. This audit examined user accounts and confirmed that states have internal policies and procedures, as well as training plans for their ICOTS users. As the Commission considers rebuilding ICOTS, a follow-up audit would be appropriate, which may include analyzing ICOTS users and roles; obtaining copies of each state's adopted internal procedures and policies for ICOTS user administration and information sharing; and determining whether state policies and procedures include training plans for their stakeholders.
3. Dashboard Compliance Engagement Audit. The national office could use this time to engage with states to:
 - Learn about what works and what doesn't with ICOTS for future re-build.
 - Support their training efforts.
 - Proactively manage compliance dashboard standards to ensure states meet thresholds prior to the annual review.

Commissioner D. Crook (VT) moved to recommend the Executive Committee consider Dashboard Compliance Engagement Audit as presented for the FY25 compliance audit. Commissioner M. Smith (IL) seconded. Motion passed.

FY24 Compliance Audit National Results: Director of Policy A. Eskridge and Training Coordinator M. Spring presented the FY24 audit results to the committee. The FY23 audit assessed the reliability and credibility of ICOTS data due to the importance of accurate and clean data for use internally as well as with external exchanges, including local, state, and federal law enforcement agencies. Based on the FY23 audit results, the Executive and Compliance Committees approved a follow-up evaluation for nineteen states with unsatisfactory results in FY23 or for those states requesting a re-audit.

According to Privacy Policy 4 (c), the FY24 audit focused on three specific areas to clean-up: junk profiles, rejected cases, and cases awaiting retaking. Each state received a raw score to compare their FY23 and FY24 results. States could also compare their performance against national medians, as well as group means and medians inclusive of all states. In addition, states were grouped for this audit according to volume and compared against peer groups.

Supervised Individuals with Junk Profiles

States must enforce expectations for regular use of ICOTS dashboards to identify and correct errors within thirty calendar days, including acting on duplicate records.

- Group 1 (4 states): Three of the four states showed no improvement or poorer performance.
- Group 2 (12 states): Three of the 12 total states showed no improvement or poorer performance.
- Group 3 (3 states): All three states showed improvement.

Rejected Case Cleanup

Cases no longer transferring must be removed within 60 days of the rejected date.

- Group 1 (4 states): One of the four states showed no improvement or poorer performance.
- Group 2 (12 states): One of the 12 total states showed no improvement or poorer performance.
- Group 3 (3 states): All three states showed improvement.

Supervised Individuals Awaiting Retaking

Using the ‘availability’ date, cases were reviewed to determine whether accurate documentation exists or if corrections were needed using Violation Addendums. Only cases awaiting retaking (marked ‘available’) for more than 60 days were reviewed.

- Group 1 (4 states): One of the four states showed no improvement or poorer performance.
- Group 2 (12 states): All 12 total states showed improved performance or had no change.
- Group 3 (3 states): One of the three states showed slight improvement.

Overall, the cohort of states included in the FY24 re-audit demonstrated substantial progress across the three specific areas of emphasis. In most instances, states that failed to meet the group median or mean still showed improvement and sometimes vast improvement from FY23 to FY24. The instances of poorer year-to-year performance were outliers.

The committee suggested including a short video explaining the results of the audit when the results are published on the Commission’s website.

Commissioner Vacancies: Executive Director A. Lippert noted that currently, there are four states without a commissioner.

Montana

- The national office was notified of vacancy on Sept 14, 2023.
- The national office notified the Boards & Commissions Appointing Authority on November 9, 2023.
- The national office sent a letter to the Governor informing them about the vacancy on December 11, 2023.
- The national office received communication from other states regarding issues with Montana that require the commissioner’s involvement.

Arkansas

- The national office was notified of vacancy on November 6, 2023.

- The national office notified the Boards & Commissions Appointing Authority on January 2, 2024.
- The national office sent a letter to the Governor informing them about the vacancy on January 25, 2024.

New Mexico

- The national office was notified of vacancy on Sept 14, 2023.
- L. Weiman appointed on November 27, 2023. Waiting for the official appointment documents.
- The national office notified the Boards & Commissions Appointing Authority on December 20, 2023.
- The national office sent a letter to the Governor informing them about the vacancy on January 25, 2024.

Missouri

- The national office was notified of vacancy on January 22, 2024.
- J. Mosely appointed on February 1, 2024. Waiting for the official appointment documents.

Executive Director A. Lippert noted that the national office had additional numerous communications with the above states. She recommends the Compliance Committee find the State of Montana in default. She continued that since Arkansas, New Mexico, and Missouri are working on their appointments, she does not recommend enforcement at this time.

Commissioner D. Crook (VT) moved to recommend the Executive Committee find the State of Montana in default due to commissioner’s vacancy and send an enforcement letter to Montana Governor. Commissioner J. Winkler (FL) seconded. Motion passed.

Once the Compliance Committee’s recommendation is approved by the Executive Committee, Legal Counsel T. Travis will send an enforcement letter to Montana Governor outlining what will happen if the state does not comply. If the position is not filled in 30 days, the Legal Counsel sends another letter stating that the Commission will file a suit in the federal court if the position is not filled within 10 days.

Old/New Business

There was no old/new business.

Adjourn

The meeting adjourned at 11:49 am ET.