



Interstate Commission for Adult Offender Supervision

Executive Committee Meeting MINUTES

8:30AM ET • April 15, 2026 • The Westin Cincinnati, Cincinnati, OH

Members in Attendance:

1. Mac Pevey (WA), Chair
2. Joselyn López (WI), Vice-Chair
3. Gary Roberge (CT), Treasurer
4. Taryn Link (AK), West Region Chair
5. Chris Moore (GA), Information Technology Chair
6. Steve Turner (KY), South Region Chair
7. Tracy Hudrlik (MN), Rules Committee Chair
8. Amy Vorachek (ND), Midwest Region Chair
9. David Cady (NH), East Region Chair
10. Katrina Ransom (OH), Training, Education, and Public Relations Committee Chair
11. Dale Crook (VT), Compliance Committee Chair
12. Alyssa Miller (ND), DCA Liaison Chair, Ex-Officio
13. Sandy Hunt (NOVA), Victim Representative, Ex-Officio

Staff:

1. Ashley Lippert, Executive Director
2. Barno Saturday, Logistics and Administrator Coordinator
3. Mindy Spring, Operations Manager
4. Drake Greeott, Web Development Manager
5. Suzanne Brooks, Education & Implementation Manager
6. Xavier Donnelly, System Manager

Call to Order

Chair M. Pevey (WA) called the meeting to order at 8:30 am ET; All voting members were present; a quorum was established.

Approval of Agenda and Minutes

A motion by Commissioner D. Crook (VT) to approve the meeting's agenda was adopted.

A motion by Commissioner S. Turner (KY) to approve the minutes from the March 18, 2026, meeting was adopted.

Discussion

Compliance Committee Report: Commissioner D. Crook (VT) stated that the Compliance Committee will be meeting in April to review the Chapter 6 rules and discuss compliance-related updates.

DCA Liaison Committee Report: DCA A. Miller (ND) stated that the DCA Liaison Committee met in March. The committee is developing plans to increase DCA involvement, particularly with

training programs. DCA Liaison Committee Chair A. Miller (ND) is working closely with the national office to develop a strategic plan for her committee.

Finance Committee Report: Commissioner G. Roberge (CT) reported that the Commission's Vanguard account balance is just under \$2 million, reflecting recent stock market volatility, and noted that the national office has sent FY2027 dues and capital assessment invoices to Commission members.

The Finance Committee met on February 25 and made a recommendation for the Executive Committee to approve the proposed FY2028 budget and adjustments to the FY2027 budget.

The committee reviewed the amendments to FY2027 budget.

A motion by Commissioner A. Vorachek (ND) to approve amendments to FY2027 Budget was adopted.

The committee reviewed the proposed FY2028 budget.

A motion by Commissioner D. Crook (VT) to approve FY2028 Budget as presented was adopted.

Commissioner G. Roberge (CT) brought a recommendation forward from the Finance committee regarding travel reimbursement. He reminded the committee that the Commission reimburses attendees at 75% of the full per diem rate for travel days occurring before and after meetings. However, travel time and related expenses can vary significantly among attendees, and many individuals incur costs comparable to a full day while traveling.

After discussion, the committee agreed that limiting reimbursement to 75% on travel days does not consistently reflect the actual time and expense commitments required. The committee accepted the Finance Committee's recommendation to remove the 75% per diem restriction for travel days and allow full per diem reimbursement. The committee will vote on this change under the Executive Director Report, when they review the remaining administrative policy updates.

Technology Committee Report: Commissioner C. Moore (GA) provided an update on the INSITE project. The project is progressing on schedule. UAT testing will begin after the next JAD meeting in early May.

Rules Committee Report: Commissioner T. Hudrlik (MN) stated that the Rules Committee will meet next week to discuss proposed changes to Rule 3.103-2 and 3.103-3. The changes address an oversight in reporting instructions for expedited cases by adding needed documentation requirements and removing redundant language. She included that the comment period for the rule proposals will start on April 23 and the town hall is scheduled for June 1st.

Training Committee Report: Commissioner K. Ransom (OH) stated that the Training Committee will be meeting next week to review the 2026 Annual Business Meeting agenda.

Education and Implementation Manager. S. Brooks raised concerns that some Deputy Compact Administrators are denying reporting instructions despite sufficient evidence. The committee discussed newly passed rules and varying interpretations among states regarding residence verification requirements under Rules 3.103 and 3.103-1.

The national office has been working with states and the DCA Liaison Committee Chair to address these concerns and provide guidance.

The committee asked DCA A. Miller (ND) to send an email to all DCAs discouraging the practice.

The Training Committee will also review the matter at its next meeting.

ABM Planning Workgroup Report: Commissioner J. López (WI) stated that the ABM Workgroup met a few times to provide a recommendation for the 2026 Annual Business Meeting agenda. She presented the agenda to the committee.

Commissioner T. Hudrlik (MN) will send monthly emails to the Commission highlighting Minneapolis and Minnesota in advance of the meeting. Vice Chair J. López (WI) will again host a new Commissioner onboarding session one month prior to the ABM.

The Executive Committee discussed safety considerations related to the Minneapolis meeting and suggested regional-level discussions; Commissioner Hudrlik indicated she does not view the location as unsafe.

A motion by Commissioner D. Crook (VT) to approve the 2026 Annual Business Meeting agenda was adopted.

East Region Report: Commissioner D. Cady (NH) reported that the region has not met since the last Executive Committee meeting. The region will meet in May.

Midwest Region Report: Commissioner A. Vorachek (ND) reported that the Midwest Region has not met since the last Executive Committee meeting. The region will meet in May.

South Region Report: Commissioner S. Turner (KY) stated that the South Region met on March 24 to discuss how states are preparing for the approved rule amendments taking effect on April 1. In addition, the region discussed updates on the RNR pilot, INSITE enhancements, revised white papers and advisory opinions, and support for implementing the 2025 rule amendments.

West Region Report: Commissioner T. Link (AK) reported that the West Region met in January and had a similar agenda to the South Region. The region will meet on April 30.

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

- Commissioner changes: New commissioners – Marsha Moberley (TX) and Clarence Banks (NM).
- The committee reviewed a 2026 projects schedule aimed at managing the rollout of various initiatives without overwhelming states.

The committee reviewed the project timelines and agreed that the national office won't take on any major new initiatives in the coming year. Instead, the focus will be on supporting states as they implement the initiatives introduced this year.

Education & Implementation Manager S. Brook presented a social media report on the ICAOS LinkedIn page, launched December 1, 2025, to expand professional outreach and share education, policy updates, and Commission initiatives. Overall, in its first three months, the page has begun establishing a solid professional presence, with early trends showing strong engagement and interest in Commission-related content.

Education & Implementation Manager S. Brook shared an overview of the DCA Leadership Program, a six-month cohort-based initiative focused on building leadership skills through practical learning, reflection, and collaboration. The program emphasizes emotional intelligence, effective decision-making, and strategies to support organizational well-being.

Web Development Manager D. Greeott presented the Commission's new website to the committee highlighting improved navigation, state information directories, and the addition of two factor authentication options.

Executive Director A. Lippert reported that P. Tuthill is participating in a film project on the impact of crime and the positive engagement of supervised individuals preparing for reentry. As part of this project, she requested permission to use a few short clips from the Commission's documentary *The Road Home* to highlight the importance successful reentry.

The committee discussed the request and asked P. Tuthill to provide additional details regarding the specific clips she intends to use, as well as how the documentary content will be incorporated into the film. The committee will consider the request at its next meeting once additional details are provided.

Executive Director A. Lippert stated that the national office completed the Bech book revisions with the newly adopted rules. In addition, the national office is doing a review of the administrative policies and recommend the following changes:

Rewritten/Revised Policies:

- 07-2004 Travel, Expense and Reimbursement: Consolidates Current 7-2004 & 1-2006 (Alcohol Consumption)

- 01-2008 Training and Technical Assistance: Scaled down and simplified to encourage states to seek support when needed (Current AP 01-2008)
- 02-2009 Record Retention and Destruction: Incorporated closed minute procedures (currently in its own policy (1-2009; recommended for archive); replaced 'ICOTS' with 'electronic information system'
- 01-2020 Emergency Guidelines Removed naming 'ICOTS,' simplified language and references new compliance policy (AP 01-2026) Current 1-2020)

A motion made by Commissioner G. Roberge (CT) to approve the amended policies as presented was adopted.

Recommended for Archive:

- 2-2004 Accessing Legal Counsel: Unnecessary and outdated
- 1-2006 Alcohol Consumption Consolidated into revised Travel Policy
- 2-2007 Communicating with Members of the Public: Outdated processes
- 1-2009 Guidelines for Handling Closed Session Minutes: Incorporated into 2-2009 Record Retention and Destruction
- 1-2014 Survey and Policy Standards: Outdated processes

A motion made by Commissioner S. Turner (KY) to archive administrative policies 2-2004; 1-2006; 2-2007; 1-2009 and 1-2014 was adopted.

Executive Director A. Lippert presented a proposed amendment to the ICAOS Bylaws to incorporate the Commission's Code of Conduct. Placing the Code in the Bylaws, subject to a vote of all Commissioners, ensures all members understand expectations for conduct and communication, and reinforces the Commission's commitment to a respectful and collaborative environment.

A motion made by Commissioner G. Roberge (CT) to add the Code of Conduct to the Commission's Bylaws was adopted.

Executive Director A. Lippert provided an update on the ongoing civil suit. The plaintiff had previously claimed he was not served with defendants' motions and therefore missed the deadline. Co-defendants have requested the Court proceed with ruling on the motions to dismiss despite no opposition. The plaintiff has since been arrested on unrelated charges and is currently detained.

Executive Director A. Lippert reported attending the Correctional Leadership Association conference for Probation and Parole Executives. She reconnected with several former commissioners and suggested ways to involve them in the Commission's work.

The committee reviewed the impact of a recent Supreme Court case on tolling practices. The decision underscores the need for clear legal authority and raises concerns about extending supervision beyond allowable limits. Members discussed associated risks in how tolling is administered in ICOTS, including due process concerns, limited oversight, and inconsistent

documentation. The committee agreed to remove the tolling feature from the future INSITE system.

A motion by Commissioner S. Turner (KY) to remove the tolling feature from INSITE was adopted.

System Manager X. Donnelly will contact Optimum to obtain pricing and a projected timeframe for completing this work.

Logistics Coordinator B. Saturday reported on a site visit to the Hilton Anchorage for the 2027 Annual Business Meeting, scheduled for September 14–15, 2027. The hotel is a recently renovated property located in downtown Anchorage, approximately six miles from the airport, with convenient access to dining and local amenities. The proposed room rate is \$223 per night plus tax, approximately \$50 below the GSA per diem.

A motion by commissioner G. Roberge (CT) to approve Hiton Anchorage as the 2027 Annual Business Meeting venue was adopted.

Executive Director A. Lippert stated that since 2002, ICAOS has used the tagline “Ensuring Public Safety for the 21st Century,” reflecting its original focus on building a modern framework for individuals moving across state lines. She explained that the Commission’s work has since evolved to emphasize collaboration, improved supervision practices, and evidence-informed approaches. In light of this shift, she proposed updating the tagline to “Public Safety. Shared Responsibility. Better Outcomes.”

A motion by commissioner J. López (WI) to approve Commission’s new tagline as presented was adopted.

A motion by Commissioner J. López (WI) to enter executive session to discuss personnel matters was adopted.

A motion by Commissioner A. Vorachek (ND) to exit executive session was adopted.

A motion by Commissioner A. Vorachek (ND) to approve a 2.7% COLA adjustment for all national office staff was adopted.

A motion by Commissioner D. Crook (VT) was adopted as follows: Approve Executive Director A. Lippert’s request to distribute her 2026 salary step increase among national office staff as bonuses.

Victim Advocate Report: Victim Advocate S. Hunt (NOVA) introduced herself to the committee and provided an update on NOVA activities, including National Crime Victims' Rights Week. She also shared information about NOVA’s upcoming 52nd Annual Training Event, scheduled to take place in July in Las Vegas, as well as a follow-up virtual event planned for September.

Old/New Business

RNR Workgroup Update Commissioner A. Vorachek (ND) reported that the RNR Workgroup met in person the previous day and engaged in a thorough discussion on the violation response tool and the proposed rules to support it. Key takeaways included the need for additional training, as a tool alone will not significantly improve outcomes, and the importance of providing clear guidance to support decision-making. The workgroup made changes to the tool to provide greater clarity around stability considerations, emphasizing that the violation response tool is not intended to be applied to every violation. Implementing the tool was also discussed, including the importance of understanding its purpose and the responsibility to make sound, informed decisions.

The RNR Workgroup also recommended changes to the Executive Committee's proposal to Rule 5.102 clarifying language regarding behavior requiring retaking and the application of the violation response tool.

The committee discussed the proposed changes.

A motion by Commissioner T. Link (AK) to accept the recommended language change to 5.102 for the Commission's consideration at the 2026 Annual Business meeting was adopted.

Adjourn

The meeting adjourned at 4:05 PM ET.

A handwritten signature in black ink, appearing to be 'T. Link', is located below the text of the meeting adjournment.







2026-04-15 Executive Committee Minutes_APPROVED

Final Audit Report

2026-05-22

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