Interstate Commission for Adult Offender Supervision

Deputy Compact Administrator Liaison Committee Meeting Minutes

May 27, 2026 · 1:00 PM ET · Teleconference · APPROVED

MEMBERS IN ATTENDANCE

1. Alyssa Miller (ND), Chair
2. Lorna Colver (AK)
3. Alison Woodruff (MO)
4. Holly Kassube (IL)
5. Nicole Rosales (NV)
6. Ingrid Siliezar (RI)
7. Rickey Plank (VT)

MEMBERS NOT IN ATTENDANCE

1. Daryn Cobb (MI)
2. Cynthia Stout (TX)

STAFF

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

CALL TO ORDER

Chair A. Miller (ND) called the meeting to order at 1:00 PM ET. A quorum was established.

APPROVAL OF AGENDA AND MINUTES

A motion by DCA A. Woodruff (MO) to approve the meeting agenda was adopted.

A motion by DCA A. Woodruff (MO) to approve the minutes from the March 16, 2026 meeting was adopted.

DISCUSSION

ABM Preparation: Chair A. Miller (ND) opened the discussion on Annual Business Meeting (ABM) session preparation, noting that it is a DCA Training Institute year and will place significant responsibility on committee members to lead discussions and breakout sessions.

The committee discussed the breakout session assignments.

DCA A. Woodruff (MO) stated that she and her commissioner plan to meet in late summer to discuss points for their session.

Chair A. Miller (ND) noted that the national office sends out regular updates on INSITE, rule proposals, and other changes. She proposed scheduling monthly meetings with DCAs between now and the ABM.

Violation Response Tool: Executive Director A. Lippert asked members about the Violation Response Tool (VRT) and the proposed rule changes, and how the committee might help address misconceptions before ABM.

Chair A. Miller (ND) suggested that members use the DCA region meetings as the appropriate forum to raise concerns.

DCA H. Kassube (IL) noted that a key misconception is that the VRT replaces an in-state violation matrix, when in fact it is an additional layer that specifically incorporates stability factors.

DCA A. Woodruff (MO) shared that her office plans to use the VRT as an internal screening tool for cases involving behavioral requirement retaking, to ensure stability factors are being considered before a retaking recommendation is made.

DCA I. Siliezar (RI) suggested that bringing pilot state experiences to the ABM could help shift the narrative. She noted that when Pennsylvania and New Jersey shared their experiences at a region meeting, it was well-received and helped clarify how the tool supports, rather than duplicates, existing work.

Rule 3.103 – Request for Reporting Instructions: DCA L. Colver (AK) raised ongoing challenges in the West Region with implementation of Rule 3.103, particularly around the documentation requirements. She noted that states are not aligned on what documentation is adequate and that this is creating friction between states.

Education & Implementation Manager S. Brooks stated that Chair A. Miller (ND) and Commissioner T. Hudrlik (MN) will co-present a Tuesday Takeaway session in June specifically on this topic.

Operations Manager M. Spring noted that INSITE language changes are being explored to add clearer prompts around the justification field for reporting instructions. She also noted that denials sent back to large states often go directly to field users who are unaware of the rule change. She encouraged members to share case examples with the national office so that specific issues can be reviewed and addressed.

Executive Director A. Lippert emphasized the importance of training at the state and field level to ensure that people understand what documentation is required and why the rule exists.

Rule Comment Period and Rules Committee Town Hall: Chair A. Miller (ND) reminded members that the rule comment period is open through June 5, 2026, and encouraged members to submit comments, including supportive ones. She noted that the Rules Committee Town Hall is scheduled for June 1, 2026, at 2:00 PM ET and encouraged members to attend and to invite their state councils and staff.

Chair A. Miller (ND) encouraged members to talk to their commissioners before submitting comments, consistent with each state's internal protocols. She emphasized that comments can reflect support, ask clarifying questions, or raise concerns, and that it is better to engage now than to wait for the ABM.

OLD/NEW BUSINESS

Spirit of the Compact Award: Chair A. Miller (ND) reminded members that nominations for the Spirit of the Compact Award are due July 1, 2026. She encouraged members to submit nominations and to promote the award in their regions. One nominee will be selected to attend the ABM at the Commission's expense.

Committee Expo at the ABM: Chair A. Miller (ND) noted that committee expo tables will be featured at the 2026 Annual Business Meeting and asked members to consider staffing the DCA Liaison Committee table. She noted that the expo is scheduled at the same time as border meetings, so members should plan accordingly.

ADJOURN

The committee adjourned at 1:56 pm ET.