



# State of Connecticut

## JUDICIAL BRANCH

COURT SUPPORT SERVICES DIVISION  
ADULT PROBATION AND BAIL SERVICES  
936 Silas Deane Highway, Wethersfield, CT 06109

### Interstate Compact for Adult Offender Supervision State Council Meeting Minutes June 10, 2015

**Present:** Gary Roberge (IC Commissioner/ Director of Adult Services/Judicial- CSSD); Jennifer Bennett (Deputy Directory, Parole and Community Services, DOC) Tina Bouchard (Court Planner II, Office of Victim Services); Timothy Diakon (BOPP Parole Officer); Eric Ellison (Deputy Directory, Department of Correction); Matthew Garcia (State Police Sergeant, Department of Public Safety); Natalie Latulippe (Deputy Compact Administrator for Adult Probation- CPO II/Judicial - CSSD); Sherrie Lubinski (BOPP Parole Officer); Lynn Milling (Director of Interstate Compact for Department of Correction); Rich Sparaco (Executive Director Board of Pardons and Parole); Steve Strom (Assistant Attorney General/Office of Attorney General); Susan Storey (Chief Public Defender, Division of Public Defender Services); Fred Watton (Deputy Compact Administrator for Parole- Manager Board of Pardons and Parole)

**Minutes Taken by:** Sarah Puzzo (Intake Assistant/ Judicial- CSSD)

#### Welcome and Introductions:

Commissioner Roberge called the meeting to order at 9:03 a.m.

#### 1. Approval of minutes from November 19, 2014 State Council meeting:

Fred Watton moved to approve the minutes. Steve Strom seconded. Motion passed.

#### 2. Commissioner/ Executive Committee/ Technology Committee Update:

**Executive Committee update:** Commissioner Roberge discussed the Training Committee is trying to limit in person training only as necessary and is developing more modules for online learning as a cost efficiency measure. The training modules will be beneficial not only for IC staff, but anyone that has questions about ICOTS (Interstate Compact Offender Tracking System) or the Interstate Compact.

The Annual Business meeting will be focused on Justice Reinvestment. CT initiated this process in 2005 and 2006 and CT continues to look for other justice reinvestment opportunities within CT's criminal justice system. Edward Latessa PhD from the University of Cincinnati will be the key note speaker discussing ways in which Ohio and the rest of the country have implemented justice reinvestment initiatives and the benefits that have resulted from those initiatives.

Commissioner Roberge discussed the budget. Currently dues that each state pays are based on the percentage of offenders in the system. The dues have not been raised in ten years. There may be a slight increase in dues, however it has not been voted on and is only being discussed.

**Technology Committee Update:** Commissioner Roberge receives an update every month on help desk tickets and problems. There are about 45,000 hits to the website. There are various releases and enhancements to ICOTS scheduled. One of the new enhancements allows IC Offices to hide an offender from the ICOTS public portal.

There was a discussion regarding CT Youthful Offenders being displayed on the ICOTS public portal. Assistant Attorney General Steven Strom advised that Youthful Offenders in ICOTS should be hidden from the public. The Council agreed this is consistent with other practice as it relates to CT Youthful Offenders. Any Youthful Offender profiles that are already in the system will be changed to private by the CT IC office.

Commissioner Roberge distributed a handout that lists requested enhancements. They were ranked by importance. The Technology Committee is using the list to stay on top of changes. Enhancements that result from the upcoming rules changes will be the primary focus this year.

### **3. Compliance Audit:**

CT passed the FY 2015 Compliance Audit. CT scored above 90 on every activity. CT IC continues to merge and delete clients to make sure the system is clean. CT IC continues to monitor user agreements. Probation monitors the list every 6 months.

DCA Latulippe stated that both probation and parole have improved significantly in all areas and the goal now is to continue to maintain this compliance.

Commissioner Roberge commended both probation and parole for their hard work and achievement on audit results.

Commissioner Roberge discussed the fact that CSSD continues to work with Appriss to obtain data from ICOTS which Probation IT staff will filter into CT's Case Management Information System. Currently the data is being transferred weekly, but we would like to see it be daily. This should be implemented by the end of the summer or fall and will help the field staff to know when to complete ICOTS activities. If this works well for Probation, it might be something Parole could also utilize if it is beneficial for them.

- 4. 2015 Annual Business Meeting:** The Annual Business Meeting is scheduled for October 4<sup>th</sup> and 5<sup>th</sup> in Portland, OR. This is a rule changing year.

### **5. Proposed Rule Changes:**

DCA Latulippe discussed the process for the upcoming rule changes and explained the draft proposals have been posted for comment by the Commissioners, Compact Administrators, Deputy Compact Administrators and Ex Officio members. The Council agreed that when the rule proposals are finalized they would be distributed to the council for their review and input regarding voting. DCA Latulippe will set up a meeting for council members that would like to participate in a discussion of the rule proposals prior to the Annual Business Meeting.

### **6. East Region Meetings:**

The last East Region meeting was held on 4/16/15. Dale Crook is the East Region Chair and has indicated he intends to hold regular meetings. The next East Region Meeting is in the afternoon. An update will be provided at the next State Council Meeting.

### **7. Parole Update:**

Deputy Director Ellison indicated Parole is working on their sanctions report and will forward to Commissioner Roberge when it is completed so that it can be added to the ICAOS (Interstate Commission for Adult Offender Supervision) website.

DCA Watton gave an update on the LEAN Project and indicated that everything has been transitioned and they are addressing minor communications issues with field staff by updating policies. DCA Watton will submit the final draft to everyone involved one more time to make sure there is no other feedback.

## **8. Probation Update:**

DCA Latulippe provided an update as to the progress regarding the completed Retaking Policy. The next step will be scheduling training for the 25 designated warrant officers to complete the retakings.

In January Sergeant Garcia came to the CT IC Probation Office to provide the IC staff with information about the Sex Offender Registry and qualification guidelines. He suggested coming back in the summer for a refresher on the information. Commissioner Roberge thanked Sgt. Garcia.

Sergeant Garcia asked Commissioner Roberge if the Sex Offender Registry and Qualification Guidelines information could be provided to judges. Commissioner Roberge suggested possibly adding this to the judges training that is being held in September. Sgt. Garcia will provide Commissioner Roberge with information to assist in making this arrangement.

## **9. Victim Notification Process Update (VINEWatch):**

DCA Latulippe will set up a meeting with Linda Cimino, Director of Victim Services before the end of next week to discuss the system and whether or not to implement VINEWatch.

## **10. Other Business**

Commissioner Roberge discussed a new law that was passed in NC called the Quick Dip. This allows Probation Officers to incarcerate an offender from 3-10 days when they are in VOP status. He wants us to be aware of this new law and make sure that any offenders that will be transferring to NC know about it as well. Eric Ellison discussed that Parole uses the TOPS program which provides offenders with a 30-45 day treatment plan that the offender agrees to. He indicated that he believes in this process and it is proven to be very effective as they are provided with treatment and given swift and certain punishment.

Sara Andrews, Director of the Criminal Sentencing Commission and ICAOS Executive Committee Chair, created a document titled "Interstate Compact & Municipal Courts. The document was shared on the ICAOS website to see if other States would consider it beneficial for their courts to use. The document is a fact sheet of general Interstate Compact Rules and Requirements. The Council agreed this may be beneficial for Judges, attorneys and court staff. DCA Latulippe will provide a CT version at the next State Council Meeting for review and feedback.

## **11. Conclusion of meeting**

Assistant Attorney General Steve Strom requested a motion to adjourn the meeting which was seconded by DCA Watton and Chief Public Defender Susan Storey. The meeting adjourned at 10:09 am.

**Next meeting: November 18, 2015**