



# 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 November 19, 2014

**Present:** Gary Roberge (IC Commissioner/Director of Adult Services/Judicial- CSSD); Brian Austin (Executive Assistant State's Attorney); Eric Ellison (Deputy Director of Parole and Community Services- Department of Correction); Tami Ford (Interstate Compact Coordinator/Judicial - CSSD); Natalie Latulippe (Deputy Compact Administrator- Chief Probation Officer II /Judicial - CSSD); Lynn Milling (Director of Interstate Compact for Department of Correction); Rich Sparaco (Executive Director Board of Pardons and Paroles); Steve Strom (Assistant Attorney General/Office of Attorney General); Fred Watton (Deputy Compact Administrator- Manager Board of Pardons and Paroles); Timothy Diakon (Parole Officer); Sherrie Lubinski (Parole Officer).

#### Welcome and Introductions:

Commissioner Roberge called the meeting to order at 9:05 a.m.

#### 1. Consideration of minutes from July 16, 2014 State Council meeting:

Executive Director Rich Sparaco of Board of Pardons and Paroles (BOPP) requested a motion to approve the minutes from the July 16, 2014 State Council meeting which was seconded by Executive Assistant State's Attorney Austin.

#### 2. Criminal Division Judges Seminar and Chief State's Attorney Presentations:

Commissioner Roberge requested training assistance from the Interstate Commission for Adult Offender Supervision (ICAOS) for CT Judges and the Chief State's Attorney Office. Rick Masters, legal counsel for ICAOS, and Dori Ege, Chair of the ICAOS Training Committee, conducted Interstate Compact (IC) training for the CT Judges at the Criminal Division Judges Seminar on September 23<sup>rd</sup> and 26<sup>th</sup>, 2014. The training for the Chief State's Attorney Office took place on September 24<sup>th</sup>, 2014.

Commissioner Roberge indicated the training went very well and believes the Judges have a better understanding and awareness of the Compact, particularly as it relates to retakings. He also received positive feedback from Judge Devlin, Chief Judge of Criminal Matters, who organized and facilitated the seminar.

Executive Assistant State's Attorney Austin stated the training was also conducted at the Chief State's Attorney Office. It was found to be very useful and fortunately there is now someone in each Geographical Area that will know more information about the Interstate Compact. The training information has also been posted on the Office of the Chief State's Attorney website. He suggested that the training be held annually or every other year.

Commissioner Roberge expressed his appreciation for the Commission and Executive Director Harry Hageman for providing the training.

### **3. Border States Meeting- CT, RI, MA, NY:**

Commissioner Roberge conducted a Border State meeting at 936 Silas Deane Highway on 08/13/14. The goal of the Border State meeting was to keep the lines of communication open between CT and its border states and to maintain a cooperative working relationship.

DCA Latulippe indicated each state discussed the way in which each state functions and the reasons for certain practices in each state which provided a better understanding as it relates to the operations of the IC offices.

It was mentioned that MA has been going through a transition period. The MA Parole DCA had phoned into the meeting and was planning to provide the meeting information to the new MA Probation DCA. It was mentioned that since this meeting the MA IC Commissioner has also changed. Assistant Attorney General Steve Strom suggested that an individual meeting should be scheduled with MA at some point after such a large transition. Commissioner Roberge and many of the Council Members agreed this would be a good idea and likely beneficial.

### **4. Annual Business Meeting 2014:**

Commissioner Roberge, DCA Latulippe and DCA Watton attended the Annual Business Meeting (ABM) in August. DCA Latulippe and DCA Watton arrived to the ABM one (1) day earlier than Commissioner Roberge in order to participate in an all-day training specifically designed for DCAs.

Commissioner Roberge attended Commissioner Training where he learned how he can utilize ICAOS National Office and the responsibilities and importance of State Council meetings. He also stated the National Office is a great resource for us.

DCA Watton stated the ABM was very productive and informative. He has been able to relate the trainings to CT Parole operations and the Meeting allowed him the opportunity to network which is important in the work of IC. DCA Latulippe agreed and said they received a great deal of information.

Commissioner Roberge explained that next year will be a rule changing year at the ABM.

### **5. East Region Meetings:**

There was an East Region Meeting held while at the ABM on 8/26. The agenda included State Budget Issues, Region Chair Goals, Standing Committee Membership, annual Compliance Audit, VINEwatch, and Rule Proposals.

On 10/8/14 a WebEx meeting was held for a Region Chair Election.

On 11/6/14 a Web Ex meeting was held. The agenda included Rule Proposals, Rule Committee Membership and A Subcommittee on Proposed Changes to the Violation Process in the Interstate Compact Offender Tracking System (ICOTS). PA DCA Margaret Thompson would like to look at further improving the Violation Report process in ICOTS and would like to form a subcommittee.

### **6. Parole Update- LEAN Initiative:**

DCA Watton discussed the LEAN project that was initiated to streamline the IC administrative process

for CT Parole. The goal was to re-assign duties and condense users in ICOTS and to increase productivity, efficiency and collaboration amongst units. Parole went from 175 ICOTS users to 6 and all cases are now assigned to 3 designated staff members. DCA Watton says the ultimate goal is to maintain 95% Audit Compliance.

Parole Deputy Director Ellison recognized BOPP Executive Director Sparaco and DCA Watton for proposing the LEAN Initiative. He stated there is a better understanding and it has created awareness for the executive team. He described it is an overall win and that centralization is beneficial. He also thanked DCA Latulippe, Interstate Coordinator Ford and Captain Izzarelli for helping with the project.

DCA Watton sent Commissioner Roberge a draft policy. He has asked that it be reviewed and any input should be sent to him. Parole Deputy Director Eric Ellison suggested that the LEAN team look at the policy and provide DCA Watton with feedback as well.

## **7. Audit for Fiscal Year 2015:**

It has been announced that the State of Connecticut is scheduled for a compliance audit in January 2015. The Dashboard reflects above passing in every category over the past year. The additional categories to focus on are the timeframes for Notice of Arrivals, Notice of Departures and the merging and deleting of profiles. A new category for this audit is the deactivation of ICOTS users that have not logged into the system for a year or more. DCA Watton offered to assist Probation if needed.

## **8. Probation Update:**

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 (CMIS). The goal is to give Probation the ability to run CMIS reports specifically for IC cases and to have any activities due in ICOTS be reflected on the Adult Probation Officer's CMIS 'to do' list. CT will be the pioneering state using this system and the National Office has shown interest in how this process will work. He indicated the system should be implemented by the end of this year or the beginning of 2015.

The Probation IC retaking policy for probation is in the process of being finalized. The MOU has been finalized for Probation's plan to have two days of training at the Transportation Security Administration (TSA) Training Center in the Boston MA area for probation officers conducting flying retakings. Parole Deputy Director Eric Ellison offered assistance to utilize their fugitive unit when it comes to training and requested information about the TSA Training Facility which Commissioner Roberge said he will provide him with.

DCA Latulippe and Interstate Coordinator Ford continue to conduct liaison training for Probation and have started going to individual offices when requested or a need is identified.

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

A subcommittee meeting will meet to discuss VINEwatch implementation in CT. The subcommittee will include the Office of Victim Services, Probation and Parole.

## **10. Other Business**

DCA made a motion to change the Commissioner for the Department of Corrections from James Dzurenda to Scott Semple and to remove Gerald M. Fox as a State Representative and replace him with the new elected State Representative who will also be the Chair of the Judiciary Committee. Assistant Attorney General Steve Strom seconded the Motion. The Council agreed unanimously.

Commissioner Roberge announced the State Council meetings dates for 2015 of May 20<sup>th</sup> and November 18<sup>th</sup>.

## **11. Conclusion of meeting**

Assistant Attorney General Steve Strom requested a motion to adjourn the meeting at 10:20 am which was seconded by DCA Watton.

**Next meeting: May 20, 2015**