



## DCA LIAISON COMMITTEE REPORT

---

**To:** Commissioners of the Interstate Commission for Adult Offender Supervision

**From:** Suzanne Brooks, Chair, DCA Liaison Committee and Deputy Compact Administrator, State of Ohio

---

### **Committee Members**

Suzanne Brooks (OH), Chair, DCA

#### *DCA Region Chairs:*

East – Dennis Clark (ME), DCA  
Midwest – Simona Hammond (IA), DCA  
South – Timothy Strickland (FL), DCA  
West – Mark Patterson (OR), DCA

#### *Region Representatives:*

East – Vacant, DCA  
Midwest – Daryn Cobb (MI), DCA  
South – Linda Mustafa (AR), DCA  
West – Patricia Odell (WY), DCA

### **Committee Mission**

Provide a mechanism for Deputy Compact Administrators (DCAs) to communicate concerns or needs and act as a liaison to improve the communication and relationship between Commissioners and DCAs.

### **Committee Goals**

1. Identify issues or concerns affecting DCAs and support effective discussion/action to find resolution.
2. Identify issues of relevance for referral to standing committees.
3. Supporting the DCAs through partnership with the Training Committee, mentorship, and effective communication through newsletters and other forms.

### **Committee Work**

Since the last report, the DCA Liaison Committee has met three times. The committee reviewed its mission and goals and continued with the same intent. A significant area of focus for this group in early 2022 was to further discuss and develop the *DCA Liaison Committee's Best Practice & Dashboard Usage Program* that was approved by the Executive Committee for implementation in December 2020. Discussions were held to analyze the impact and if there was a desire to continue with the program into FY 2023. After discussion and reviewing data from the ICAOS National Office, it was determined that there was value in to continuing to develop the program as states continue to become familiar with the dashboard reports and develop best practices within their own states. Additionally, as we continue to see an influx of new DCAs being appointed, the

dashboard program is a tool that is beneficial to assist new DCAs in identifying strengths and weaknesses within their own states as they enter their new role. While the FY 2022 dashboard program focused on a quarterly approach, the DCA Liaison Committee felt that a better approach, given staffing issues across the nation and time constraints for DCAs, would be to focus on two high priority topics for FY 2023. As states work through the implementation of the rule amendments and ICOTS enhancements surrounding warrants that went into effect earlier this year, the DCA Liaison Committee identified this as one of the areas of focus for FY 2023. Data management regarding warrant tracking will provide DCAs an opportunity to identify both areas of concern and success as well as to share best practices amongst each other. Transfer decisions was also identified by the DCA Liaison Committee as the other area of focus in FY 2023. While states received their rejection assessments in 2022, there has been a lot of discussion amongst DCAs and commissioners regarding the results of the analysis. As this will also be discussed during the 2022 ABM, the committee felt that it would be beneficial to further explore this topic in the FY 2023 dashboard program. The intent of the DCA Liaison Committee is to help develop best practices for states to properly address these topics moving forward.

Issues surrounding the interpretation of rules, training bulletins, and advisory opinions were brought to the DCA Liaison Committee for review since the last report. Conversations held amongst all representatives allowed for the opportunity to discuss varying interpretations from region to region and to further identify how to provide a consistent message to all DCAs. As issues have been identified, it has been articulated to the DCA region chairs that the expectation is for these topics to be addressed during region meetings and if additional issues or concerns arise, there could be further communication with the Training Committee for possible collaboration to provide additional training resources or opportunities. Also, the DCA Liaison Committee has worked closely with the Compliance Committee on various topics since the last report. Namely, discussions regarding the quarterly compliance notifications and the FY 22 transfer rejection assessment.

As implemented in 2021, the DCA Liaison Committee continues to invite new DCAs to the DCA Liaison Committee meetings to provide formal introductions with the chair, DCA region chairs, and region representatives. In addition to formal introductions, the chair and region chairs provide a formal overview of the DCA mentoring program, the dashboard reports, and the importance of the DCA/commissioner relationship. Two members of the DCA Liaison Committee participated in the planning for the 2022 ABM. As the 2022 ABM is a year for the DCA Training Institute, the chair and region chairs have been heavily involved in presentation development. In addition to the DCA Training Institute, the DCA Liaison Committee works closely with the Training Committee, ABM Planning Workgroup, and ICAOS National Office staff to coordinate training and presentations throughout the year.

Lastly, this committee has seen some significant changes amongst the region chairs due to the promotion of DCA Matthew Billinger (KS) and the retirement of DCA Natalie Latulippe (CT). Their contributions to this committee, and to the commission as a whole, have been unprecedented and they will be greatly missed. DCA Simona Hammond (IA) and DCA Denis Clark (ME) have graciously agreed to fill these vacancies.

### **DCA Mentoring Program**

The committee assists in the planning and training of compact office staff through the mentoring program. There has been a significant amount of new DCAs across the nation and several are actively participating in the DCA mentoring program. The mission of the mentoring program is to coach, train, and counsel new and existing DCAs on the operations of a compact office and to provide guidance to DCAs, who need assistance resolving difficult compliance issues in their state. The mentoring program encourages active participation in Commission and regional activities and collaboration with member states to promote successful strategies and best practices.

- *Participant:* Any DCA who is either new or requests (through their commissioner) additional coaching or assistance.
- *Mentor:* The DCA Liaison Committee regional chair or another DCA who has demonstrated an understanding of their role and is recognized for their communication skills. Mentors will communicate regularly and offer feedback, guidance, and support.
- *Mentoring period:* Typically, one year. Extensions may be granted, if needed.

Respectfully submitted,

*Suzanne Brooks*

Suzanne Brooks  
Chair, DCA Liaison Committee  
Deputy Compact Administrator, State of Ohio