Interstate Commission for Adult Offender Supervision  
Deputy Compact Administrator Liaison Committee Minutes  

March 10, 2009  
11:00 am EDT  

WebEx

**Members in Attendance:**  
1. Warren Emmer  Chair, ND  
2. Anne Precythe  NC  
3. Kari Rumbaugh  NE  
4. Patricia Malone  MA  
5. Chuck Placek  ND

**Guests:**  
1. Ken Merz  
2. Ethel White

**Members not in Attendance**  
1. Craig Schindewolf  NJ  
2. David Babby  CA

**Staff:**  
1. Harry Hageman  
2. Ashley Hassan  
3. Mindy Spring  
4. Sam Razor  
5. Xavier Donnelly  
6. Barno Saturday  
7. Kevin Terry

**Call to Order**  
Chair W. Emmer (ND) called the meeting to order at 11:06 am EDT. Five out of seven members were present. Quorum was established.
DCA A. Precythe (NC) made a motion to approve the minutes from May 13, 2008. DCA C. Placek (ND) seconded. The motion was approved.

The Committee reviewed the DCA Liaison Committee Memo prepared by Chair W. Emmer (ND).

Chair W. Emmer (ND) informed the Committee that the Executive Commission had approved a DCA Training Institute to be conducted in non-rule making years.

The Committee decided to create the following workgroups to work on the topics proposed in the Memo:

**DCA A. Precythe, D. Babby and C. Placek - Suggestion #1 Propose efficiency measures that will maximize the flow of work within the compact office.**

   a. Collect and analyze staffing and caseloads patterns
   b. Identify problems/issues
   c. Focus groups to study specific problems and issues
   d. Technical assistance awards (training, consulting etc)
   e. DCA participation on all committees
   f. Identify and publish best practices

**DCA K. Rumbaugh and C. Schindewolf – Suggestion #2 Strengthen the knowledge base of all deputy compact administrators regarding ICAOS.**

   a. Work with Training committee to develop a Training institute to be held in non-rule making years.
   b. Work with Training committee to develop an orientation/training program for newly appointed Deputy Compact Administrators
   c. Work with Training committee to develop on-going training curriculums, i.e. rule amendment training, in-service training, etc.
   d. Mentoring program for new Deputy Compact Administrators

**DCA P. Malone and Commissioner W. Emmer: Suggestion #3 The Chair of the Deputy Compact Administrators Committee will encourage the participation of all Commissioners in the work of the Commission.**

   a. New Commissioner training (Add DCA presentation)
   b. Define “expectations for a commissioner”
   c. New Commissioner mentoring program
   d. Encourage committee participation
   e. Develop a list minimum expectations for Commissioners
Chairman K. Merz (MN) recommended recruiting other Commission members to have at least four people in each group.

**Old Business**  
There was no Old Business.

**New Business**  
The Committee will meet again in two weeks to report on the workgroup activities.

**Adjourn**  
DCA A. Precythe (NC) made a motion to adjourn. DCA C. Placek (ND) seconded. The motion was approved.

The meeting was adjourned at 11:43 a.m. EDT.