Interstate Commission for Adult Offender Supervision
East Region Meeting Minutes

May 28, 2009
10:00 am EST

WebEx

Members in attendance:
1. Wayne Theriault   Chair, ME
2. Arline Swan       VI
3. Ben Martinez      PA
4. Jacqueline Kotkin VT
5. Mike McAlister   NH
6. Yolette Ross     NJ

Members not in attendance:
1. A. T. Wall        RI
2. Rebecca Martinez  PR
3. Carl Danberg     DE
4. Teresa Lantz     CT
5. Mark Conrad      MA
6. [Vacant]         NY

Guests:
1. Tracy Johnson
2. Tami Ford
3. Sandy Layton
4. Mike McFarland
5. Wendi Caple
6. Kay Longenberger
7. Rich Katzenberg
8. John Gusz
9. Ed McDermott
10. Kevin Dunphy
11. Darwin Bliss
12. Brandon Rose

Approved on 11/03/2009. B.S.
Staff:
1. Harry Hageman
2. Ashley Hassan
3. Barno Saturday
4. Mindy Spring
5. Sam Razor
6. Kevin Terry

Call to Order
Commissioner W. Theriault (ME) called the meeting to order at 10:00 am EDT. Six out of twelve members were present. Quorum was not established.

Discussion
Appriss: Appriss representative T. Tincher informed the Region that on May 12, 2009 ICOTS was down for three hours due to the corruption of files. He assured the Region that all possible preventive measures will be taken to avoid it happening in the future.

Rule amendments and proposals: Commissioner W. Theriault (ME) reminded Region members about the recently posted Rules Amendments and suggested that all east region states review the posted amendments within their individual state organizations and be prepared to discuss any suggested changes at the next Region meeting.

ICOTS Reports: Executive Director H. Hageman informed the Region that the National Office has an ability to generate different types of reports from ICOTS. States wishing a report or the creation of a new report must make their requests through their commissioners as only commissioners are authorized to make such requests. Requests to the National Office may be submitted either by email or mail.

ICOTS Survey: The Council of State Governments launched and evaluated the ICOTS User Survey. Commissioners who would like to see their state’s results should contact the National Office.

ICAOS Policies: The Region discussed the State Council policy and state council membership.

The Region reviewed the Dues Enforcement Policy that was recently adopted by the Executive Committee.

The Region reviewed the ICOTS Privacy Policy, User Agreement and Checklist that were recently revised and approved by the Executive Committee.

Enhancement Approval Procedure: The Region reviewed a draft of the Enhancement Approval Procedure Policy.

Executive Director H. Hageman informed the Region that the Commission has not budgeted any money for ICOTS enhancements. New York requested an enhancement specific to its personal in state needs and therefore agreed to absorb all costs associated with this enhancement. Any state

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requesting an enhancement solely for the benefit of that state should be prepared to absorb all costs associated with their request. Proposed enhancements for the benefit of all member states should be submitted to the National Office where a process has been established for their review.

**New Business**
The Region discussed discretionary cases and their acceptance. Executive Director H. Hageman informed the Region that the National Office has an ability to generate an ICOTS report on the number of accepted discretionary cases. After a fairly lengthy discussion of the matter no action item was proposed.

Commissioner J. Kotkin (VT) suggested developing a rule clarifying the definition of discretionary cases.

Commissioner B. Martinez (PA) inquired about the NY Commissioner appointment.

Commissioner B. Martinez (PA) inquired about voting procedures at the Annual Business Meeting in November 2009, since he may not be able to attend this meeting in person.

The Region decided to meet again later this summer with a date to be determined.

**Adjourn**
Meeting adjourned at 11:04 am EDT.