Interstate Commission for Adult Offender Supervision
Executive Committee Meeting Minutes
January 8, 2013
2:00 pm ET
WebEx

Members in Attendance:
1. Milt Gilliam  Chairman, OK
2. Sara Andrews  Vice-Chair, OH
3. Charlie Lauterbach  Treasurer, IA
4. Cathy Gibson-Beltz  NE
5. Kathie Winckler  TX
6. Cheryl Marlow  HI
7. Mike McAlister  NH
8. Chris Norman  AL
9. Scott McCaffery  ME
10. Pat Tuthill  Ex-Officio, FL

Members not in Attendance:
1. Dori Ege  AZ
2. Jane Seigel  IN
3. Kim Madris  NV

Guests:
1. Ethel White  TX
2. Regina Grimes  TX

Staff:
1. Harry Hageman
2. Sam Razor
3. Rick Masters  Legal Counsel
4. Barno Saturday
5. Kevin Terry
6. Xavier Donnelly
7. Mindy Spring

Call to Order
Chairman M. Gilliam called the meeting to order at 2:02 pm ET. Nine members were present, establishing the quorum.

**Agenda**

Commissioner S. Andrews (OH) moved to approve the agenda. Commissioner C. Gibson-Beltz (NE) seconded. Agenda approved as written.

**Minutes**

Commissioner C. Norman (AL) moved to approve the minutes from December 11, 2012 as drafted. Commissioner S. Andrews (OH) seconded. Minutes approved as drafted.

**Discussion**

_Technology Committee Report:_ Commissioner K. Winckler (TX) presented her report to the Committee:

- **ICOTS Help Desk**
  - 166 tickets were created in November, a 34% decrease from October
  - 151 tickets were created in December, a 9% decrease from November
  - 10 known ICOTS issues are documented in the Knowledge Base
- **Public Web Portal**
  - 853 clicks in December, a 16.9% decrease from November.
- **ICAOS Website**
  - All website visits:
    - December: Over 26,000
    - Down 10% from November
  - Mobile visits:
    - December: Over 1,200
    - Down 3.6% from November
    - Accounted for 4.9% of all website traffic

Commissioner K. Winckler (TX) updated the Committee members regarding the ABM vote on $4,000 ICOTS victims’ notification via VINE project’s expenditure that was raised by Commissioner D. Ege (AZ) at the last meeting. Based on the draft minutes from 2012 Annual Business Meeting, the Commission took a vote on ICOTS victims’ notification via VINE project. Thirty nine states voted for and nine voted against the project.

_Compliance Committee Report:_ The Compliance Committee will meet on December 19, 2012 and discussed the following issues:

- PR state council incompliance has been resolved
- VI state council incompliance is pending and will be discuss at the next meeting
- GA’s corrective action plan and concurred that GA met the requirements of the plan
- PA vs. GA complaint. The Committee asked Executive Director to contact PA to see how they would like the Commission to proceed with their complaint. PA closed interest in that matter.
- Retaking rules
The Compliance Committee members were in agreement that the noted rules are ambiguous, confusing and may raise some due process concerns.

The Compliance Committee made a motion to forward these rules and aforementioned questions to the Rules Committee for review. The Compliance Committee would be available to propose language for rule amendments, if requested by the Rules Committee.

Finance Committee Report: Commissioner C. Lauterbach (IA) stated that as of the end of last month, the Commission was 4.53% under budget. Currently, the Commission has invested $290k into the long-term investment portfolio.

Region Reports:

East Region: The East Region will meet on Monday, January 14, 2013.

South Region: The South Region will meet on Thursday, January 17, 2013.

Midwest Region: The Midwest Region will meet on Wednesday, January 9, 2013.

West Region: The West Region will meet on Thursday, January 10, 2013.

Executive Director Report

Executive Director H. Hageman presented his report to the Committee:

Commissioners Changes/Vacancies
- AK - The National Office is waiting on the paperwork
- CA - Vacant commissioner’s position, new Secretary of Corrections started last week.
- OR - New commissioner - Jeremiah Stromberg
- TN - Vacant commissioner’s position

Media

Complaints and Conflict Resolution
- PA withdrew its compliant against GA
- OR vs. TX and MN - Both complaints involve closing supervision on a retaking case
- NV vs. CA - Issues regarding timely retaking

Other
- H. Hageman and R. Masters are working on MOU for the APPA Fusion Center project.
- The National Office completed four audits in December 2012.
- H. Hageman will attend the National Sheriff’s Association’s Winter Conference.
- Spring face-to-face meeting: After the discussion, the Committee decided to meet during the 3rd or 4th week in May in Louisville, KY or Cincinnati, OH. The National Office will present preliminary findings at the next meeting.

_Victims’ Advocate:_ Victims’ Advocate P. Tuthill stated that she cancelled the workshop at the National Association of Victim Assistance Service Professionals in Corrections due to a family matter. The association contacted her and asked to host a webinar.

_Legal Counsel Report:_ Legal Counsel R. Masters stated that he is meeting with auditors at the end of this month to discuss the tax matter that was brought up at the last meeting.

Legal Counsel R. Masters stated that he received a letter from Governor of the U.S. Virgin Islands stating that they in the process of making their State Council appointments.

Legal Counsel R. Masters and Executive Director H. Hageman are working on the MOU for the fusion center project.

**New Business**

The Committee tabled the AZ vs. CA complaint due to Commissioner D. Ege meeting absence.

**Adjourn**

_Commissioner S. Andrews (OH) moved to adjourn. Commissioner S. McCaffery (ME). The meeting adjourned at 2:37 pm EST._