Interstate Commission for Adult Offender Supervision
Executive Committee Meeting Minutes
January 13, 2009
11:00 am EST

WebEx

Members in Attendance:
1. Ken Merz    Chairman, MN
2. Kevin Kempf  Treasurer, ID
3. Kathie Winckler  TX
4. William Rankin  WI
5. Gary Tullock  TN
6. Dori Ege  AZ
7. Mike McAllister  NH
8. Linda Janes  OH
9. Warren Emmer  ND
10. Ed Gonzales  NM
11. Pat Tuthill  Ex-Officio

Members not in Attendance
1. Milt Gilliam  OK

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

Call to Order
Chairman K. Merz (MN) called the meeting to order at 11:01 am EST. Eleven out of twelve members were present. Quorum was established.

Approval of Agenda

Approved on 02.10.2009. B.S.
Agenda was approved by acclamation.

Approval of Minutes
Commissioner W. Rankin (WI) proposed to amend p. 2, bullet 4 to “At the November 4th meeting, the Rules Committee approved proposed language revising the definition of supervision, as requested by the West Region.”

Commissioner M. McAlister (NH) requested to remove Mike McAlister from Not in Attendance list.

Commissioner K. Winckler (TX) made a motion to approve the minutes from December 9, 2008 meeting as amended. Commissioner D. Ege (AZ) seconded. The Minutes were approved as amended.

Committee Reports

Rules Committee: Commissioner W. Rankin (WI) informed the Committee that the Rules Committee had not met since the last Executive Committee meeting.

Training Committee: Commissioner D. Ege (AZ) informed the Committee about upcoming ICAOS Rules trainings and on-demand training modules and its usage.

The Training Committee will meet on January 22, 2009 to discuss the Subsequent State Transfer Training Bulletin.

Technology Committee: Chair K. Winckler (TX) informed the Committee about the Appriss meeting on January 6, 2009. This meeting was requested by Executive Director H. Hageman to promote communication between the vendor and the Commission and to look at various issues.

The following items were discussed at the Appriss meeting:

- Legacy Data timeline - All data loads need to be completed by 03/31/2009 (including all subsequent loads)
- Version 2.0 is being released on 01/14/2009
- Appriss has already launched the schedule for Version 3.0

Commissioner K. Winckler (TX) made a motion to approve the Technology Committee recommendation to adopt the Enhancement Items list with the elimination of the Comment Field Character Counters. Commissioner D. Ege (AZ) seconded.

The Committee had discussion on character counter limit.

The motion passed.
Commissioner K. Winckler (TX) informed the Committee that 46 states have uploaded some legacy data, seven states still need to provide all their data and two states still need to provide a substantial amount of their data.

Commissioner W. Rankin (WI) informed the Committee that Wisconsin submitted its data the week prior.

Commissioner K. Winckler (TX) updated the Committee on the Web Service survey results.

Executive Director H. Hageman explained to the Committee the enhancements and fixes prioritization process:

1. Fixes (items that the Vendor was contracted to built):
   a. Major repairs that are preventing day to day business operations
   b. Issues that impact the most people based on collected information from the call center
2. Enhancements (additions) will be built after all the fixes will be completed.

Executive Director H. Hageman mentioned that sometimes Appriss combines some fixes and enhancements together for better efficiency.

All the enhancement suggestions need to be sent to the Technology Committee and the Executive Director for review.

Compliance Committee: Commissioner M. McAlister (NH) informed the Committee that the Compliance Committee met on December 10, 2008. The primary point of discussion was the Voluntary Incident Report. The Executive Committee is reviewing the Incident Report.

Commissioner M. McAlister (NH) stated the Compliance Committee goals for the year:
• Follow up on the State Council
• ICOTS management issues
• New Rules Implementation
• Probable Cause Hearing

DCA Liaison Committee: Commissioner W. Emmer (ND) presented DCA Liaison Committee report to the Executive Committee.

Commissioner W. Emmer (ND) made a motion to establish a DCA Training Institute that will be conducted at a different location from the Business Meeting during the off-Rules years. Commissioner W. Rankin (WI) seconded. The Motion passed.

Finance Committee: Commissioner K. Kempf (ID) informed the Committee that the Finance Committee had not met since the last Executive Committee meeting.

Executive Committee: Chairman K. Merz (MN) requested to change the meeting time from 11:00 am to 2:00 pm for the next 5 months, due to schedule conflict. The Committee agreed.
Chairman K. Merz (MN) will convene the East Region meeting to elect a new region chair.

South Region: Commissioner G. Tullock (TN) informed the Committee that the South Region met on December 1, 2008:

- Rule 3.107 was submitted to the Rules Committee
- Commissioner D. Morrison (GA) is working on changing the language of a proposal that removes the offender’s criminal history for the required documents.
- The Region discussed Probable Cause Hearings
- The South Region will meet quarterly on the first Thursday of the month, starting February 5, 2009.
- Commissioner R. Guy (NC) has retired.
- The South Region expressed its appreciation for the National Office, and S. Razor in particular.

Midwest Region: Commissioner L. Janes (OH) will send the Midwest Region’s enhancement list to the Technology Committee. The Midwest will meet again on February 11, 2009.

West Region: Commissioner E. Gonzales (NM) reported that the West Region would meet on January 27, 2009.

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

- Center for State Court Administrators assigned Sally A. Holewa to serve as an Ex-Officio for the Commission.
- The National Office is working on Records Retention Policy
- A. Hassan and R. Masters are working on Closed Session Memo
- LA Attorney General Incident Report
- H. Hageman and A. Hassan gave the following presentations
  - New Jersey State Council
  - Juvenile Compact Inaugural Meeting
- ICOTS Audit Process
  - User agreements
  - Duplicate offender data
- Working with the Technology Committee to finalize the Public Search Page

Commissioner K. Winckler presented for the Committee review a memo that notifies the member states about the March 30, 2009 Legacy Load deadline. Any language changes should be sent to Commissioner K. Winckler (TX) and Chairman K. Merz (MN).

Commissioner W. Emmer (ND) made a motion for ABM 2010 to have the New Commissioner Training on the first day and the region meetings along with the Business Meeting on the second day. Commissioner D. Ege (AZ) seconded. The motion passed.
Victims’ Representative: Victims’ Representatives had a WebEx meeting in December 2008. They had discussion on ICOTS and the incorporation of an automated victim notification in the system.

Victim advocates submitted a strategic plan to the Victims’ Representatives and the Executive Committee members incorporating a request to provide a grant funding through OVC for victim notification as an enhancement to homeland security.

Victims’ Representative P. Tuthill informed the Committee about the following events participation:

- May 2009 - South Region Probation Conference, Colorado Springs, CO
- September 2009 – Keynote speaker at National Day of Remembrance, Denver, CO
- Pending 2009 – Eastern Region training for victim advocates and ICAOS, MA

The 2009 Peyton Tuthill Foundation Scholarship applications became available on Monday, January 19, 2009. Announcements will be made through national victim’s organizations. Five $1,000 scholarships will be awarded.

Legal Counsel: Legal Counsel R. Masters updated the Committee on the Stanton Case (WI).

Legal Counsel R. Masters informed the Committee about the LA Incident Report details.

The Committee had discussion.

Commissioner K. Winckler (TX) made a motion the LA-MS case be referred to the Rules and Compliance Committees for their review to see if any action is necessary and Legal Counsel be asked to write a letter to the governor of Mississippi explaining the circumstances and asking that this type of action not be taken again. Commissioner W. Rankin (WI) seconded. The motion passed.

New Business
There was no New Business.

Old Business
The Committee discussed the Memorandum on Management of Executive Session Minutes for Interstate Commission meetings.

Commissioner K. Winckler (TX) made a motion to adopt this memorandum as the ICAOS Policy. Commissioner D. Ege (AZ) seconded. The motion passed.

The Committee had discussion on prioritizing ICOTS fixes and case closure in particular initiated by Commissioner D. Ege (AZ). The Committee decided that Commissioner D. Ege (AZ) would contact Commissioner K. Winckler (TX) on this enhancement implementing

Approved on 02.10.2009. B.S.
procedure.

**Adjourn**
Commissioner E. Gonzales (NM) made a motion to adjourn. Commissioner K. Winckler (TX) seconded. The motion passed. The meeting was adjourned at 1:20 pm EST.