Interstate Commission for Adult Offender Supervision
Executive Committee Meeting Minutes
January 14, 2014
WebEx

Members in Attendance:
1. Milt Gilliam  Chairman, OK
2. Sara Andrews  Vice-Chair, OH
3. Charlie Lauterbach  Treasurer, IA
4. Dori Ege  AZ
5. Ed Gonzales  NM
6. Cathy Gibson-Beltz  NE
7. Chris Moore  GA
8. Mike McAlister  NH
9. Jane Seigel  IN
10. Anne Precythe  NC
11. Rick Masters  Legal Counsel
12. Pat Tuthill  Ex-Officio, FL

Members not in Attendance:
1. Chris Norman  AL
2. Michael Potteiger  PA

Guests:
1. Sally Reinhardt-Stewart  NE

Staff:
1. Harry Hageman
2. Sam Razor
3. Barno Saturday
4. Mindy Spring
5. Kevin Terry
6. Xavier Donnelly
Call to Order
Chairman M. Gilliam (OK) called the meeting to order at 2:00pm ET. Ten voting members were present establishing the quorum.

Agenda
Chairman M. Gilliam (OK) moved the Technology Committee Report to the beginning of the agenda.

Commissioner E. Gonzales (NM) moved to approve the agenda as amendment. Commissioner C. Gibson-Beltz (NE) seconded. Agenda approved as amended.

Minutes
Commissioner C. Gibson-Beltz (NE) requested to make the following change on page 2 - “Commissioner C. Gibson-Beltz (NE) seconded. Motion passed.”

Commissioner C. Gibson-Beltz (NE) moved to approve the minutes from December 10, 2013. Commissioner A. Precythe (NC) seconded. Minutes approved as amended.

Discussion

Technology Committee Report: Commissioner A. Precythe (NC) presented her report to the Committee:

- ICOTS Help Desk
  - 268 tickets were created in December 2013, a 107% increase from November 2013
    - Large increase due to ICOTS outages experienced at the end of December
  - 13 known ICOTS issues are documented in the ICOTS Helpdesk

- ICAOS Website
  - All website visits:
    - December 2013: Over 34,500
    - Up 15% from November 2013
  - Mobile visits:
    - December 2013: Over 5,800
    - Down 6.4% from November 2013
    - Accounted for 16% of all website traffic

- Performance Dashboards
  - Project is moving forward with dashboard design and hardware setup
  - Dashboards will provide DCAs and Commissioners a high level look at how their state is performing against compliance standards

- Server Migration
  - The national office is in the process of migrating their website and database servers to a faster and more scalable hosting platform

Approved on Feb 11, 2014. B.S.
• Approved Enhancement List
  o Some enhancements on the list are from 2009, may no longer be relevant
  o Technology Committee will review list and clean it up

• Rule Amendment Release
  o Development is on track
  o Release is scheduled for Wednesday February 26, 2014

• ICOTS Service Interruptions
  o Several outages occurred at the end of December and beginning of January
  o Cause affected all Appriss software products, not just ICOTS
  o Issues have been addressed and Appriss to notify national office immediately if similar issues arise

Rules Committee Report: Commissioner J. Seigel (IN) is scheduling a Rules Committee meeting in February 2014 to discuss the rules that did not pass at the last Annual Business Meeting.

Training Committee Report: Commissioner D. Ege (AZ) presented her report to the Committee:

Training Committee News
  • Updates to training materials/publications

Training Stats
  • On demand training had over 75 attendees in the last 30 days

Upcoming Trainings
  • OVR transition training/Addendum training will be scheduled early February
  • General Rule & Mini-Trainings resumes in late February
  • Technical Training Assistance Trainings
    o PA-2 sessions
    o KS-3 sessions

DCA Liaison Committee: Commissioner C. Moore (GA) scheduled a DCA Liaison Committee meeting on Feb 13, 2014.

Compliance Committee: Commissioner M. McAlister (NH) will be scheduling a Compliance Committee meeting in the upcoming months.

Finance Committee Report: Commissioner C. Lauterbach (IA) stated that the Commission is about 1% under budget for FY2014. Finance committee will be meeting on January 15, 2014 to discuss its recommendation for the Commission’s long term investment.

Region Reports:
Midwest Region: The Midwest Region has not met since the last Executive Committee meeting.

South Region: The South Region will be meeting on January 16, 2014.
**West Region:** The West Region has not met since the last Executive Committee meeting.

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

*Requests*
- Received a request from VA to help them with staffing analysis

*Dues*
- PR has not paid the interest on their late dues payment.

**Commissioner S. Andrews (OH) moved to forward a letter to Puerto Rico in effort to collect late fees on their dues payment. Commissioner C. Gibson-Beltz (NE) seconded. Motion passed.**

**Compliance Audits:**
- December – OH compliance audit
- January – Indiana compliance audit

**Technology**
- K. Terry is working on an eBook conversion of the Bench book
- The national office is getting close to completing the data interface with NDEx.
- The Data exchange with the NY Fusion Center is working well and the APPA will be announcing the results to other Fusion Centers

**Other**
- S. Andrews and H. Hageman worked on the membership for the ABM Planning workgroup. All four regions are represented by Commissioners and DCAs. First meeting is scheduled for Feb 5, 2014.
- The ad hoc meeting on border issues will meet on Jan 22, 2014 in Columbus, OH
- M. Spring finished the updates to Bench book and it is ready for distribution when the rule amendments take effect in March.
- M. Spring and H. Hageman completed a staffing analysis for VA at the request of Commissioner Parks.
- National Office starts to receive State Council roster updates. By ICAOS policy each state is required to send a copy of the membership to the Commission.

**Victims’ Representative Report:** Victims’ Representative P. Tuthill informed the Committee regarding the successful testing of the VINE project.
Victims’ Representative P. Tuthill sent a letter regarding the implementation of the National Automated Notification System to the Victim Representatives.

Victims’ Representative P. Tuthill will be closely working with the Rules Committee on recommendations regarding rule changes and victims concerns.

*General Counsel Report:* General Counsel R. Master presented his report to the Committee.

The Committee reviewed the General Counsel letter to Texas regarding ICOTS Records. Commissioner D. Ege (AZ) suggested to reference rules in this document.

**Commissioner D. Ege (AZ) moved to forward the amended letter to the State of Texas. Commissioner E. Gonzales (NM) seconded. Motion passed.**

The Committee reviewed the Advisory Opinion 1-2014 presented by R. Masters. He will revise the document based on the Committee comments and present the final draft of the opinion at the next meeting.

Legal Counsel R. Master suggested entering an executive session to discuss California litigation case.

**Commissioner E. Gonzales (NM) moved to enter the executive session. Commissioner J. Seigel (IN) seconded. Motion passed.**

**Commissioner E. Gonzales (NM) moved to exit the executive session. Commissioner J. Seigel (IN) seconded. Motion passed.**

**Commissioner C. Gibson-Beltz (NE) moved to schedule a meeting with Chairman, General Council, Training Chair, Executive Director and California Compact Office to discuss preliminary settlement options. Commissioner M. McAlister (NH) seconded. Motion passed unanimously.**

Legal Counsel R. Masters presented KS Corrective Action Report to the Executive Committee. The Committee noted the progress Kansas was making in the recent months and appreciated the in-depth corrective action plan and follow up report.

**New Business**
Commissioner D. Ege (AZ) pointed out some inconsistencies in the retaking white paper posted on the website. General Counsel R. Masters will make the changes.

**Adjourn**
Commissioner S. Andrews (OH) moved to adjourn. Commissioner E. Gonzales (NM) seconded.

The meeting adjourned at 2:55 pm ET.