Interstate Commission for Adult Offender Supervision
Executive Committee Meeting Minutes
February 8, 2011
2 pm EST
WebEx

Members in Attendance:
1. Milt Gilliam   Chair, OK
2. Wayne Theriault  Vice-Chair, ME
3. Charles Lauterbach  Treasurer, IA
4. William Rankin  WI
5. Kathie Winckler  TX
6. Ben Martinez  PA
7. Mike McAlister  NH
8. Sara Andrews  OH
9. Ed Gonzales  NM

Guests:
1. Ethel White  TX

Members not in Attendance
1. Dori Ege  AZ
2. Chris Norman  AL
3. Pat Tuthill  Ex-Officio
4. Ken Merz  Ex-Officio

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

Call to Order
Chair M. Gilliam (OK) called the meeting to order at 2:03 p.m. EST. Nine voting members were present, a quorum was established.

Chair M. Gilliam (OK) welcomed new East Region Chair B. Martinez (PA).

Approved on 3/08/2011. B.S.
Approval of Agenda
Commissioner K. Winckler (TX) moved to approve the agenda. Commissioner S. Andrews (TX) seconded. Agenda approved as drafted.

Approval of Minutes
Commissioner W. Rankin (WI) moved to approve the minutes from January 11, 2010. Commissioner K. Winckler (TX) seconded. Minutes approved as drafted.

Discussion
Rules Committee Report: Commissioner W. Rankin (WI) informed the Committee that the Rules Committee will have a face-to-face meeting in Phoenix, AZ on February 17, 2011.

Commissioner J. Seigel (IN) agreed to serve on the Rules Committee and attend the upcoming face-to-face meeting.

Per Executive Committee request, Commissioner W. Rankin (WI) drafted a proposal for Bylaws change that will be reviewed at the upcoming meeting.

Training Committee Report: M. Spring presented the Training Committee report:

- Rules Training (WebEx) will resume in February 2011
- APPA Workshop will be conducted by A. Precythe
- Oregon TTA ICOTS trainings will be conducted by M. Spring and A. Precythe

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

- There is no change in Appriss’ status
- Last ICOTS release loaded in Dec. 2010 without any new bugs
- Next release to fix remaining bugs to be released in next few months
- Data sharing survey sent out Feb. 7
- Data sharing policy will be taken up after survey results are considered

Commissioner K. Winckler (TX) along with other commission members will attend APPA Information Sharing Workgroup funded by BJA in Orlando, Florida.

The Committee reviewed external ICOTS reports usage chart and Support Contacts for the last month.

The Committee reviewed ICAOS website statistics.

Compliance Committee Report: Commissioner M. McAlister (NH) deferred the discussion on California’s litigation case to Legal Counsel R. Masters.

Finance Committee and Ad Hoc on Dues Formula Report: Commissioner C. Lauterbach (IA) informed the Committee that the Commission in 9.6% under the budget for a year.

Approved on 3/08/2011. B.S.
The Ad Hoc Committee on Dues Formula will meet on February 24, 2011 to discuss the Executive Committee decision on its motion.

Executive Committee Report: Chairman M. Gilliam (OK) continues to work on finding a chair for the DCA Liaison Committee.

Chairman M. Gilliam (OK) asked the Committee members to send him their ideas on issues the Commission needs to address in the near future. The ideas will be discussed at the upcoming face-to-face meeting.

Chairman M. Gilliam (OK) is dealing with commissioners’ turnover – many commissioners have retired and/or moved on to different positions.

East Region: The East Region met on January 28, 2011 to elect the new chair. Massachusetts and Virgin Islands have not appointed a commissioner.

South Region: The South Region met on January 18, 2011, no quorum was established. The Region discussed states updates.

Midwest Region: The Midwest Region met on January 19, 2011 and discussed states update and the ad hoc committee on dues’ progress.

Executive Director Report: Executive Director H. Hageman presented his report to the Committee.
- Everything is ready for the March 1, 2011 implementation of the rule amendments
  - Updated training materials
  - Bench book
  - Rules (Spanish and English)
  - Website
- Signed the lease for the Chevy Chase Plaza Offices and expect to move sometime in March 2011.
- APPA Data Sharing Workgroup scheduled to meet on 2/15 and 2/16/2011 in Orlando.
- Invoiced ICJ $4,500 for the time A. Lippert was on maternity leave.
- 12 new Spirit Sighting Nominations
- VA approved CLE’s for Legal Training
- Sent a letter to the Governor of the Virgin Islands regarding the Commissioner vacancy.
- Submitted a workshop proposal to the APAI
- Research project for TN State Council should be ready by March 1, 2011
- 31 States complied with the Commission’s State Council Policy
- Completed 29 Compliance Audits
- Posted two new advisory opinions

Legal Counselor Report: Executive Director H. Hageman updated the Committee on California litigation status.
Commissioner W. Theriault (ME) moved to go into Executive Session. Commissioner W. Rankin (WI) seconded. Motion passed.

Commissioner W. Theriault (ME) moved to exit the Executive Session. Commissioner S. Andrews (OH) seconded. Motion passed.

No actions were taken at the Executive Session.

The Committee will meet face-to-face on Wednesday, May 25, 2011 in Lexington, KY.

**Adjourn**

Commissioner W. Theriault (ME) made a motion to adjourn. Commissioner S. Andrews (OH) seconded. The motion passed.

The Committee adjourned at 2:44 pm EST.