Interstate Commission for Adult Offender Supervision
Executive Committee Meeting Minutes
2:00 pm EST
February 9, 2010
WebEx

Members in Attendance:
1. Ken Merz  Chairman, MN
2. Milt Gilliam  Vice-Chair, OK
3. Kathie Winckler  TX
4. Chris Norman  AL
5. Linda Janes  OH
6. Charlie Lauterbach  IA
7. Ed Gonzales  NM
8. Mike McAlister  NH
9. Wayne Theriault  ME
10. William Rankin  WI

Members not in Attendance
1. Dori Ege  AZ
2. Kevin Kempf  Treasurer, ID
3. Pat Tuthill  Ex-Officio, FL

Guests
1. Regina Grimes  TX

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

Call to Order
Commissioner K. Merz (MN) called the meeting to order at 2:02 pm EST. Ten voting members were present, establishing the quorum.
Agenda
The agenda was approved by acclamation.

Minutes
Commissioner C. Norman (AL) made a motion to approve minutes from January 19, 2010. Commissioner C. Lauterbach (IA) seconded. The motion passed.

Committee Reports
Rules Committee: The Rules Committee met on January 28, 2010 and discussed its business calendar, Federal MOU issue, the Advisory Opinion 1-2009 and issues for future discussions.

DCA J. Gusz (NJ) was appointed as an Ex-Officio of the Rules Committee.

Training Committee Report: M. Spring presented the Training Committee report to the Committee:
- She updated the Committee on recent and future training plans
- ICOTS End User On-Demand Module launched
  - Over 100 views first week
- In the Works
  - Training Bulletin for re-submittals
  - Preliminary planning for DCA Training Institute
    - Joint meeting
  - ICOTS WebEx training

Technology Committee Report: Commissioner K. Winckler (TX) presented her report to the Committee:
- The Release 8.0 was launched on January 13, 2010. It included performance tuning, load testing, monitoring tools and software upgrades.
  - 18 states reported slowness and connectivity issues
  - Appriss launched fix on January 29, 2010
- The Release 9.0 is scheduled for March 1, 2010 and will consist of Rule Amendments changes and the submission NOA after NOD fixes. The Committee reviewed the Statement of Work for the Release 9.0.
- The ICOTS Public Portal will be launched on March 1, 2010.
- Technical Assistance for ICOTS:
  - 6 Trainings conducted via WebEx
    - 4 trainings for Illinois Parole
    - 2 trainings for Pennsylvania Probation
  - Launched ICOTS End User On-Demand
- The Committee reviewed External ICOTS Reports Usage from November 2009 to January 2010.
- The Committee reviewed Support Contacts for January 2010.
- The ICAOS website redesign project’s status:
  - Scheduled for launch the weekend of 2/13
- The ICJ website development status:
  - Scheduled for launch the weekend of 2/27
Development is completed
Training ICJ staff on content management software

Compliance Committee: The Compliance Committee will meet in first week of March to discuss two issues: Commissioner of Puerto Rico and States’ Compliance with the ICAOS State Council Policy.

DCA Liaison Committee: DCA J. Gusz (NJ) was appointed as the East Region representative of the DCA Liaison Committee. The Committee will meet on February 22 to discuss the 2010 DCA Training Institute’s plans.

Executive Committee: Chairman K. Merz (MN) updated the Committee on the Washington situation caused by Clemmons case (WA).

Chairman K. Merz (MN) asked the Committee to email him the discussion topics for the face-to-face Executive Committee meeting.

Commissioner M. Gilliam (OK) suggested a discussion on the 2010 Annual Business Meeting plans.

Region Reports:

South Region met on January 21, 2010. The Region will review a rule proposal at its next meeting in April 2010.

East Region met on January 28, 2010 and reviewed proposed changes to the Sex Offender Rule. The proposal will be discussed at the Region’s next meeting.

West Region will be meeting in the upcoming months.

Chairman K. Merz (MN) suggested discussing the Ad Hoc Dues Committee membership at the face-to-face Executive Committee meeting. Commissioner W. Rankin (WI) and Commissioner W. Theriault (ME) volunteered to serve on the Ad Hoc Dues Committee.

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

- State Council Policy
  - 28 States submitted the roster for their state council
  - The National Office emailed a reminder to the states who did not submit a roster
- Audit Program
  - Drafted forms and letters
  - Posted an audit schedule
- Final stages of drafting the “Media packet” for review by the Executive Committee
- Drafting National Office ethics policy for Executive Committee review
• Updating equipment inventory and replacement schedule
• Executive Director H. Hageman and Vice-Chair M. Gilliam attended the APPA Training Institute in Austin, TX
  – Met with Probation staff from the Marianna's and Guam. Guam seems interested in becoming a member.
• Preparing for 2011 ABM site visits to Norfolk (VA), Milwaukee (WI), Indianapolis (IN) and Montgomery (AL)
• Invoiced ICJ for $925.00 for month of January
• Training and technical assistance provided:
  – WebEx training on ICOTS for Pennsylvania probation
  – Launched ICOTS End On Demand Module
  – Two sessions of WebEx Rules Training
  – Six WebEx sessions on ICOTS for Illinois Parole
  – Hosted 10 WebEx sessions on Rules for Texas
  – On-site Rules training for Indiana field officers

Legal Counsel Report: Legal Counsel R. Masters informed the Committee that Arkansas requested an advisory opinion concerning the practice of Washington to refuse eligible compact supervision transfers in three cases.

Legal Counsel R. Masters is working with Hawaii Compact Office on an issue with HI prosecutor who refused to pay the cost of returning an offender from California who committed three significant violations under Rule 5.104.

Legal Counsel R. Masters informed the Committee about Michigan–Texas case: a MI judge ordered an offender who is currently on probation in Texas to be supervised by Michigan Compact Office.

Commissioner W. Rankin (WI) informed the Committee about a supervision case in Wisconsin – a local judge’s permission for an offender to live in Michigan and report to the Wisconsin Compact Office.

Legal Counsel R. Masters suggested contacting NDAA and similar organization for more proactive and enhanced trainings.

Commissioner W. Theriault (ME) suggested putting together a training specifically aimed for prosecutors and district attorneys.

Old Business
DCA voting rights: After the discussion, the Committee decided that the issue needed further official clarification that should be discussed at a future meeting.

Adjourn
Commissioner W. Theriault (ME) made a motion to adjourn. Commissioner E. Gonzales (NM) seconded. The motion passed.
The meeting adjourned at 3:27 pm EST.