Interstate Commission for Adult Offender Supervision
Executive Committee Meeting Minutes

February 10, 2015
2:00 pm ET
WebEx

Members in Attendance:
1. Sara Andrews   Chairwoman, OH
2. Chris Norman   Vice-Chair, AL
3. Charlie Lauterbach  Treasurer, IA
4. Gary Roberge   CT
5. Chris Moore    GA
6. Jane Seigel    IN
7. Anne Pre cythe  NC
8. Cathy Gibson-Beltz  NE
9. Jeremiah Stromberg OR
10. Dale Crook    VT
11. Milt Gilliam  Ex-Officio
12. Rick Masters  Legal Counsel

Members not in Attendance:
1. Geri Miller-Fox  UT
2. Anmarie Aylward WA
3. Pat Tuthill    Ex-Officio

Guests:
1. Sally Reinhardt-Stewart NE
2. Tom Verplank   NE

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

Approved on 3/12/2015. B.S.
Call to Order
Chairwoman S. Andrews (OH) called the meeting to order at 2:00 pm ET; ten voting members were present, establishing a quorum.

Agenda
Commissioner A. Precythe (NC) moved to approve the agenda. Commissioner C. Norman (AL) seconded.

Agenda approved as presented.

Minutes
Commissioner C. Norman (AL) moved to approve the minutes from December 9, 2014 as presented. Commissioner J. Seigel (IN) seconded.

Minutes approved as written.

Discussion

There are 13 proposals:

- Reviewed by the Rules Committee:
  - 2015_EXEC_BylawArt 2, Sec 2
  - 2015_EXEC_Bylaw Art 7
  - 2015_MIDWEST_4.111
  - 2015_WEST_3.103

- To be discussed:
  - 2015_EAST_2.105
  - 2015_EAST_3.102(c)
  - 2015_EAST_3.101-3
  - 2015_SOUTH_3.103
  - 2015_WEST_1.101_ResidentFamily
  - 2015_WEST_2.105
  - 2015_WEST_3.101-1
  - 2015_WEST_3.101-2

- To be discussed at the March meeting:
  - 2015_WEST_5._NewRule

The Rules Committee will meet again on February 24, 2015. The remaining proposals will be discussed at the face-to-face meeting in March.

The rule amendment deadline is moved to March 15, 2015 to accommodate the Justice Reinvestment workgroup’s proposals.
Commissioner A. Precythe (NC) submitted the written Training Committee report (see attachment).

Commissioner A. Precythe (NC) stated the Training Committee met in December 2014 and January 2015.

The national office will send out a survey to identify new trainers.

The Training Committee approved the revisions to the Technical & Training Assistance Policy (see attachment). The revision gives the Executive Committee the final decision on whether or not to fund a technical and training assistance requests.

Commissioner G. Roberge (CT) moved to approve the Technical and Training Assistance Policy as revised. Commissioner C. Gibson-Beltz (NE) seconded.

Motion passed.

Commissioner A. Precythe (NC) introduced the on-demand training project. The project will create 15-20 training modules using new interactive training authoring software with the current Learning Management System (Litmos.) Scenario based exercises, quizzes, software (e.g. ICOTS) simulation will be integrated into the on-demand learning environment resulting in better understanding and application of ICAOS Rules. Future goals may include expanding modules for blended learning experiences to be used with other live instructor trainings via web conferencing or onsite. Modules will be published to HTML5 format and viewable on mobile devices. Project completion estimate is 10-12 months from the time of its approval.

<table>
<thead>
<tr>
<th>BUDGET</th>
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<tbody>
<tr>
<td>Software (Purchase Articulate Storyline-Module authoring software and upgrade Camtasia &amp; Adobe Captivate-Current video edit and screen recording software)</td>
<td>$3,000</td>
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<tr>
<td>Training (5-7 hours customized online software training as needed- $199/hour)</td>
<td>$1,400</td>
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<tr>
<td>Media (Character photos, stock photos, stock video)</td>
<td>$2,500</td>
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<tr>
<td>Voice Talent</td>
<td>$4,000</td>
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<td>Equipment (iPad tablet for HD video recording/module testing)</td>
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<td>Total</td>
<td>$11,750</td>
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Commissioner A. Precythe (NC) moved for the Executive Committee to approve the $11,750 expenditure for upgrading the on-demand modules. Commissioner J. Seigel (IN) seconded.

Commissioner J. Stromberg (OR) asked about any other pending projects with competing priorities. In response Executive Director H. Hageman suggested using the Technical and
Training Assistance fund to pay for this project. He stated that there are no other competing projects at this time.

Chairwoman S. Andrews (OH) inquired whether the total cost is a one-time fee or a recurring cost. Commissioner A. Precythe (NC) replied that it would be a one-time cost except for the recurring voice talent cost due to the rule changes, ICOTS enhancements, etc.

Commissioner C. Norman (AL) inquired about changes to the training system. Alabama extensively uses the current modules in its trainings. Commissioner A. Precythe (NC) stated that there would be no major changes in logistics of the trainings; the training modules will be more interactive and engaging.

**Motion passed.**

The Committee engaged in the discussion on training requests during the Training Committee report.

- Training Requests
  - District of Columbia (February 10th & 11th)-2 day training for DCA and compact staff
  - California (March 11th & 12th) - 2 day training for DCA and compact staff; March 17th Field Staff Rules Training

The Training Committee recommends that states utilize the WebEx option for these trainings.

Due to budgetary limits, the Training Committee passed a motion to approve the training assistance request from Hawaii, as long as Hawaii is willing to reimburse the Commission for the trainer’s travel expenses, fees, associated material, and other costs. Hawaii withdrew its request.

Executive Director H. Hageman stated that in prior years, the Commission had a significant carry over in funds to do legal training similar to that requested by Hawaii. He suggested coming up with a training package of materials that we could give to states that can be provided to their departments’ attorneys or their attorney general’s office.

Executive Director H. Hageman stated that the Commission delivered one training workshop to Hawaii in the past.

Commissioner A. Precythe (NC) noted that she meets weekly with M. Spring to discuss training activities.

Commissioner A. Precythe (NC) presented the statistics collected via WebEx trainings. She inquired whether the national office needs to collect only parole/probation or compact office/fielded statistics.

Chairwoman S. Andrews (OH) spoke in favor of breaking down the stats with regard to the classification of those attending the training sessions, i.e. the number of field personnel v. compact office etc.
Commissioner J. Seigel (IN) stated that as a bifurcated state it is important for her to see the separated parole and probation numbers.

Commissioner Precythe presented the training statistics for the month. See attached

Commissioner A. Precythe (NC) stated that this year the APPA workshop was well-attended. The Training Committee decided to skip the APPA Summer Institute, work on the workshop script, and request a better spot at the next Winter Institute.

Executive Director H. Hageman stated that the DCA Liaison Committee met on February 9, 2015. They had a good meeting and a lengthy discussion.

Commissioner G. Roberge presented the written Technology Committee report (see attachment).

**Commissioner G. Roberge (CT) moved to approve the changes to the 4-2009 Screening an offender from public view in ICOTS’ Public Access Portal Policy. Commissioner J. Stromberg (OR) seconded.**

**Motion passed.**

The Technology Committee will be meeting in February 2015.

Commissioner J. Stromberg (OR) stated he would contact B. Saturday to schedule a Compliance Committee meeting. Since there are no outstanding issues, he asked the Committee if they knew of any issues that the Compliance Committee should address.

Chairwoman S. Andrews (OH) suggested reviewing related ICAOS administrative policies in order to provide appropriate comments and new ideas on improving these policies.

Executive Director H. Hageman has been revising the policies and sending them to the appropriate committees for review. He will continue to do so, and will send more policies to Commissioner Stromberg for revision.

Executive Director H. Hageman suggested reviewing states’ compliance process to include guidelines for a matrix to use when deciding how to penalize states, possibly at the upcoming face-to-face meeting.

Chairwoman S. Andrews (OH) supports his idea.

Commissioner J. Seigel (IN) suggested that the Compliance Committee analyze the in/out of compliance patterns and trends, along with any associated Rules problems, and forward to the Rules Committee for review.

Legal Counsel R. Masters brought up his concern about Hawaii’s training request. He suggested that the Compliance Committee look into Hawaii’s issues with the courts to see if any other assistance can be offered to HI’s Compact Office to prevent future compliance issues.
Chairwoman S. Andrews (OH) respectfully disagreed with Masters’ concerns about not sending trainers to Hawaii.

Executive Director H. Hageman stated that the states should utilize their department’s legal services or Attorney General’s office to train the courts.

Commissioner C. Lauterbach presented the Finance Committee report. The Commission is 4.1% under the budget for this fiscal year. The ABM was 2.7% over budget due to the multiple changes made to the room and AV setups, and extra people that were attending the meeting that were not in the original budget. Currently, the long term investment portfolio has $1,244,696; the Commission has $1,800,000 in cash with CSG. The Commissioner has $30,000 in unrealized gains in the equity index and $4,000 in losses in the bond index.

**Region Reports:**

*East Region:* Commissioner D. Crook (VT) stated that the East Region has not met since the last Executive Committee meeting.

*South Region:* Commissioner C. Moore (GA) stated that the South Region met on January 28. The Region constituted a quorum. The Region forwarded VA’s proposal to the Rules Committee. In addition, the Region discussed a “significant violation” proposal that will be reviewed at the upcoming Justice Reinvestment Workgroup meeting.

*Midwest Region:* Commissioner C. Gibson-Beltz (NE) stated the Midwest Region will be meeting in the upcoming week.

**Executive Director Report**

Executive Director H. Hageman presented his written report to the Committee (see attachment).

H. Hageman requested that Committee members send him any agenda items and goals to discuss at the upcoming face-to-face Executive Committee meeting.

Chairwoman S. Andrews (OH) requested to move the Executive Committee meetings to 1 pm ET. There was no objection from the Committee members.

Legal Counsel R. Masters presented the legal report. Masters stated that he along with CSG Legal Counsel J. Mosley contacted Amazon to remove the *Blood Bureau of Kidnap, Rape, Torture, and Murder* book by Todd Box. The book has defamatory statements about the Commission.

Amazon would not remove the book citing First Amendment concerns. Legal Counsel R. Masters and J. Mosley agreed that the cost to pursue the removal of the book may not worth the effort. If the Committee decides to pursue its request, Legal Counsel will write a letter to Amazon threatening legal action as the next step.

Executive Director H. Hageman suggested dropping the issue, since it seems like nobody reads the book, and if the Commission makes Amazon remove it, Mr. Box would publish it somewhere else.
Commissioner C. Lauterbach (IA) read a sample of the book. He described the book as a work of fiction.

The Committee agreed the less attention given to Mr. Todd the better.

Legal Counsel R. Masters presented the summary for the revised AO 2-2014. The opinion will be renumbered to 1-2015 (see attachment).

Commissioner C. Moore (GA) stated that the issue was partially discussed at the last South Region meeting. He also inquired whether or not the receiving state has the authority to address a “significant violation”, since the advisory opinion states that it does.

Legal Counsel R. Masters stated that the opinion cannot answer all the questions that need to be addressed. However, it answers the North Carolina questions of “Quick Dip”.

**Commissioner A. Precythe (NC) moved to approve AO 1-2015. Commissioner C. Moore (GA) seconded.**

**Motion passed.**

Executive Director H. Hageman inquired about exploring possibilities to give receiving states’ judges and parole boards the authority to deal with “significant violations” in the receiving state.

The Committee discussed writing an advisory opinion regarding the issue of sentencing and “significant violations”.

Legal Counsel R. Masters suggested the Rules Committee look at this issue first.

Commissioner J. Seigel (IN) stated that it was an extremely complicated question and the answer would depend on the individual state and its laws and regulations. She is concerned about jurisdictional permission to sentence and its impacts on sending states’ authority.

Legal Counsel R. Masters will write a legal memorandum outlining the perimeter and guidelines of the issue for the Rules Committee to consider.

Legal Counsel R. Masters will have the memorandum ready by the next Rules Committee meeting.

**Old Business.**

Commissioner A. Precythe (NC) stated that the JR Workgroup has met on January 28, 2015. The workgroup members were tasked to meet with their compact offices to come up with rule proposals. The workgroup will meet again on February 18, 2015.

Commissioner J. Seigel (IN) stated that it would be helpful to have a Justice Reinvestment representative at the face-to-face Rules Committee meeting.
Executive Director H. Hageman presented the committees’ budget for discussion. There are three committees that are in danger of going over-budget: the Executive Committee (ABM Workgroup), the Rules Committee, and the Training Committee. The Committee decided to let H. Hageman adjusted the budget as needed.

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1. Rule Translations and Oregon statewide training (face-to-face)
2. Retaking ad hoc committee
3. ABM Working Group and Ad hoc on Border Issues Committee
4. Two face-to-face meetings fell in single FY, no meeting in the following year (FY14)

ABM 2015: Logistics Coordinator B. Saturday presented three hotel options for the 2016 Annual Business Meeting. She conducted the extensive venue search in three cities chosen by the Midwest Region: Minneapolis, MN, Indianapolis, IN, and Cleveland, OH.
Commissioner A. Precythe (NC) moved to approve Cleveland, OH as the 2016 ABM site. Commissioner D. Crook (VT) seconded.

Motion passed.

New Business
Commissioner A. Precythe (NC) presented the rule amendments to 3.103, 3.106, 4.111 and 5.103 to the Committee (see attachment).

Commissioner A. Precythe (NC) moved to forward amendments to 3.103, 3.106, 4.111 and 5.103 to the Rules Committee for review. Commissioner C. Moore (GA) seconded.

Motion passed.

Adjourn
Commissioner C. Gibson-Beltz (NE) moved to adjourn. Commissioner G. Roberge (CT) seconded.

The meeting adjourned at 3:57 pm ET.