**Interstate Commission for Adult Offender Supervision**  
**Executive Committee Meeting Minutes**  
**February 12, 2013**  
**2:00 pm ET**  
**WebEx**

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**Members in Attendance:**
1. Milt Gilliam  
   Chairman, OK
2. Sara Andrews  
   Vice-Chair, OH
3. Charlie Lauterbach  
   Treasurer, IA
4. Dori Ege  
   AZ
5. Cathy Gibson-Beltz  
   NE
6. Kathie Winckler  
   TX
7. Cheryl Marlow  
   HI
8. Jane Seigel  
   IN
9. Chris Norman  
   AL
10. Kim Madris  
   NV

**Members not in Attendance:**
1. Mike McAlister  
   NH
2. Scott McCaffery  
   ME
3. Pat Tuthill  
   Ex-Officio, FL
4. Rick Masters  
   Legal Counsel

**Guests:**
1. Sally Reinhardt-Stewart  
   NE

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

**Call to Order**
Chairman M. Gilliam called the meeting to order at 2:02 pm ET. Ten members were present, establishing the quorum.

**Agenda**
Commissioner C. Gibson-Beltz (NE) moved to approve the agenda. Commissioner S. Andrews (OH) seconded. Agenda approved as written.

**Minutes**
Commissioner D. Ege (AZ) stated she was absent at the last meeting.

Commissioner D. Ege (AZ) moved to approve the minutes from January 8, 2013 as amended. Commissioner S. Andrews (OH) seconded. Minutes approved as amended.

**Discussion**

*Rules Committee Report:* Commissioner J. Seigel (IN) informed the Committee that the Rules Committee will be meeting face-to-face on February 20-21, 2013 in Indianapolis, IN.

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

Training Committee News:
- Revised presentations on website
- Request from Arkansas Commissioner for Legal Training at Annual Prosecutor Conference in April 2013 (Rick Masters)
- New on-demand modules for parole boards & jail administrators

Training Statistics
- On-demand in the last 60 days
  - Over 200 unique attendees
- General Rule training
  - January 15th - 50 attendees
- Mini-Trainings
  - Eligibility for Transfer & Reporting Instructions, January 16th (44 attendees)
  - Significant Violations, January 22nd (30 attendees)
  - Violent Offenders/Absconders, January 23rd (30 attendees)
  - Probable Cause Hearing, January 24th (34 attendees)

Upcoming Trainings
- General Rule
  - February 13th
- Mini-Trainings –Eligibility for Transfer & Reporting Instructions, Significant Violations, Violent Offenders/Absconders & PC Hearings
  - February 14th, 26th, 27th & 28th

*DCA Liaison Committee Report:* Commissioner K. Madris (NV) stated that the DCA Liaison Committee met on Jan 24, 2013 to discuss the DCA mentor program and the rule amendment.
Technology Committee Report: Commissioner K. Winckler (TX) presented her report to the Committee:
- Technology Committee met in January 2013 to discuss rule amendments
- ICOTS Help Desk
  - 192 tickets were created in January 2013, a 27% increase from December 2012
  - 10 known ICOTS issues are documented in the Knowledge Base
- Public Web Portal had 1,391 clicks in January 2013, a 63% increase from December 2012.
- ICAOS Website
  - All website visits:
    - January 2013: Over 33,000
    - Up 27% from December 2012
  - Mobile visits:
    - January 2013: Over 1,700
    - Up 4.2% from December 2012
    - Accounted for 5.3% of all website traffic
- Violation Report ICOTS Enhancement is still on schedule for release at the end of May 2013.
- Victim Notification Project
  - H. Hageman negotiated the monthly fee be reduced from $4,000 to $3,600.

Commissioner K. Winckler (TX) moved to authorize executive director to enter into agreement with Appriss for victims’ notification project. Commissioner S. Andrews (OH) seconded. Motion passed.

Compliance Committee Report: The Compliance Committee has not met since the last Executive Committee meeting.

Finance Committee Report: Commissioner C. Lauterbach (IA) stated that the Commission is in good financial health.

Region Reports:
- East Region: The East Region met on January 14, 2013. No quorum was established.

South Region: The South Region met to discuss rules amendments on January 17, 2013.

Midwest Region: The Midwest Region met to discuss rules amendments on January 9, 2013. The Region discussed four amendments, only one was forwarded to the Rules Committee. Next meeting is scheduled for April 2013.

West Region: The West Region met to discuss rules amendments on January 10, 2013.

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

Commissioners Changes/Vacancies
• Alaska - no new information (vacant since 11/12)
• California - no new information (vacant since 11/12)
• Tennessee - no new information (vacant since 10/12)

Complaints and Conflict Resolution
• NV vs. CA - Retaking issue – offender has been incarcerate for more than four months
• OR vs. MN – Dispute Resolution 1-2012
• OR vs. TX – Dispute Resolution 2-2012
• VI - State Council issue, nothing new to report

Other
• The NV legislature is considering legislation to move parole supervision from the Department of Public Safety to the Department of Corrections. As a result NV submitted a request for technical assistance to help them look at their options for organizing the compact office; bifurcated v. non-bifurcated
• The New York Fusion Center is currently reviewing the MOU we wrote for the data exchange
• The National Office completed the compliance audit for NY, CA, MN, MS, NM and VI in January. The February audits include PA, SC, TX and WV
• S. Razor and D. Ege attended the APPA Winter Institute in Phoenix, AZ
• H. Hageman attended a training committee meeting at the National Sheriff Association Winter Conference, where the committee voted to approve a resolution to support ICAOS training
• State Council Policy – to date 33 states complied with the policy to provide an update to their state council membership
• The National Office has issues with the document storage server. The National Office is exploring other document management services as an alternative.
• S. Razor and M. Spring renegotiated the WebEx contract, which gives us some additional features and functionality for less money. You can access the meetings on mobile devices.
• S. Razor was contacted by the N-DEx staff who expressed an interest in ICOTS. They are scheduled to meet March 2013
• The Association of Paroling Authorities International announced the availability of the Commission’s On Demand Parole Board training and the Parole Board handbook
• The National Office sent out two surveys as requested by the state regarding retention and weapons/vest.
• Spring Executive Committee meeting – Louisville location is about $1,000 cheaper than Cincinnati location.
• The Commission is 2.16% under budget

Commissioner D. Ege (AZ) moved to have a meeting on May 14, 2013 in Louisville, KY. Commissioner K. Winckler (TX) seconded. Motion passed.

Legal Counsel Report: The pending tax matter will be discussed at the next meeting.
New Business

AZ vs. CA Complaint: Commissioner D. Ege (AZ) presented AZ vs. CA compliant to the Committee members. She asked for guidelines on the issue citing Rule 6.102.

After discussion, the Committee agreed that since there is no dispute and California does not deny the complaint, Rule 6.102 cannot be used.

Commissioner D. Ege (AZ) moved that the Executive Committee acting on the behalf of the Commission finds California in default to appoint a commissioner, inability to pass a compliance audit and pending complaints for rule violations from the State of Arizona and Nevada.

Commissioner D. Ege (AZ) withdrew her motion.

Commissioner K. Winckler (TX) moved that the Executive Committee acting on the behalf of the Commission find California in default and take appropriate actions against that state under Rule 6.103 and in support of that motion, the Executive Committee would show the failure of the state to appoint a commissioner after several months, the audit that showed California to be out of compliance in audited areas, the complaint of long standing against California by the State of Arizona and the complaint of Nevada against California. Commissioner S. Andrews (OH) seconded.

Commissioner J. Seigel (IN) suggested the matter to be reviewed by the legal counsel.

Commissioner M. Gilliam (OK) suggested making another motion.

Motion passed with the vote eight for the motion and two (AZ and NV) abstained.

The Committee decided that legal counsel would prepare a notice to the State of California stating their failure to comply with the rules of the Compact and requesting to put together a specific plan of action. Failure to comply with the notice requests will result with actions such as taking this case to federal court.

H. Hageman will discuss the timeframes with legal counsel.

Commissioner J. Seigel (IN) moved to forward the action to legal counsel to prepare a letter to go to Governor of California. Commissioner K. Winckler (TX) seconded. Motion passed.

Commissioner K. Winckler (TX) suggested an amendment to Rule 6.103 (b) is needed to clarify its application.

Commissioner K. Winckler (TX) moved the Executive Committee refer Rule 6.103 to the Rules Committee in regards to section (b). Commissioner D. Ege (AZ) seconded.
Commissioner J. Seigel (IN) stated that the Rules Committee will review this matter under New Business.

**Motion passed unanimously.**

**Adjourn**
Commissioner S. Andrews (OH) moved to adjourn. Commissioner K. Madris (NV) seconded.

The meeting adjourned at 3:13 pm ET.