Interstate Commission for Adult Offender Supervision
Executive Committee Meeting Minutes
March 10, 2009
2:00 pm EST

WebEx

Members in Attendance:
1. Ken Merz Chairman, MN
2. Milt Gilliam Vice-Chair, OK
3. Kevin Kempf Treasurer, ID
4. Linda Janes OH
5. Kathie Winckler TX
6. William Rankin WI
7. Wayne Theriault ME

Guests:
1. Regina Grimes

Members not in Attendance
1. Ed Gonzales NM
2. Mike McAllister NH
3. Dori Ege AZ
4. Warren Emmer ND
5. Gary Tullock TN
6. Pat Tuthill Ex-Officio

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

Call to Order
Chairman K. Merz (MN) called the meeting to order at 2:02 pm EST. Seven out of twelve members were present. Quorum was established.

Approval of Agenda
Agenda was approved by acclamation.

Approval of Minutes
Commissioner W. Rankin (WI) requested to correct the face-to-face Rules Committee meeting date to April 22, 2009. Commissioner W. Rankin (WI) made a motion to approve the minutes from February 10, 2009 as amended. Commissioner K. Winckler (TX) seconded. The minutes were approved as amended.

Committee Reports
Rules Committee: Commissioner W. Rankin (WI) presented his report to the Committee:
- Membership
  - Commissioner J. Bucklew (IA) was replaced by Commissioner J. Rubitschun (MI)
  - Commissioner D. Morrison (GA) will be approved to serve on the Committee after the April face-to-face meeting.
- Proposals are coming in slowly
- All rules proposals must be submitted to the National Office by March 31, 2009.
- The Committee will meet again on April 22, 2009 in Lexington, KY.

Technology Committee: Commissioner K. Winckler (TX) presented her report to the Committee:
Committee update
- The Technology Committee met on 3/4/2009
- The Committee approved the motion to create a Date Driven Priority Model in ICOTS (Compact Workload)
- A subcommittee was formed to examine a change in system design proposed by GA and NC
- Subcommittee consist of A. Precythe, J. Kuebler and D. Morrison
Website user survey
- 325 Submitted Surveys as of today
ICOTS usage statistic
Legacy data reports
- Legacy data deadline 3/30/2009 - This includes both initial and subsequent loads
- States still need to provided their initial data - New York Probation
- 20 states have had subsequent files loaded
Duplicate offender audit
- Have not received duplicate audits from: Illinois, New Jersey, Pennsylvania and South Carolina
• States with a one month extension: Colorado and Maryland
• Incomplete: States who only submitted probation or parole: Connecticut (Probation not received), Georgia (Probation not received), New York (Probation not received) and Indiana (Parole not received).

Release 3.0
• Email Notifications
  – Reminder email notifications will display correct due dates
  – The offender’s name will be included in emails notifications for reopened cases
• Manage Caseload
  – Users should no longer receive errors when attempting to transfer cases
• Case Closure Notice Reply
  – PDF
  – Disputed closures no longer close automatically
• Offender Profile Screen
  – The Plan of Supervision tab displays the transfer reason
  – Update/add to residence information for legacy cases
• Offender Violation Report
  – The ‘New Arrest’ section will be expanded to allow users to provide case information for any state if offender is arrested in a state other than the receiving state
• Transfer Request Institutional History
• Deactivating Users with associated withdrawn cases is no longer an issue.

Release 3.1
Maintenance Release focused on security and data cleansing.
• CJIS password compliance
• Block Deactivated users from changing passwords
• Password reset expiration daemon
• Cleanup compact cases where the sending and receiving states are the same
• Cleanup Duplicate Action Items
• Cleanup duplicate activity history items
• Cleanup reporting instructions
• Cleanup institutional history entries

Release 4.0
The production of the Release 4.0 has been delayed two weeks.

DCA Liaison Committee: Chairman K. Merz (MN) informed the Committee that the DCA Liaison Committee met on March 10, 2009 to discuss the DCA Liaison Memo.

The Committee created three workgroups to develop guidelines for the following topics:
• The efficiency measures that will maximize the flow of work within the compact office
• The knowledge base of all DCAs regarding ICAOS and
• The communication between Commissioners and DCAs
Finance Committee: Commissioner K. Kempf (ID) informed the Committee that Puerto Rico was working on processing its dues.

The Council of State Governments has completed the Commission’s tax return.

The Finance Committee will meet again in the upcoming month.

Executive Committee: Chairman K. Merz (MN) asked for agenda items for the committee’s face-to-face meeting in April.

The Committee discussed different agenda items that involve ICOTS.

East Region: Chairman K. Merz (MN) recommended Commissioner W. Theriault (ME) convening an East Region meeting on regular basis.

Midwest Region: Commissioner L. Janes (OH) informed the Committee that the Midwest Region would meet on April 8, 2009.

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

National Office update
- Dues Update, Puerto Rico’s payment is being processed. Michigan pays at deadline should receive April 1.
- National staff met to identify workload and assignments due to workload increases from ICOTS. Staff also reviewed current programs.
- Records retention policy is being developed.
- Updating Privacy Policy and User Agreement for ICOTS
  - Commissioner appointments, NC and NY do not have an appointed commissioner. New East region chair, Wayne Theriault, ME.

ICOTS Update
- ICOTS Audits are still coming in.
- Working with Appriss to develop national office reports
  - Compliance with 45 day rule – National Average
    - Parole 17.23 days 87.31%
    - Probation 22.38 days 87.08%
  - Developing future reports
- Appriss sent a representative to Florida
- NY submitted an enhancement request for bifurcated states

Commissioner W. Theriault (ME) made a motion to authorize the state of New York to enhance ICOTS to the extent that be necessary for consistent work between Parole and Probation with the condition that New York absorbs all the cost associated with this enhancement and the development of this enhancement does not interfere with the development of ICOTS. Commissioner K. Winckler (TX) seconded. The motion passed.
Meetings

- B. Saturday presented four researched locations for the 2010 business meeting: Cleveland (OH), St. Louis (MO), San Antonio (TX) and Minneapolis (MN).

Commissioner K. Winckler (TX) made a motion to have the 2010 business meeting in Crown Plaza Riverwalk Hotel, San Antonio, TX. Commissioner W. Theriault (ME) seconded. The motion passed.

Legal Counsel: Legal Counsel R. Masters updated the Committee on the Stanton Case (WI).

Legal Counsel R. Masters recommended proceeding with the Puerto Rico due’s case as the delinquent until the payment received.

Legal Counsel R. Masters will follow up on pending requests for possible judicial training in Idaho and Wyoming.

New Business
The Committee will meet again on Thursday, April 23, 2009 in Lexington, KY.

Old Business
There was no Old Business.

Adjourn
Commissioner W. Theriault (ME) made a motion to adjourn. Commissioner W. Rankin (WI) seconded. The motion passed.

The meeting was adjourned at 3:21 pm EST.