INTERSTATE COMMISSION FOR ADULT OFFENDER SUPERVISION

EXECUTIVE COMMITTEE
TELECONFERENCE MEETING

Tuesday, March 15, 2005
12:00 p.m. (EST)

1-888-387-8686 Room # 7389593

Committee Members in Attendance:

1. David Guntharp (AR)
2. Joe Kuebler (GA)
3. Milt Gilliam (OK)
4. Ann Hyde (SC)
5. Ben Martinez (PA)
6. Dori Ege (AZ)
7. Genie Powers (LA)
8. Ed Ligtenberg (SD)
9. Pat Tuthill (ex-officio)

Committee Members Not in Attendance:

1. Harry Hageman (OH)
2. Warren Emmer (ND)

Staff

1. Don Blackburn
2. Ashley Kenoyer
3. Kelli Price
4. Sheila Perry
5. Mindy Spring
6. Tad Bowman
7. Rick Masters
• D. Guntharp, Chair, called the meeting to order at 12:00 p.m. EST. 8 members were present, establishing a quorum.

• Motion to approve the agenda made by B. Martinez, seconded by M. Gilliam passed unanimously.

• Motion to approve the February 8, 2005 minutes was made by E. Ligtenberg, seconded by B. Martinez. B. Martinez requested a clarification to the Compliance Report (page 3) under “Tennessee Litigation.” P. Tuthill requested a spelling correction (page 2) “George Keiser.” Approved unanimously. The corrected minutes will be distributed immediately following the meeting.

Rules

• M. Gilliam announced that the Rules Committee has conducted two meetings: a teleconference in February and met in Lexington March 8 & 9th for a presentation by Richard Stroker to assist the committee develop a new process for rule adoption and amending.
• M. Gilliam stated that J. Kuebler and R. Masters are assisting the drafting committee for new rules associated with database and drafting new language for rules.
• D. Guntharp suggested that the Rules Committee present rules at Annual meeting without substantial amendments from the floor to ensure that Rules will not dominate meeting.
• The Executive Committee discussed proposed method:
  • Input prior to final draft
  • Send drafts out early to get feedback
  • E. Ligtenberg suggests holding Commissioners accountable when they wait to comment
  • No rewriting of rules at Annual Meeting
  • Will allow editorial changes
  • New method will be presented as 1st item on the agenda at Annual Meeting in September
  • Robert Rules of Order will need to be suspended to September meeting, Commission will have to vote on this
• M. Gilliam stated that the 2 main issues this year are the database changes and the voting process of the Commission.

Training

• A. Hyde announced the ICAOS Handbook is completed. Printing will have to be put off until July for the reason that the cost will have to come out of next year’s budget.
• A. Hyde stated that the Bench book is ready for print. The National Office has sent out a survey/order form to Court Administrators to forward to judges for
them to order copies. Only 16 states have responded. The est. cost for the bench book is $6.20/each.

- A. Hyde stated that the printing and distribution costs will be presented to the Executive Committee in April to ensure there will be money in the budget.
- B. Martinez suggested the Region chairs contact non-responsive states.
- A. Hyde announced there is a “Train the Trainer” scheduled for June at the National Office.
- A. Hyde stated the Faculty Outline for training has been revised and the National Office will have it available for trainers.
- A. Hyde announced that Texas Probation has requested Compact training for their counties. 2 dates in April have been confirmed.

**Technology**

- J. Kuebler updated the Committee on NACIS. Currently, user data is being set-up, and the IT Committee will test the system in April.
- J. Kuebler stated that most rule changes are minor and he is supporting removing required documents to ensure a paperless process.
- D. Blackburn stated that the Executive Committee needs to set a firm date/commitment for implementation of NACIS. August 1st or December 1st are the options
- Discussion Issues:
  - Rules preparation
  - Teleconference to pass rules vs Annual meeting
  - Integration/interfacing concerns
- A motion was made to postpone implementation of NACIS to December 1st, 2005 made by M. Gilliam, seconded by G. Powers. Motion passed unanimously.

**Compliance**

- *Tennessee Litigation*-R. Masters stated that Tennessee is not prepared to discuss a compromise. ICAOS has filed a request for a hearing and status conference.

**Finance**

- G. Powers stated the following items will be discussed at the Committee meeting in April:
  - Financial obligations for the database
  - Due structure
- G. Powers presented the following budget changes:
  - The Executive Committee budget to be reduced to $17,500.
  - The Compliance Committee budget to be increased to $7,100.
  - The Rules Committee budget to be increased to $49,000
  - The Technology Committee budget to be increased to $109,000.
- The Training Committee budget to be reduced to $32,000. Bench book costs will be assessed from legal administration.
- Motion to approve the said budget changes made by G. Powers, seconded by A. Hyde. Motion passed unanimously.

**Executive Committee**

- D. Guntharp announced the Executive Committee meeting scheduled for April 5th, 2005 at the National Office. Warren Emmer will not be attending.
- D. Guntharp suggested that the Technology Committee present before the Rules Committee at the Annual meeting.

**East Region**

- B. Martinez reported that he has reached out to Don LaFratta (MA) about joining the Compact. B. Martinez suggests that the Commission reach out to Massachusetts’s governor, house, and senate president John Talbott.
- B. Martinez stated that the Commission needs to address how they will handle non-member states in regards to NACIS. D. Guntharp requested this issue be put on the agenda for the Executive Committee April meeting. D. Blackburn stated that there are also security issues at stake. J. Kuebler will refer the issue to the IT Committee in the meeting on March 16, 2005. B. Martinez announced he has requested comments from his region and has not received any response.

**South Region**

- J. Kuebler reported that the South region had a teleconference today at 10:00 EST.
- J. Kuebler suggests that the Commission ask CSG to assist in reaching out to Massachusetts. D. Guntharp suggests speaking with Dan Sprague about the issue when the Committee meets in Lexington next month.

**Midwest Region**

- E. Ligtenberg stated that the next Mid-West Region teleconference is scheduled for April.

**West Region**

- D. Ege announced that the next scheduled meeting is March 28th.

**Victim’s Rep Report**

- P. Tuthill stated that she attended the APPA conference in Anaheim
• P. Tuthill reported that she is drafting a letter for NACIS support and drafting a letter to Massachusetts in regards to joining the Compact.

**Executive Director’s Report**

• D. Blackburn requested that East Region Chair B. Martinez reach out to Pennsylvania’s State Council to send a letter to Senator Spector to get enabling language for support of NACIS per request of Brett Tollman (Spector Aid) 2nd step is to have each Commissioner reach out to their Senator’s for the vote.
• D. Blackburn stated that the Annual Report has been mailed out. Email National Office for additional copies.
• D. Blackburn announced that a Newsletter was sent out electronically.
• D. Blackburn stated that there have been requests made for information concerning due process/retaking. There is an article in the newsletter and an opinion just released on the subject.
• D. Blackburn announced there has been good feedback received on the Bench book.
• D. Blackburn reported the National Office has sent out surveys, recently published an Advisory Opinion requested by Florida, working on training bulletins and expects to publish 1 bulletin a month.
• D. Blackburn announced there have been 2 demos of the database. H. Hageman presented one in Minnesota and the national office presented a demo when the Drafting Committee met in Lexington.

**New Business**

• Next Executive Committee meeting scheduled for April 5, 2005 in Lexington, Kentucky.

**Adjourn**

Motion to adjourn made by B. Martinez, seconded by E. Ligtenberg. Meeting adjourned at 1:15 p.m. EST