Interstate Commission for Adult Offender Supervision
Executive Committee Meeting Minutes
April 8, 2014
2 pm ET
WebEx

Members in Attendance:
1. Milt Gilliam Chairman, OK
2. Sara Andrews Vice-Chair, OH
3. Charlie Lauterbach Treasurer, IA
4. Chris Norman AL
5. Cathy Gibson-Beltz NE
6. Mike McAlister NH
7. Chris Moore GA
8. Jane Seigel IN
9. Dori Ege AZ
10. Anne Precythe NC
11. Michael Potteiger PA
12. Rick Masters Legal Counsel

Members not in Attendance:
1. Pat Tuthill Ex-Officio
2. West Region Chair Vacant

Guests:
1. S. Reinhardt-Stewart (NE)

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

Call to Order
Chairman M. Gilliam (OK) called the meeting to order at 2:01 pm ET. Eleven voting 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 presented.

**Minutes**
Commissioner C. Norman (AL) moved to approve the minutes from March 18, 2014. Commissioner C. Moore (GA) seconded. Minutes approved as written.

**Discussion**
*Rules Committee Report:* Commissioner J. Seigel (IN) stated that the Rules Committee will be meeting next week. The Rules Committee will be looking into proposals that did not pass at the last ABM meeting, retaking rules issues, and Rule 3.107(a)(12).

*Training Committee Report:* Commissioner D. Ege (AZ) stated that the Training Committee met on April 3rd.

Training Committee News
- Working on new curriculum for Violation Report Process
- New ideas for APPA workshop
- Upcoming joint meeting with DCA Liaison Committee for ABM planning

Training Stats
- Ondemand-Last 30 days
  - Over 120 unique attendees
- WebEx Trainings-Feb & March
  - Approximately 450 participants

Upcoming Trainings
- Iowa onsite trainings-late April, early May
- General Rules (3 hrs) May 20th
- Eligibility (90 min) May 21st
- Mandatory Retaking for Sign Violations May 27th
- Mandatory Retaking for Felony or Violent Crimes & Absconders May 28th
- Probable Cause Hearing May 29th

*DCA Liaison Committee Report:* Commissioner C. Moore (GA) stated that the DCA Liaison Committee and the Training Committee will have a joint meeting to discuss the ABM trainings.

*Technology Committee Report:* Commissioner A. Precythe (NC) presented her report to the Committee:
- ICOTS Help Desk
  - 187 tickets were created in March 2014, a 7% increase from February 2014

Approved on 6/10/2014. B.S.
icaos website
  all website visits:
    • march 2014: over 42,100
      • up 12% from february 2014
  mobile visits:
    • march 2014: over 9,300
      • up 45.3% from february 2014
      • accounted for 22% of all website traffic

icots enhancements
  • national office is organizing a work group to review enhancement functionality before requesting quotes from appriss
  • meeting scheduled for april 22nd

fbi ndex data sharing
  • working with ndex to configure an application to transfer compact case data to their servers

compliance committee: commissioner m. mcalister (nh) stated that the compliance committee has not met since the last executive committee meeting.

finance committee report: commissioner c. lauterbach (ia) stated that the commission is about 1% under the budget for fy2014.

region reports:
  east region: the east region met on february 10, 2014. the region had a quorum and discussed number of topics including abm and border states issues.

south region: the south region will meet on april 16, 2014.

west region: the west region will be meeting on april 21st 2014 to elect its chair.

midwest region: the midwest region has not met since the last executive committee meeting.

executive director report
executive director h. hageman presented his report to the committee:

complaints, conflict resolution and misc:
  the commissioners in nd and ga resolved their dispute over a retaking issue.

dues:
  the national office sent out the annual dues invoice.

compliance audits:
The MD compliance audit is rescheduled for May 15, 2014 and the staff is preparing for the FY 2015 compliance audits.

Technology:

X. Donnelly is working with Appriss on the quote for the enhancements recommended by the Technology Committee.

X. Donnelly and K. Terry are also working on establishing a test environment to test the most recent upgrades to the website’s software.

New Jersey is registering its victims for Vine Watch.

There have been 164 benchbook downloads, mostly via ITunes.

Other:

The national office is in the process of drafting a survey policy.

The national office is in the initial stages of drafting the annual report.

K. Terry put out the request for sanctioning grids. Seventeen states have responded.

P. Tuthill is being honored with a special award by Department of Justice.

Legal Counsel Report: Legal Counsel R. Masters contacted Puerto Rico commissioner for the possibility to add the interest due from FY2014 to the FY2015 invoice. Commissioner Colon referred him to the Legal Counsel at the Governor’s office.

Commissioner C. Gibson-Beltz (NE) moved to go into executive session to discuss pending litigation with California. Commissioner A. Precythe (NC) seconded. Motion passed.

Commissioner S. Andrews (OH) moved to exit the executive session. Commissioner C. Moore (GA) seconded. Motion passed.

Old Business

ABM Workgroup: Commissioner S. Andrews (OH) informed the Committee that the ABM workgroup will be working with the DCA Liaison and Training Committees on the Annual Business Meeting’s agenda and trainings.

Adjourn

Commissioner S. Andrews (OH) moved to adjourn. Commissioner A. Precythe (NC) seconded.

The meeting adjourned at 2:31 pm ET.