INTERSTATE COMMISSION FOR ADULT OFFENDER SUPERVISION

EXECUTIVE COMMITTEE MEETING

Tuesday, April 11, 2006

Lexington, Kentucky

Committee Members in Attendance:

1. David Guntharp (AR)
2. Joe Kuebler (GA)
3. Milt Gilliam (OK)
4. Ann Hyde (SC)
5. Warren Emmer (ND)
6. Dori Ege (AZ)
7. Ken Merz (MN)
8. Genie Powers (LA)
9. Harry Hageman (OH)
10. Robert Oakes (AL)
11. Pat Tuthill (ex-officio)

Committee Members Not in Attendance:
1. Mike De Pietro (NY)

Staff

1. Don Blackburn
2. Ashley Kenoyer
3. Stephanie Scott
4. Whitney Hall
5. Mindy Spring
6. Xavier Donnelly
7. Rick Masters
• D. Guntharp, Chair, called the meeting to order at 8:44 a.m. EST. Ten members were present, establishing a quorum.
• D. Ege asked what “good condition” meant in describing the shape of the budget in the March 14, 2006 minutes.
• G. Powers advised that the Commission was on track to meet the budget this year, and the minutes should be revised to include this clarification.
• **Motion to approve the March 14, 2006 minutes as amended was made by D Ege., seconded by W. Emmer with revisions including: replace “the” with “a” in the last sentence of the second bullet under Rules Committee section, and insert Don in front of LaFratta on the last page of the minutes.**
• Minutes approved with corrections.
• **Motion to approve the revised Agenda for this meeting made by H. Hageman and seconded by A. Hyde. Motion to approve revised Agenda passed.**
• Motion passed.
• D. Guntharp stated this meeting was to set the stage for the Fall meeting and it is crucial the group take their role as the Executive Committee seriously, and plan accordingly.
• D. Guntharp gave presentation on the Role of the Executive Committee.

**Executive Director's Report**

• D. Blackburn brought issues facing the compact to the attention of the Executive Committee as a whole.
• D. Blackburn gave presentation on the Progress of the National Office.
• D. Blackburn noted that the improvement of our website and other technological improvements have enhanced communications within the compact.
• D. Blackburn also commented on the Challenges of the Compact. These challenges include controlling the budget when paying for NACIS with the dues, educating Executive Board on its roles, and further support of NACIS. Also, D. Blackburn noted that the compact must stay competitive with the open market regarding staffing.
• D. Blackburn commented on the inactivity of some commissioners in the compact. Also, the Executive Committee needs to communicate with and educate the DCAs because they do the day-to-day activities of the compact.
• D. Blackburn explained the trainings done this year and the technology used to boost it.
• D. Blackburn expressed his appreciation for the members present and for their support and efforts.
Technology

- J. Kuebler gave a presentation on the Technology Committee, showing our website statistics since 5/4/2005.
- J. Kuebler presented the idea of securing the NACIS system and the website.
- J. Kuebler discussed the realignment of the MIS Department within the National Office.
- Discussion of potential grant funding for a toolkit that would assist states with integration for NACIS took place.
- D. Guntharp asked if the Tech Specs will be up to par now. D. Blackburn assured him that it should be.
- D. Blackburn noted that Rob Miller has suggested that if Softscape comes back with a nonworking system, we look into terminating contract.
- J. Kuebler went on to discuss UAT, scheduled to begin May 22, 2006 with a Three-Phase Approach that is expected to last three weeks.
- J. Kuebler introduced the new ex-officio member to the Technology Committee, John Gusz (NJ,) a member of the JAD group and was the Chair of the Tech Comm. for the Juvenile Compact.
- J. Kuebler thanked Don and the National Staff for their efforts on behalf of the Technology Committee.
- D. Blackburn discussed the restructuring of the MIS Dept. in the National Office explaining that hiring an IT Manager would make the National Office top-heavy. Presenting another option, hire two people at the almost the same cost of one manager. D. Blackburn stated that this new structure would give the National Office the most “bang-for-our-buck”. Including the need for hiring a new member of the MIS staff immediately and then hire the other member when we get into UAT.
- D. Ege made a motion and R. Oakes seconded, that the National Office defer the hiring of a tech. manager, and spend these funds on hiring two new tech. positions, filling one position now and one position during UAT.
- Motion passed.

Rules

- M. Gilliam stated that the Rules Committee has held 1 face-to-face meeting and 1 teleconference. He was extremely impressed with the amount of work done at the February meeting in Lexington. Several rules were revised, and a few new rules were added.
- The Rules Committee got through Chapter Five rule changes.
- M. Gilliam discussed significant changes in rules during this face-to-face meeting.
- Currently, he is working on final rules and justifications from the Feb. meeting that will be posted on the website for comments from commissioners.
M. Gilliam said the next face-to-face meeting is scheduled for the last week of June 2006, where the Rules Comm. will take these comments into consideration and make adjustments accordingly.

Discussion took place on how changes are currently proposed to the Rules Committee.

D. Guntharp stated if there are two committees making proposals for a particular rule, this sends the rule in two different directions. And, thus, the rule might need to be rewritten.

D. Blackburn stated that when a commissioner wants an amendment to be passed he has to write suggested language for a rule.

M. Gilliam went through several of the major revisions to rules proposed at the face-to-face meeting in February.

M. Gilliam suggested that the Rules Committee would need four hours at the Annual Business Meeting.

Discussion took place for when the commission can vote for a rule to be sent back to the rules committee. M. Gilliam recommended the rules sent back to the committee be referred during New Business.

**Training**

A. Hyde gave her presentation on the progress of the Training Committee.

This presentation included information on WebEx Trainings, Face-to-Face trainings, Commissioners’ Handbooks, etc.

A. Hyde expressed the importance of the Bench Book in getting information on the Compact Rules out to judges. She presented a proposal for charging $25 for the original hard copy of the Bench Book with binder, $15 for hard copy updates without binder, $5 for the CD version, and the electronic version will be free of charge.

**Motion made by H. Hageman and seconded by W. Emmer to adopt the revised bench book proposal to go into affect immediately.**

**Motion passed.**

**Compliance**

D. Blackburn informed the Executive Committee of the new Advisory Opinions and Dispute Resolutions on which the National Office has been working.

W. Emmer stated that some issues are not getting to the level of the national office.

W. Emmer proposed the development of a fine schedule for non-compliance.

Discussion took place surrounding ways to help DCAs communicate more effectively.

D. Guntharp suggested bringing the DCAs to the Annual Business Meeting for training.
• W. Emmer asked the Committee for suggestions on how to energize non-functioning Commissioners. One suggestion was a letter from the Chair. W. Emmer also suggested that the compact have an informal network of people to contact these inactive Commissioners.
• D. Guntharp suggested sending the regional representative in to have a face-to-face meeting with inactive Commissioners, speaking about the importance of staying active within the compact.
• W. Emmer talked about the possibility of the Compliance Committee and the Rules Committee having a combined meeting.
• W. Emmer confirmed that this joint meeting can happen tentatively June 26th and 27th 2006.
• W. Emmer expressed his appreciation of the national office’s work in handling dispute resolutions, and asked D. Blackburn to send some issues to the Compliance Committee. Then the Compliance Committee would then send a proposal on the issue back to the National Office.
• D. Guntharp asked W. Emmer how much time the Compliance Committee would need at the Annual Business Meeting. The Compliance Committee will be given 45 minutes to present at the Annual Meeting in October.

Finance
• G. Powers presented the FY06 Budget and the Proposed FY07 Budget to the Committee.
• D. Blackburn explained that the Commission isn't like a government entity that cannot keep carryover funds.
• D. Blackburn introduced the idea of involving vendors in the Annual Business Meeting to increase funds.
• A. Hyde presented the Training Budget.
• A. Hyde proposed a plan to include DCAs in the Annual meeting in the fall for a training and meeting to increase communications. Two proposals were shown to the committee for adding the DCA meeting to the Annual Business Meeting in October. Option 1 proposed the Commission paying for hotel and per diem. Option 2 proposed the Commission paying for airfare.
• W. Emmer moved a motion to support Option 2 without a luncheon. D. Ege seconded this motion.
• Motion passed.
• Motion moved by W. Emmer, seconded by A. Hyde, that we write the letter to PPCAA as drafted in the April 4th letter by Rick Masters, and further empower our attorney to take whatever litigation he deems necessary to get this resolved within a timeframe to be specified later.
• Motion passed.
• G. Powers made a motion to approve budget with adjustments to Training and Technology budgets.
• D. Ege moved to table the motion in order to wait for the Committee to discuss National Office Staff salaries so the final vote on the budget would reflect this discussion.
• D. Guntharp suggested that G. Powers come in once a quarter for meetings with D. Blackburn and the finance director at CSG to keep up to date.

Victim’s Representative Report

• P. Tuthill reported about victim’s teleconference, stating that the Victims’ Representatives do not have a real connection to the compact offices.
• P. Tuthill stated that as a Victims’ Rep she feels responsible for asking them what is going on in their state.
• P. Tuthill says she plans to have more Victims’ Rep Meetings in the future.

South

• R. Oakes reported no changes since the last report.
• M. Gilliam proposed to bump the next South Region meeting to May.

West

• D. Ege reports no changes for the West Region since the last meeting.

Mid-West

• K. Merz said that his region has a meeting every quarter.

East Region

• M. DePietro sent a memorandum in his absence which was read by D. Blackburn. His opinion is that the National Office is understaffed recommending adding more staff. Also, he suggests that D. Blackburn looks at salaries every quarter to keep up to par with local standards. M. DePietro included participation of DCAs in his memorandum proposing the Commission provide funding for DCAs to meet with the Executive Committee in April.

Legal Counsel

• R. Masters discussed his insert in this meeting’s binder regarding the duties of officers and directors. There is a duty of loyalty to the entire commission as a whole not just respective states.
New Business

- D. Guntharp opened discussion on amending the Bylaws to include keeping the previous Executive Committee Chair on the Executive Committee after a new chair is elected for two years.
- J. Kuebler moved to propose to amend the Bylaws so that the previous Executive Committee Chair remain a non-voting member of the Executive Committee for up to two years after his/her term as the chair, seconded by M. Gilliam.
- Motion passed.
- D. Ege explained that the Sex Offender Ad Hoc Comm. is discussing recommendations to revise the rules on Sex Offender movement. The Committee is also following the progress of US Senate Bill 1086 on Sex Offenders.
- D. Blackburn gave a staff report of the national office.
- The committee excused the National Office Staff to evaluate salary schedules.
- Executive Committee went into Executive Session with separate minutes. These minutes are filed with the Human Resources Department with the Council of State Governments
- **Motion made by D. Ege and seconded by G. Powers to adopt the FY 2007 budget with adjustments. Motion passed.**

Adjourn

- Motion to adjourn made by D. Ege, seconded by W. Emmer. Meeting adjourned at 4:54pm.