Members in Attendance
1. Warren Emmer (ND)
2. Genie Powers (LA)
3. Maureen Walsh (MA)
4. Ken Merz (MN)
5. Dori Ege (AZ)
6. Ann Clarke (SC)
7. William Rankin (WI)
8. Harry Hageman (OH)
9. Milt Gilliam (OK)
10. Robert Guy (NC)
11. Pat Tuthill (ex-officio)
12. Rick Masters (ex-officio)

Staff
1. Don Blackburn
2. Ashley Hassan
3. Mindy Spring
4. Xavier Donnelly
5. Kelli Price
6. Kevin Terry
7. Sam Razor
8. Nicole Smith

Guest
1. Patricia Malone

- The meeting was called to order at 8:53 a.m. Nine members were present, establishing a quorum.
- A. Clarke made a motion to approve Robert Guy to replace Leo Lucey as Compliance Committee Chair. G. Powers seconded. Motion passed.
- K. Merz made a motion to approve the agenda. A. Clarke seconded. Agenda approved.

Rules Committee Update
W. Rankin stated that John D’Amico is no longer a Commissioner, resulting in a vacancy on the Committee. He asked that the East and South Regions recommend replacements to him.

Training Committee Report
A. Clarke discussed recent WebEx trainings and the updated Bench Book for Judges.
She indicated that the Training Committee was developing new trainers and a training guide.

Information/Technology Committee Report
H. Hageman gave an overview of the proposals submitted to develop the information system. He stated that the Committee had chosen the proposal from Apriss.
There was preliminary discussion of funding the project and the costs associated with it.
H. Hageman expressed his confidence in the Committee’s choice of vendor.
W. Emmer asked about a timeline for development. H. Hageman stated that with an aggressive schedule, the project could be completed approximately a year after the contract is signed.
There was discussion of project managers. S. Razor was made the project manager in charge of handling day to day correspondence and action and having Rob Miller act as assistant project manager.
There was discussion of the long term cost of the database.
P. Tuthill asked if the contract included provisions for victim notification.
There was discussion of sharing information with the vendor, and the permissions that would be assigned.
D. Blackburn stated that the Executive Committee should decide what would be shared with the vendor.
H. Hageman stated that each state should decide its own permissions.
D. Blackburn suggested making the vendor pay for sharing and permissions.
K. Merz passed out information and a letter from Minnesota’s IT department regarding the development of an interstate system.

Compliance Committee Report
R. Guy stated that the Committee had decided to send D. Blackburn and another Commissioner to Texas by July 1, 2007 to review the plan of action and report back to the Committee. He stated that D. Blackburn and another Commissioner would be sent to Pennsylvania by August 1, 2007 to do the same.
R. Guy stated that he planned to prepare a report for the full Commission in August.
R. Guy stated that he wished to formalize a process of auditing for the future.
D. Ege asked if the audits in Pennsylvania and Texas would just be looking at the framework agreed upon at the 2006 Annual Business Meeting. R. Guy stated that she
was correct, but that he wanted to standardize compliance audits for the future after both of these corrective action plans were complete.

- There was discussion of the reports submitted by Texas and Pennsylvania, and the audit directive provided to Pennsylvania.
- W. Rankin stated that he believed a true audit should pull from all cases, not just interstate cases to help determine if there are offenders who are missing.
- D. Blackburn stated that he did not believe that Texas had provided a valid audit plan.
- A. Clarke made a motion to approve funding for D. Blackburn and someone selected by the Compliance Committee Chair to travel to Texas and Pennsylvania to conduct an audit. G. Powers seconded. Motion passed.

DCA Liaison Committee Report
- There was discussion of the new web page.
- M. Gilliam stated that some of the goals of the Committee were to use the expertise of DCAs through region meetings and written communication, and increasing the involvement of the DCAs in the Commission.
- He stated that the ultimate goal of the Committee was to be sure that Commissioners had the best information available in order to make informed decisions.
- M. Gilliam stated that the Committee would be meeting on May 17, 2007 to discuss the rule proposals.
- M. Walsh stated her concern that the Committee could lead to pitting DCAs and Commissioners against each other, and that increasing the involvement of DCAs could result in taking away the role of Commissioners.
- W. Rankin stated that he could see the value of hearing comments from DCAs, but is concerned that states will not have unity of comments between Commissioners and DCAs.

Finance Committee Report
- The Committee reviewed the Fiscal Year 2008 budget.
- There was discussion of possible arbitration outcomes and their potential effects on the budget.
- There was discussion of raising the state dues on a regular schedule.
- There was discussion of the costs of DCA attendance at the annual business meeting.
- There was discussion of the hidden cost of ICOTS (i.e. training).
- S. Taylor stated that he recommended a 3% dues increase. He also recommended that an emergency teleconference be called if the Commission loses the arbitration.
- S. Taylor stated that the Commission has enough reserves to carry it through to Fiscal Year 2009.
- W. Emmer noted that there were draconian options available such as not including the DCAs in the Annual Business meeting.
- W. Emmer asked if the Commission would be able to provide a 4% increase for staff if there was no 3% increase in dues in 2009. S. Taylor stated that the Commission would be able to provide that for one year.
• S. Taylor stated that there were several key decisions to be made:
  1. Does the Committee move forward on the budget under the assumption that it will lose all of the money asked for in the arbitration.
  2. Does the Committee vote to fund bringing DCAs to the Annual Business meeting.
  3. Does the Committee vote to give staff the normal raises recommended by CSG.
  4. Determine the ongoing costs of ICOTS and its contract.
• S. Taylor noted that even if the Committee decided to fund everything and still lost the arbitration, the Commission would have enough money to carry it through Fiscal Year 2009 before it started to go into the red.
• There was discussion of the optimal amount for reserves.
• M. Walsh noted that the cost centers for the budget projections made no account for inflation or rising business costs.
• S. Taylor stated that this highlighted the need for a dues increase.
• The Committee entered Executive Session.

Vice-Chair Report
• G. Powers went over the costs for the 2007 Annual Business meeting. She discussed the budgetary impacts of including the DCAs.
• The Committee discussed the microphones to be used, and agreed that they wanted single microphones for the Commissioners.
• W. Emmer noted that there would be region chair elections at the 2007 Annual Meeting.
• K. Price gave an overview of the proposals received to host the 2008 Annual Business Meeting.
• D. Ege made a motion to accept the bid in Palm Springs, California, with a backup plan to have the meeting in Lexington, Kentucky, and for the Committee to revisit the topic at its June meeting. K. Merz seconded.
• Motion passed.
• The Committee discussed possible ways to address attrition. Suggestions included adding attrition to the yearly dues assessment, having DCAs book their own rooms, or requiring participants to use a credit card through a secure site.
• M. Walsh made a motion to use a combo package for Annual Business meeting registration, by using the ShopICAOS merchant account to record credit card information for anyone who defaults on their reservation.
• M. Walsh noted that tacking attrition to yearly dues poses a problem for bifurcated states.
• K. Merz expressed apprehension about using a personal credit card and asked about reimbursement in case of personal emergencies.
• P. Tuthill asked if the credit card numbers would be deleted out of the secure system after the meeting. X. Donnelly stated that they would.
• A. Clarke seconded the motion.
• Motion passed.
• There was discussion of the 2007 Annual Business Meeting agenda.
• W. Emmer stated that the agenda would be modified to move region reports to the following morning and moving the Sex Offender Ad Hoc Committee Report to the end of the day.

• D. Ege moved to go into Executive Session to discuss staff salaries and performance. M. Gilliam seconded. Motion passed.

**Sex Offender Ad Hoc Committee Report**

• **R. Guy made a motion to accept the definition presented by the Sex Offender Ad Hoc Committee and forward it on to the Rules Committee. M. Walsh seconded. Motion passed.**
• There was discussion of the editorial authority of the Rules Committee.
• W. Emmer stated that he assumed that the Rules Committee could change proposals as necessary to make them consistent with other rules and proposals.
• M. Gilliam stated that if the Executive Committee passed the proposal to the Rules Committee, then it must be passed to the body as written.
• **K. Merz made a motion to reconsider. M. Walsh seconded.**
• **M. Walsh made a motion to add “and, if approved” to the proposal for Rule 3.103-3. M. Gilliam seconded. Motion passed with one opposed.**

**Victims Representative Update**

• P. Tuthill stated that she had sent an email to her Committee members asking for input to the Victim Representative web page.
• P. Tuthill stated that she would be attending a Victim Council meeting in Phoenix and a Victim Conference in Georgia in the coming months.
• P. Tuthill asked to be included on the agenda at the 2007 Annual Business Meeting.

• **The Committee recessed at 5:00 p.m. EST.**

**Wednesday, May 2, 2007**

**Members in Attendance**

1. Warren Emmer
2. Genie Powers
3. Maureen Walsh
4. Ken Merz
5. Dori Ege
6. William Rankin
7. Harry Hageman
8. Milt Gilliam
9. Robert Guy
10. Rick Masters (ex-officio)

**Staff**

1. Don Blackburn
2. Ashley Hassan
3. Mindy Spring
The Committee reconvened on May 2, 2007 at 8:35 a.m. EST.

W. Emmer gave an overview of the remaining agenda items.

Executive Director’s Report

- D. Blackburn discussed the Legal Advisory Group and the new Advisory Opinion process.
- D. Blackburn gave an overview of the on-site trainings, conferences, and state council meetings that he has attended since the last Executive Committee meeting.
- M. Spring discussed WebEx, giving an overview of the types of trainings available and the number of participants trained.
- X. Donnelly discussed on-demand training, including the types of training available, the increase in use, and the individuals who are targeted by the trainings available. D. Blackburn asked the Committee for guidance as to how better to promote the on-demand trainings available.
- S. Razor discussed reports, including the types of reports available and reporting participation.
- There was discussion of the reliability of self-reporting. S. Razor noted that some states do not reply, while others report the same numbers every month.
- H. Hageman suggested auditing states with bad reporting records or sending a letter to those states telling them to report accurate information.
- D. Blackburn asked if the Executive Committee would like him to send a list of noncompliant states to the Compliance Committee.
- W. Emmer noted that reporting would improve after the implementation of ICOTS.
- There was discussion of sending the issue to the Compliance Committee.
- W. Emmer asked D. Blackburn to draft letters for R. Guy to sign and send out to states that are in noncompliance by failing to report or not reporting complete data. R. Guy stated that he believed a letter from the Executive Chair, copying the Compliance Chair, would be more effective.
- W. Emmer asked that the letter include information regarding why it is important to report accurate data. He noted that Jane Seigel from Indiana could be asked to share her experience.
- D. Blackburn asked for suggestions as to how to better educate people about reporting. D. Ege suggested it be emphasized in Commissioner training, and G. Powers suggested it be addressed in region meetings.
- K. Terry gave an overview of the new website design and features.
- K. Merz asked that a copy of the Executive Director’s presentation be sent to the entire Executive Committee.
• D. Blackburn asked how else this information could be shared with Commissioners. W. Emmer stated that the issue should be added to the agenda for the Executive Committee Strategic Planning Session scheduled for June.
• R. Guy warned that the Committee should be careful not to overload the staff.
• D. Ege asked when the website would be up. K. Terry stated that he expected it would be ready in a month to two months.
• X. Donnelly noted that the Judiciary on-demand modules would be available within the next two weeks.

Legal Counsel Report
• D. Ege made a motion to go into Executive Session. G. Powers seconded.

• There was discussion of possible dates for the Executive Committee Planning Session.
• W. Emmer made closing remarks.
• G. Powers made a motion to adjourn. D. Ege seconded. Meeting adjourned at 10:20 a.m.