Interstate Commission for Adult Offender Supervision
Executive Committee Meeting Minutes

2:00 p.m. EDT
May 12, 2009
WebEx

Members in Attendance:
1. Ken Merz  Chairman, MN
2. Milt Gilliam  Vice-Chair, OK
3. Kevin Kempf  Treasurer, ID
4. Dori Ege  AZ
5. Wayne Theriault  ME
6. Warren Emmer  ND
7. Linda Janes  OH
8. Gary Tullock  TN
9. Kathie Winckler  TX
10. Ed Gonzales  NM
11. William Rankin  WI

Members not in Attendance
1. Mike McAlister  NH
2. Pat Tuthill  Ex-Officio, FL

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

Call to Order
Chairman K. Merz (MN) called the meeting to order at 2:03 pm EDT. Eleven out of twelve members were present. Quorum was established.

Approved on 06.09.2009. B.S.
Agenda
The agenda was approved by acclamation as drafted.

Minutes
Commissioner W. Theriault (ME) moved to approve the minutes from April 23, 2009. Commissioner K. Winckler (TX) seconded. Commissioner K. Winckler (TX) requested to correct Governor’s name on page 15. The minutes were approved as amended.

Rules Committee: Commissioner W. Rankin (WI) informed the Committee that the Rules Committee would meet on May 14 to finalize the Rules amendments’ justifications. All the proposals will be posted on the Commission website on May 15, 2009.

Training Committee: Commissioner D. Ege (AZ) met with the National Office and Commissioner W. Emmer (ND) to discuss 2009 Annual Business Meeting training topics.

Technology Committee: Commissioner K. Winckler (TX) presented her report to the Committee:
- Discussion items from meeting with Appriss
  - Additional Reports
    • Appriss will develop six new reports for ICAOS
    • Appriss will develop the ability for a user to save a “template” of a report
  - Discussion of Pop-up, Back Button
    • ICAOS will pay for the Pop-up box
    • Appriss will review screens with ICAOS and estimate the work to implement back logic
  - Document Appriss is to be held accountable
  - 4.0 Release
- Commissioner K. Winckler (TX) presented the spreadsheet of April’s Support Calls
- Commissioner K. Winckler (TX) informed the committee that the national office is inputting the missing data required for data collection
  - Commissioner K. Winckler (TX) discussed ICOTS Reports and the types, frequency and distribution
  - Commissioner K. Winckler (TX) informed the committee that
  - Appriss is working on delete requests and developing functionality for merging.

Commissioner K. Winckler (TX) will get back to Commissioner D. Ege (AZ) on the status of the PDF document and Reply button.

DCA Liaison Committee: The DCA Liaison Committee will meet on May 19, 2009 to discuss topics for the DCA region meetings.

Approved on 06.09.2009. B.S.
*Finance Committee:* Commissioner K. Kempf (ID) informed the Committee that the Commission’s finances remain under the budget.

*Executive Committee:* Chairman K. Merz (MN) informed the Committee that T. Moose was appointed as the NC Commissioner and C. Lauterbach was appointed as the IO Commissioner.

Chairman K. Merz (MN) informed the Committee that Vice-Chair M. Gilliam (OK) was appointed to serve as an Ex-Officio for the Juvenile Interstate Compact.

*East Region:* Commissioner W. Theriault (ME) informed the Committee that he was waiting on agenda items from member states for the East Region meeting on May 28, 2009.

*South Region:* Commissioner G. Tullock (TN) thanked Executive Director H. Hageman for chairing the South region meeting on May 7, 2009.

Commissioner G. Tullock (TN) will be contacting newly appointed Commissioner T. Moose (NC).

*Midwest Region:* Commissioner L. Janes (OH) informed the Committee that the Midwest region was scheduled to meet on June 10, 2009. The Region will discuss the topics suggested at the last Executive Committee meeting.

Commissioner L. Janes (OH) will be contacting newly appointed Commissioner C. Lauterbach (IO).

*West Region:* Commissioner E. Gonzales (NM) informed the Committee that the West region is scheduled to meet on June 2, 2009.

*Executive Director Report:* Executive Director H. Hageman presented his report to the Committee:
- FY 10 Dues Invoices were mailed to the Commission members
- 2009 Annual Report: the Committee will discuss the contents and layout at their next meeting.
- Retention policy: recommendation to include language that specifies that the policy applies to the National Office and not Commissioners
- S. Razor gave a presentation at the Corrections Technology Association, Albany, New York
- Travel Policy was updated to cover general baggage fees.

Approved on 06.09.2009. B.S.
• 2009 Annual Business Meeting: Committee Chairs Presentations. The Committee decided to postpone this discussion till the next meeting.

• Executive Director H. Hageman asked the committee if they would like to invite the Juvenile Compact to become an Ex Officio Member. The committee had discussion on this matter.

**Commissioner W. Emmer (ND) made a motion to invite the Interstate Commission for Juvenile Offenders to become an Ex Officio member of the Commission. Commissioner W. Theriault (ME) seconded. Motion carried by vote of ten (10) to one (1).**

Commissioner K. Winckler (TX) suggested having the 2008 Annual Report in digital form, rather than printed. The Committee decided to postpone discussion until its next meeting.

**Legal Counsel:** Legal Counsel R. Master informed the Committee that all legal actions against Puerto Rico were terminated.

Legal Counsel R. Masters informed the Committee that the letter was sent to Governor Barbour (MS).

**Old Business**
There was no Old Business.

**New Business**
The Executive Committee discussed the offenders transfer procedures during the influenza pandemic and other disasters brought to the Committee attention by Commissioner G. Powers (LA). The Committee decided no action needed to be taken on this issue.

The Committee discussed the development and necessity of the ICOTS Public Portal. The Technology Committee would review these issues and make a recommendation to the Executive Committee at its next meeting.

**Adjourn**
Commissioner W. Emmer (ND) moved to adjourn the meeting. Commissioner E. Gonzales (NM) seconded. Motion passed.

The meeting adjourned at 3.08 pm EDT.