Members in Attendance:
1. Milt Gilliam   Chairman, OK
2. Charlie Lauterbach  Treasurer, IA
3. Chris Norman   AL
4. Dori Ege      AZ
5. Mark Cadotte  OR
6. Mike McAlister NH
7. Scott McCaffery ME
8. Kim Madris    NV
9. Pat Tuthill   Ex-Officio, FL

Members not in Attendance:
1. Kevin Kempf   Vice-Chair, ID
2. Gary Tullock  TN
3. Kathie Winckler TX
4. Sara Andrews  OH

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

Call to Order
Chairman M. Gilliam (OK) called the meeting to order at 2:03 pm EDT. Eight voting members were present, establishing a quorum.

Agenda
Commissioner M. Cadotte (OR) requested to change the following: *approval of the minutes from April 18, 2012*.

Commissioner M. Cadotte (OR) moved to approve the agenda as amended. Commissioner S. McCaffery (ME) seconded. Agenda approved as amended.

**Minutes**

Commissioner M. Cadotte (OR) requested to make the following changes to the minutes:
- Paragraph 4, page 4 – *M. Cadotte (WAOR)*
- Paragraph 4, page 8 – *teh the description*
- Paragraph 5, page 12 – *to enter the Executive Session to discuss pending ICOTS contracts personnel issues*.

Commissioner C. Norman (AL) moved to approve the minutes from April 17, 2012 as amended. Commissioner C. Lauterbach (IA) seconded. Minutes approved as amended.

**Discussion**

*Training Committee Report:* Commissioner D. Ege (AZ) presented the Training Committee report:

**Training Statistics**
- General Rule training
  - April 19th (58 Attendees)
- Mini-Trainings
  - Significant Violations April 23rd (55 Attendees)
  - Violent Offenders/Absconders April 24th (57 Attendees)
  - Probable Cause Hearing April 25th (70 attendees)

**Upcoming Trainings**
- General Rule training
  - May 16th
- Mini-Trainings – Significant Violations, Violent Offenders/Absconders & PC Hearings
  - May 22nd, 23rd & 24th
- Training Reports (Team Leader) Training for On Demand Modules
  - May 21st & 22nd

**Work in Progress**
- New ICOTS demos-Formatting to publish
  - Pending Action Item
  - Editing a document I created, but have not submitted
  - Creating a Transfer Request
  - Setting up Preferences
  - Compact Action Reply
  - Compact Workload & Manage Caseload Training for Supervisors
- New On Demand Modules-Drafting Scripts-Formatting to publish
  - Significant Violations
  - Violent Offender/Absconder
  - PC Hearings
- New Mini Training-Eligibility
Finalizing PPT
- Jail Administrator Training
  - Finalizing PPT – the National Office put together an outline
- 2012 ABM training preparations
  - Scheduling joint meeting with the DCA Liaison Committee

Chairman M. Gilliam (OK) is working on a training presentation for the upcoming National Prosecutors Conference in South Dakota.

**DCA Liaison Committee Report:** Commissioner K. Madris (NV) stated the DCA Liaison Committee met on May 10, 2012 where she appointed regional chairs. The Committee will have a joint meeting with the Training Committee on June 14, 2012.

The DCA region chairs will report on their meetings at the next DCA Liaison Committee meeting on August 9, 2012.

**Technology Committee Report:** Commissioner M. Cadotte (OR) presented his report to the Committee.
- ICOTS Contract was signed and will become effective June 1, 2012.
- ICOTS Help Desk
  - 168 tickets were created in March, a 16% decrease from February
  - 186 tickets were created in April, a 10% increase from March
  - 25 pending tickets are currently awaiting resolution or documentation as a known bug by Appriss
- Public Web Portal had 966 clicks in April.
- ICAOS Website
  - All website pageviews:
    - March: Over 115,000 (+21 from February)
    - April: Over 107,000 (-7% from March)
  - Mobile pageviews:
    - March: Over 2,700 (+24% from February), which accounted for 2.9% of all website traffic
    - April: Over 2,800 (+5% from March), which accounted for 3.2% of all website traffic
- Chinese hackers made unsuccessful attempt to break into the ICAOS website. The incident was reported to the FBI cybercrimes unit.
- The National Office is developing a design for the enhancement on violation reports and the retaking process

**Compliance Committee Report:** Commissioner M. McAlister (NH) stated that the Compliance Committee has not met since the last Executive Committee meeting; however it has the following pending matter - drafting an advisory opinion and the establishment of a state council.

The Compliance Committee has a new member – recently appointed Commissioner of Nebraska C. Gibson-Beltz
Finance Committee Report: Commissioner C. Lauterbach (IA) notified the Committee that the Commission has invested $100K over the 5 month period resulting in $6,527 of equity gains.

Executive Committee Report: Chairman M. Gilliam (OK) thanked the Committee members for the productive face-to-face Executive Committee meeting.

Region Reports:
East Region: Commissioner S. McCaffery (ME) proposed a few meeting dates to the East Region. The Regional chairs are working on a date to meet and discuss an agenda for the region meetings in August.

State of Maine is working on establishing a state council.

South Region: The South Region met on May 9, 2012 and had a quorum. The Region discussed retaking issues. The Region agreed that Rules on retaking are adequate and the Commission need to focus on training concerning retaking issues.

Midwest Region: The Region will be meeting in the upcoming months. Commissioner S. Andrews (OH) invited Commissioner Buscher (IL) to present at the Annual Business Meeting in Madison, Wisconsin.

West Region: Commissioner M. Cadotte (OR) stated the West Region will meet on May 15, 2012.

Executive Director Report
Executive Director H. Hageman presented his report to the Committee. He stated that West Virginia has been without a Commissioner for six months.

Commissioner M. Cadotte (OR) made a motion to refer the issue of West Virginia’s lack of commissioner to the Compliance Committee. Commissioner K. Madris (NV) seconded. Motion passed.

Executive Director H. Hageman met with GA Commissioner for a commissioner’s orientation.

Executive Director H. Hageman stated that California has issues with offenders that traditionally have been on parole, but will be reporting to local courts now. Commissioner Perez (CA) agreed to submit a corrective plan of actions.

Executive Director H. Hageman and Legal Counsel R. Masters are working on a dispute resolution between New York and Massachusetts and New York and Florida.

The National Office billed ICJ $425.

The National Office sent out the dues letters to the states.
Executive Director H. Hageman spoke with Fred Wilson, Deputy Director of Operation for National Sheriff Association, who recommended presenting ICAOS training’ resolution to their Training Committee at its annual meeting in December.

K. Terry is working on a project to link training pages to the rules pages on the website.

The National Office finalized and signed the contract with Boston Renaissance Waterfront Hotel for 2013 Annual Business Meeting.

*Victims’ Representative Report:* Per P. Tuthill’s request, Chief Justice VandeWalle agreed to speak at the Annual Business Meeting in Madison, WI.

Kansas DOC plans to invite P. Tuthill to give a presentation to its victims’ organization.

*Legal Counsel Report:* Legal Counsel R. Masters presented the Advisory Opinion 3-2012 to the Executive Committee on “whether an offender whose supervision was never transferred under the Compact and who subsequently absconds supervision is subject to the terms of the Compact and ICAOS rules and may the State, from which the offender absconded, return the offender under the Compact or is the Extradition Clause of the U.S. Constitution the only means by which such an absconder may be returned.”

**Commissioner C. Norman (AL) made a motion to proceed with the AO 3-2012. Commissioner M. Cadotte (OR) seconded. Motion passed.**

Legal Counsel R. Masters informed the Committee about the informal dispute issue between Florida and New York involving a NY offender on Compact supervision in Florida who committed a violation that was not recorded in ICOTS, before his ICOTS case was closed by New York.

Another informal dispute involves a MA offender who was relocated in New York with *non-supervision* order issued by a judge in Massachusetts. However, the order contains all the elements of supervision.

**Old Business**

*Social Security Number in ICOTS:* The Committee decided to postpone this discussion until Commissioner K. Winckler (TX) is present.

*ABM Agenda:* Commissioner D. Ege (AZ) presented the ABM training ideas survey to the Executive Committee members. She stated that based on the survey results – the major issues are retaking and eligibility.

She suggested replacing three breakout sessions on Tuesday, August 28 with a retaking workshop with presentation and a panel. The presentation will include Rules and Advisory Opinions.
The Committee discussed the Best Practices time slot in the agenda for Wednesday, August 29. The Committee agreed to have the following topics - ICOTS agents, shuttle services and different ways to fund retaking cost.

Commissioner M. Cadotte (OR) plans to include information on Oregon retaking funding in his Northwest Shuttle presentation.

Executive Director H. Hageman suggested Ohio and North Dakota as possible speakers for the retaking funding presentation.

Adjourn
Commissioner C. Norman (AL) moved to adjourn. Commissioner M. Cadotte (OR) seconded. The meeting adjourned at 3:26 pm EDT.