Members in Attendance:

1. Warren Emmer  Chair, ND
2. Genie Powers   Vice-Chair, LA
3. Milt Gilliam   OK
4. Robert Guy    NC
5. David Guntharp  AR
6. Gary Tullock   TN
7. Rich Bitel    NY
8. Dori Ege      AZ
9. Ann Clarke    SC
10. Ken Merz     MN
11. William Rankin WI

Members not in Attendance

1. Pat Tuthill   Ex-Officio
2. Scott Taylor  Treasurer, OR

Staff:

1. Harry Hageman
2. Ashley Hassan
3. Sam Razor
4. Xavier Donnelly
5. Barno Saturday
6. Kevin Terry
7. Mindy Spring
8. Rick Masters  Legal Counsel
Call to Order

Chairman W. Emmer (ND) called the meeting to order at 8:02 am EDT on May 29, 2008. Eleven out of twelve members were present. Quorum was established.

Approval of Agenda

Commissioner D. Ege (AZ) made a motion to approve the agenda, Commissioner R. Guy (NC) seconded. The agenda was approved.

Approval of Minutes

Commissioner A. Clarke (SC) made a motion to approve the minutes from April 8, 2008. Commissioner G. Powers (LA) seconded. The minutes were approved.

Opening Remarks

Chairman W. Emmer (ND) informed the Committee that the Training Committee chair A. Clarke’s (SC) retires in June 2008. Commissioner D. Ege (AZ) was appointed to serve as a new chair of the Training Committee.

Committee Reports

Rules Committee: Commissioner W. Rankin (WI) informed the Committee that DCAs K. Dunphy (RI) and K. Tucker (FL) resigned and DCA P. Malone (MA) joined the Committee. Currently, the Rules Committee has vacancies for (1) Commissioner from the East region and (1) Commissioner and (1) DCA from the West region.

Commissioner W. Rankin (WI) informed the Committee about Rules 3.101-3 and 3.103 editorial changes that took effect on February 17, 2008. The Committee had discussion on this matter.

Commissioner D. Ege (AZ) proposed to clarify the effective dates in Rules document. The Committee agreed on changes.

On April 24, 2008, the Rules Committee reviewed AO 1-2008 and concluded that no rule change was necessary.

The deadline to submit proposals for the Rules Committee consideration is January 2009.

The Rules Committee has received the following proposals:
- definition of supervision - (West Region)
- Rule 2.106 Offenders subject to deferred sentences – (South Region)
- definition of a business day – (Rules Committee)
- Rules 3.101-3(c) – (Midwest Region)
The Rules Committee will meet again in July 2008.

*Training & Education Committee:* Commissioner A. Clarke (SC) informed the Committee about the recent and upcoming WebEx sessions, on-site trainings in Texas, and Nevada.

Commissioner A. Clarke (SC) gave an overview of the on–demand usage statistics by quarter.

Commissioner A. Clarke (SC) informed the Committee that the Training Committee received continuing Legal Education accreditation from several states; released a training bulletin with a revision to Offender Violation Report form, updated form help files and was in the process of assisting with Training Documents for ICOTS.

The Training Committee along with the National Office established the following topics for the in-service trainings during ABM 2008: ICOTS, State Councils, Operational “Best Practices” for Compact Offices and Conducting a Self-Assessment.

*Finance Committee:* Commissioner S. Taylor (OR) called in to the meeting. He informed the Committee that the Commission was operating under budget. The Committee had discussion on state dues and were updated on Ad Hoc Committee work.

Commissioner K. Merz (MN) made a motion to continue with 6% dues increase forl 2010. Commissioner R. Bitel (NY) seconded. The motion passed.

Commissioner W. Rankin (WI) made a motion to create a new tier for any Compact members with dues ration below 0.001, effective 2010. Commissioner G. Tullock (TN) seconded. The motion passed.

The Committee discussed increases for the National Office staff.

Commissioner D. Guntharp (AR) made a motion to approve 5% cost of living increase for all National Office employees, other than Executive Director. Commissioner R. Guy (NC) seconded. The motion passed.

Commissioner D. Guntharp (AR) made a motion to approve 3.5 % cost of living increase for the Executive Director. Commissioner K. Merz seconded. The motion passed.

*Technology Committee:* Commissioner D. Guntharp (AR) mentioned that since six full months of website operation, over 13,000 users are registered averaging over 100,000 page views and 21,800 downloads per month.

MIS Project Manager S. Razor gave an update on the ICOTS project:

- Code Release 0.4 on May 15, 2008
- ICOTS Training Materials are being released to the Pilot States on June 1, 2008
- Pilot load data files deadline – August 15, 2008
- Nationwide load data files deadline – October 3, 2008
- Pilot launches on August 18, 2008
- ICOTS Launch nationwide on October 16, 2008

**Compliance Committee Report:** Commissioner R. Guy (NC) mentioned that Commissioner M. Walsh (MA) was appointed as a Vice-Chair and Commissioner C. Norman (AL) as member of the Compliance Committee.

The Compliance Committee had a face-to-face meeting on April 8-10, 2008 in Lexington, KY. This Committee discussed cases that involved interstate compact transfers from Massachusetts, and developing a compliance process and Self-Assessment Manual. Commissioner R. Guy (NC) will present the on compliance process at the general session in September 2008.

**Commissioner D. Guntharp (AR) made a motion to establish a workgroup led by the Vice-Chair that consists of Rules Committee Chair, Compliance Committee Chair and Training Committee Chair. Commissioner A. Clarke seconded. The motion passed.**

This workgroup on behalf of the Executive Committee will develop a report on major issues of the Compact.

**DCA Liaison Committee Report:** Commissioner W. Theriault (ME) and DCA K. Tucker (FL) joined the DCA Liaison Committee.

The DCA Liaison Committee is working on a DCA Mentoring program and the issues expressed by DCAs at the breakout sessions in Orlando, FL.

The DCA Liaison Committee will meet again in the following months to discuss the upcoming regional WebEx meetings and the DCA conference at the ABM 2008.

**Vice-Chair Report:** Vice-Chair G. Powers (LA) gave an overview of ABM 2008 registration process and the chosen site for ABM 2009 - Grand Sierra Hotel Reno, NV.

**Region Reports**

**East Region:** Commissioner R. Bitel (NY) informed the Committee about the upcoming face-to-face East Region meeting.

Commissioner R. Bitel (NY) met with Commissioner Rebecca Martinez (PR) as part of the mentoring program.
**South Region:** At the South Region meeting on April 15, 2008, Commissioner G. Tullock (TN) advised the region members to participate in different committees, Rules trainings, and establish an active state council.

The South Region sent its proposal to amend Rule 2.106 to the Rules Committee.

**Midwest:** The Midwest Region will meet on July 10, 2008 to discuss the ICOTS development process.

There are two new commissioners in the Midwest Region: Commissioner Ellen Brokofsky (NE) and Commissioner Linda Janes (OH).

The Midwest Region sent a proposal for Rule 3.101-3(c) to the Rules Committee initiated by Commissioner W. Rankin (WI).

**West Region:** Commissioner D. Ege (AZ) informed the Committee about the West Region meeting on March 11, 2008, where the following issues were discussed: ICOTS progress and implementation, state council issues, training and judges’ decisions that allow offenders to go out of state without permission and supervision.

The Region has (2) new commissioners in Nevada and Washington. The Region will meet again on June 10, 2008.

**Executive Director Report**

Executive Director H. Hageman presented the Executive Director’s report:

- Mentoring Program Update
  - Four new Commissioners (1)East; (2) West; (1) Mid-West
- Best Practice Update
- Compliance survey to determine states top three compliance issues
  - Offenders in Receiving State without permission or reporting instructions
  - Failure to complete investigations within appropriate time frame
  - Failure to retake an offender
- Request for CLE Credit
  - Colorado, Wyoming, Vermont, Alabama
- Legal Aid and Defense Associations Letter
  - American Bar Association
  - National Legal Aid & Defender Association
  - American Association for Justice
  - National District Attorneys Association
- APPA IEPD Meeting (Tampa, FL), Corrections Technology Association (Colorado Springs, CO), Indiana ICOTS presentation, Georgia Presentation
- Dues
  - FY08 is paid in full
  - FY09 currently receiving
• Data collection submissions are increasing. Notice sent to Commissioners for non-reporting.

After reviewing the State Council Guide, Compact Guide for Judicial Officials and Guide for Detaining and Retaking Compact Offenders tri-folds, the Committee decided to print for distribution only the State Council Guide tri-fold. There was concern for publications containing out of date Rules and other materials.

**Legal Counsel Report**

Legal Counsel R. Masters informed the Committee about his work on drug treatment language in Forms requested by the Training Committee.

Legal Counsel R. Masters informed the Committee on the Texas issue of retaining travel permits.

Legal Counsel R. Master reported to the Committee on a New Jersey and Pennsylvania issue regarding sex offender transfer. The Committee decided that R. Masters would follow up this issue with the Rules Chair and the East Region Chair.

**Old Business**

There was no Old Business.

**New Business**

Commissioner R. Bitel (NY) advocated budgeting face-to-face regional meetings.

The Committee decided to have its next meeting on July 8, 2008.

**The Committee recessed at 3:14 pm EDT on May 29, 2008.**

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The meeting resumed at 8:02 am EDT on May 30, 2008.

The Committee reviewed the ABM 2008 tentative agenda and discussed its timelines and presentations. The Committee agreed to have Appriss demonstration at the general session and the in-service training.

Executive Director H. Hageman presented 2007-2008 strategic initiatives:

**Bring Active and Informed Commissioners to the Table**

Accomplishments:
Mentoring Program
– In-Service Training at Annual Meeting
– Increase committee participation
– Discussion Forums on Website
– Region Chair Leadership
– Increase Commissioner Involvement
– Spirit Sightings
– Weekly Updates and Newsletters

Clarify Rules and Develop a Compliance Protocol
Accomplishments:
– Self-Assessment Program
– Best Practices
– Training Bulletins
– Advisory Opinions

National Training Plan
Accomplishments:
– Technical and Training Assistance Policy
– Executive Committee included $50k in budget
– Re-designed and upgraded On-Demand Modules
– Training for Deputy Compact Administrators on Rule Amendments

Biennial Rule Changes
Accomplishments:
– Commission vote in 2007, amended rule 2.109 to vote on rules in odd-numbered years

Executive Director H. Hageman presented 2009:

ICOTS
– Implement ICOTS
– Develop an ICOTS privacy policy
– Explore data sharing opportunities with other criminal justice agencies
– Develop an audit and reporting practice
– Explore future upgrades to ICOTS
  o Expanded integration data exchange between state systems and ICOTS

Training Technical Assistance
• Explore new on demand courses
  – ICOTS
  – New Commissioner
  – In-service
– Legal groups and attorneys
  • Explore providing CLU credit
  • Connect with defense attorney associations
– Quick tutorials for services or programs (Website, Self Assessment, etc.)
  • Expand the use of training bulletins to reduce the number of advisory opinions
  • Pilot the self assessment program
  • Expand WebEx in-service training
  • Create training library on DVD

Commissioner Involvement
• Continue to identify and publish best practices
• Implement mentoring program for new Commissioners
• Attendance policy or rule for committee meetings?
• Increase Committee membership
• Increase leadership role of region chairs
• Offer in-service training at Region meetings
• Implement Executive Committee orientation manual

Website
• Increase use of discussion forums as a means of communication
• Set up online registration process for face to face meetings through website
• Explore new and polling techniques to increase user feedback
• Redesign online store
• Explore ICOTS impact on website use
• Create ICOTS forum for discussion on use, helpful hints, etc.

Administration
• Continue efforts to diversify revenue
• Continue cost cutting efforts
• Work with Executive Committee on succession planning strategies

Staff Development
• Develop and implement training plan for each staff member

The Committee had discussion on the offender retaking issue initiated by Commissioner G. Tullock (TN).

Adjourn

Commissioner A. Clarke (SC) made a motion to adjourn. Commissioner D. Ege (AZ) seconded. The Committee was adjourned at 10:58 am EDT.