Interstate Commission for Adult Offender Supervision
Executive Committee Meeting Minutes

2:00 p.m. EDT
June 9, 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. Kathie Winckler TX
9. William Rankin WI
10. Mike McAlister NH
11. Ed Gonzales    NM

Members not in Attendance
1. Gary Tullock    TN
2. Pat Tuthill     Ex-Officio, FL

Guests
1. Regina Grimes   TX

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

Approved on 07.14.09. B.S.
Call to Order
K. Merz called the meeting to order at 2:01 pm EDT. Eleven of 12 members were present establishing a quorum.

Agenda
Agenda approved by acclamation.

Minutes
Motion to approve the May 12, 2009 meeting minutes made by W. Theriault, seconded by M. Gilliam. Minutes were approved.

Committee Reports
Rules Committee: W. Rankin summarized the Rules Committee’s May 14th meeting
- There was no quorum.
- Changes to a few proposal justifications agreed to by members present.
- The rule amendment proposals posted to the ICAOS website on May 15th along with a letter describing the comment process.

Training Committee: D. Ege updated on recent and future training plans.
- Dates and attendance numbers provided for recent training sessions and upcoming trainings for Rules.
- ICOTS trainings sessions for Compact Offices scheduled for June and July on specific ICOTS processes.
- On-demand training statistics reviewed.
- Presenters identified for the in service trainings scheduled in conjunction with the 2009 ABM. June Training Committee meeting scheduled to work on content as well as content for a new general ICOTS training curriculum.
- Request for Technical and Training Assistance from Virginia. Once curriculum is developed, Sam Razor and Anne Precythe will facilitate.
- B. Rankin requested a Training Bulletin to address states submitting separate cases for the same offender. D. Ege indicated since bifurcated states workflow may require separate cases be created, this may be difficult to recommend one consistent process.

Technology Committee: K. Winckler noted the Technology Committee meets on June 10th to work on and discuss ICOTS matters.
- Review release notes for the 5.0 code release.
- A diagnostics form is available to state experiencing performance issues.
- Discuss the latest audit reports for users and duplicate offenders.
  - National office expects to receive Georgia’s user audit report in June.
Approved on 07.14.09.

- Limited communication with Puerto Rico and New York.
- No communication from Maryland on the offender audit report.
- Develop an enhancement request and approval procedure.
- Discuss the public portal going into production in an upcoming release.
  - Information displayed will be substantially less than most states DOC websites and can be hidden if needed.
- Review support call numbers received by the national office and Appriss.
- “Go Back” functionality will be introduced in a future release for specific places in the application based on users feedback.
- Transfer progress table, missing Notice of Departures and missing Notice of Arrival reports are scheduled for code release 6.0.
- Review expected release notes for the 6.0 code release tentatively scheduled for late July.
- D. Ege reported receiving concerning emails on a report sent out by the national office, “Rejected Cases with Notice of Arrival.”
  - K. Winckler indicated these are courtesy reports, not an audit since no explicit direction was sent with the document.
  - D. Ege and W. Rankin mentioned proposing an enhancement to add a reason to the Case Closure activity for a rejected case in which a notice of arrival is submitted to be closed upon the transmission of a closure and to not require the sending state to agree with the closure.
- Discussions on the executive committee’s role on ICOTS development.
  - K. Merz asked that D. Ege, W. Rankin and Charles Placek draft language for the committee to review at its next meeting on how the Executive Committee can address situations where ICOTS creates an Interstate Compact procedure that is not required by the rules.

**Compliance Committee:** M. McAlister indicated the committee has not met since April.

**DCA Liaison Committee:** W. Emmer noted four regional DCA representatives assigned to each region, serving in a similar capacity as the Commission’s regional reps. Each representative will hold quarterly meetings with uniform agendas and W. Emmer will report out after those meetings.
- Draft agenda for the initial meeting reviewed and approved by acclamation:
  - Planning for 2010 training institute
  - DCA Meeting and In Service Training at the 2009 ABM
  - W. Emmer indicated the meetings serve as a forum for DCA to discuss practical issue whereas Commission regional meetings are at a Commissioner level.

**Finance Committee:** K. Kempf noted the committee meets late June or early July. Budget is on track and no major recent changes. The proposed FY11 budget passed at the April Executive
Committee did not include additional revenue based on confusion of when the dues increase would sunset. K. Merz asked the committee to review the budget voted on in April and an adjusted budget at the July Executive Committee meeting to decide which will be presented at the Annual Business Meeting.

Executive Committee: K. Merz appointed M. Gilliam as the ex-officio to the Juvenile Compact. Dale Dodd appointed from Juvenile Compact as ex-officio to ICAOS. K. Merz expects to attend the August Juvenile Compact meeting in Lexington to discuss possibilities of sharing resources.

Region Reports

East Region: W. Theriault summarized the East Region May 28th meeting.
- There was no quorum.
- Appriss representative addressed the ICOTS outage last month.
- Announced the rule proposal posted to the ICAOS website on May 15th and the region plans to meet again before the August deadline to discuss the proposals
- Discussed issues with states rejecting discretionary cases.

Midwest Region: L. Janes states the Mid-west is meeting on June 10 and will provide an update at next meeting.

West Region: E. Gonzales summarized the West Region June 2nd meeting.
- Discussed rule amendment proposals and will discuss in further detail at their upcoming meeting.
- Announced that ICOTS reports are available from the national office at a Commissioner’s request.
- Informed that revisions to ICOTS Privacy policy were made and that a checklist is available for states to use.
- Asked for feedback on the draft ICOTS enhancement approval procedure drafted by the Technology Committee.
- Reviewed new state council policy.
- Announced upcoming ICOTS trainings available.
- Dale Dodd from the Juvenile Compact will be attending one of New Mexico’s State Council meetings. K. Merz asked that the national office add Dale Dodds to the distribution list for meeting announcements. M. Gilliam indicated he has not received communication from the Juvenile Compact.

Executive Director Report
H. Hageman summarized recent activities of the national office.
- H. Hageman met with Timothy Moose, the new North Carolina Commissioner last week.
• Looking at current website design with national office staff, representatives from the Council of State Governments and W. Theriault to determine if it can be more user friendly.
• Two incident reports received from Minnesota regarding Illinois. No response received from Illinois.
• Mock-up of a new content for the annual report demonstrated.
  o ICOTS Information will be analyzed and reported
  o Highlight the last Annual Business Meeting
  o Report goals and objectives
  o Identify current issues
  o Present Budget
• Each committee chair should notify the National Office on how long they need allotted for their reports at the 2009 ABM.
• Looking at solutions to automate the process of getting the data from ICOTS for states to pull their own special reports. Currently a manual process.
  o Motion to approve $2,500- $3,000 for the national office to contract with a vendor to assist in replicating ICOTS data for automating the special reports process made by D. Ege, seconded by K. Winckler. Motion Carried.
• Technical & Training Assistance request from Virginia received. Once curriculum is developed, S. Razor and Anne Precythe will conduct training.
• Concerns are expressed to the National Office regarding the New York MOU situation. Numerous probation cases are past due for completing investigations for Transfer Requests.
• K. Merz indicated the incident reporting processes is in place to serve as an informal dispute resolution if the Commissioners involved cannot reach agreement. Once several complaints are received on a particular state, the reports would be forwarded to the Compliance Committee for recommendation of action.

Legal Counsel Report
• R. Masters noted he is working on the records retention policy with Steve Gregory, Council of State Governments.
• W. Rankin mentioned the status of Stanton, a Wisconsin offender who previously had a case against the Commission.

Adjourn
Motion to adjourn made by W. Emmer, seconded by E. Gonzales, Meeting adjourned at 3:39 pm EDT.