Interstate Commission for Adult Offender Supervision  
Executive Committee Meeting Minutes  
June 11, 2013  
WebEx

Members in Attendance:
1. Milt Gilliam  Chairman, OK
2. Sara Andrews  Vice-Chair, OH
3. Charlie Lauterbach  Treasurer, IA
4. Dori Ege  AZ
5. Cathy Gibson-Beltz  NE
6. Kathie Winckler  TX
7. Jane Seigel  IN
8. Chris Norman  AL
9. Mike McAlister  NH
10. Cheryl Marlow  HI
11. Scott McCaffery  ME
12. Kim Madris  NV
13. Pat Tuthill  Ex-Officio, FL
14. Rick Masters  Legal Counsel

Guests:
1. Ethel White  TX
2. Region Grimes  TX

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

Call to Order
Chairman M. Gilliam (OK) called the meeting to order at 2:01 pm ET. Twelve voting members were present establishing the quorum.
**Agenda**
Commissioner S. Andrews (OH) moved to approve the agenda. Commissioner K. Madris (NV) seconded. Agenda approved as written.

**Minutes**
Commissioner D. Ege (AZ) made the following changes to the minutes:
- p.4 Compliance Committee report – “by the retired”
- p.10, 1st sentence – “improvement compared to”
- p.10 Retaking Rules Issues – “discussion discussed”
- p.10 Retaking Rules Issues – remove “s” between two paragraphs
- p.10 Retaking Rules Issues – “Legal Counsel to write a white paper”

Commissioner D. Ege (AZ) moved to approve the minutes from May 14, 2013 as amended. Commissioner C. Norman (AL) seconded. Minutes approved as amended.

**Discussion**
*Rules Committee Report:* Commissioner J. Seigel (IN) stated that the Rules Committee comment period ended on Friday, June 7. The Rules Committee is meeting to review the comments and finalize justifications on June 12, 2013 in Indianapolis, IN.

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

**Training Statistics**
- General Rule Trainings
  - June 18
  - There will be no training in July and August
- TTA Requests from NC, FL & TX for OVR training
  - M. Spring – trainer
  - 8 State Specific Trainings scheduled
  - 800 users assigned to attend the designated sessions
  - NC and FL – over 800 users from each state
- Open OVR Training for End Users
  - 10 sessions
  - 2500 + individuals
  - 20 + states have announced these sessions to introduce their users to the new process

*DCA Liaison Committee:* Commissioner K. Madris (NV) will present the DCA Region meeting concept and the mentoring program at the upcoming Annual Business Meeting. The Committee is working on developing criteria for region DCA chairs. These chairs will be nominated by their region.

Commissioner K. Madris (NV) will develop a welcome package in conjunction with the DCA Mentoring program.

The DCA Liaison Committee will meet again on July 25, 2013.
Technology Committee Report: Commissioner K. Winckler (TX) presented her report to the Committee:

- ICOTS Help Desk
  - 210 tickets were created in April 2013, a 1% decrease from March 2013
  - 214 tickets were created in May 2013; a 2% increase from April 2013
  - 16 known ICOTS issues are documented in the Knowledge Base

- Public Web Portal (PWP) had 1,169 in May and 1,113 clicks in April 2013, a 4.8% decrease from March 2013. The PWP also had 946 clicks in May 2013, a 15% decrease from April 2013.

- ICAOS Website
  - All website visits:
    - April 2013: Over 33,000
    - Up 3.1% from March 2013
    - May 2013: Over 40,000
    - Up 21.2% from April 2013
  - Mobile visits:
    - April 2013: Over 4,400
    - Up 131.6% from March 2013
    - Accounted for 13.5% of all website traffic
    - May 2013: Over 5,600
    - Up 27.3% from April 2013
    - Accounted for 13.9% of all website traffic

- Violation Report Enhancement ICOTS Release
  - Compact offices were notified before release about what activities would need to be finalized prior to launch
  - Compact offices were sent a list of pending violation reports and responses that had to be deleted or withdrawn when the new release was launched
  - New release went live on May 22nd
  - All bugs reported in UAT were addressed prior to launch
  - This release resolved two outstanding unrelated bugs
  - Only one or two very minor issues are being investigated as possible bugs since launch

Compliance Committee Report: The Compliance Committee met on May 29, 2013 and passed the following motion:

Commissioner M. Mayer (UT) moved that the Compliance Committee recommends to the Executive Committee to find the State of Kansas in default failing to issue a nationwide warrant and for failure to retake as required by rule 5.103-2; that Kansas submit a corrective action plan to the Executive Committee to remedy the defaults and the statewide training needs identified in Warren Emmer’s report, the plan and timeline to be

Approved on 07/09/2013. B.S.
approved by the Executive Committee; that Kansas be levied a fine as determined by the Executive Committee, to be held in abeyance upon successful completion of the corrective action plan; that Kansas appoint a commissioner; and that Kansas reimburse the Commission for any expenses resulting from the investigation of this case. Commissioner J. Rubitschun (MI) seconded. Motion passed unanimously.

Commissioner M. McAlister (NH) moved to find the State of Kansas in default for failing to issue a nationwide warrant and for failure to retake as required by rule 5.103-2 (B). The Executive Committee requires Kansas to submit a corrective action plan to the Executive Committee to remedy the defaults and the state wide training needs identified in Warren Emmer’s report with the plan and timeline to be approved by the Executive Committee; Kansas be levied a fine as determined by the Executive Committee, to be held in abeyance upon successful completion of the corrective action plan; Kansas appoint a commissioner; and Kansas reimburse the Commission for any expenses resulting from the investigation of this case.

Commissioner D. Ege (AZ) added the following amendment to the motion “as required by rule 5.103-2 (B)”.

Commissioner S. Andrews (OH) seconded. Motion passed unanimously.

The Committee discussed the size of fine.

Commissioner S. Andrews (OH) suggested developing a policy that will establish a fine table.

Commissioner C. Lauterbach (IA) moved to impose a fine of $100,000 against Kansas. Commissioner J. Seigel (IN) seconded. Motion passed.

Finance Committee Report: Commissioner C. Lauterbach (IA) stated that the Commission is in good financial health with expenses running 12.7% under budget for this fiscal year. The long-term investment portfolio is performing well.

Region Reports:
East Region: Commissioner S. McCaffery (ME) stated that DCA N. Latulippe (CT) is the new East Region representative for the DCA Liaison Committee. The East Region has not met since the last Executive Committee meeting.

Midwest Region: The Midwest Region met on May 29, 2013 to discuss rules amendments.

South Region: The South Region has not met since the last Executive Committee meeting.

West Region: The West Region has not met since the last Executive Committee meeting.

Executive Director Report
Executive Director H. Hageman presented his report to the Committee:
Commissioners Changes/Vacancies
  o KS – new commissioner - Kathleen Graves, Deputy Secretary of Community Corrections and Field Services
  o KY - Tim Carmen resigned on May 1, 2013

State Councils
  o AK Commissioner Beldan has not responded to our request for state council information

Commissioner D. Ege (AZ) moved to authorize legal counsel to write a letter to Alaska concerning its state council’s status. Commissioner J. Seigel (IN) seconded. Motion passed unanimously.

Media
  o A Denver news agency contacted New York requesting a copy of the complaint against Colorado
  o Oregon’s local news agency requested the number of sex offenders on compact supervision

Other
  o Implementation of and training for the ICOTS OVR enhancement has been a major focus for staff
  o The invitations to register for the Boston ABM went out on June 4, 2013
  o Working with the FBI on their request for a data exchange with N-DEx
  o Fifteen states paid the FY 2014 Dues
  o H. Hageman cancelled his visit to Connecticut because the commissioner position will be moving from parole to probation
  o H. Hageman will have the new commissioner orientation with Commissioner Hudrlik on June 11.
  o ICAOS billed ICJ $1,082.00 for services in May

Victims’ Advocate Report: Victims’ Advocate P. Tuthill will be contacting the National Office regarding the Victims’ Notification project.

Legal Counsel Report: Legal Counsel R. Masters presented his report to the Committee.

Legal Counsel R. Masters assisted Arizona with the legal matter regarding probable cause hearing and retaking cases.

Commissioner T. Hand (CO) brought up the issue regarding municipal courts jurisdiction based on the NY vs. CO complaint. R. Masters will attend a WebEx meeting with Colorado officials to clarify some of the questions.

Legal Counsel R. Masters attempted to contact Mr. Tamara, Legal Counsel to Governor of the US Virgin Islands with no results. The Executive Committee authorized R. Masters to follow up
with Mr. Tamara informing him that if the Commission does not receive a respond within the next 7 days, R. Master will return this matter to the executive committee for an immediate action.

Legal Counsel R. Masters advised the Committee to go into the executive session to discuss California’s default.

**Commissioner S. Andrews (OH) moved to enter the executive session. Commissioner M. McAlister (NH) seconded. Motion passed.**

**Commissioner S. Andrews (OH) moved to exit the executive session. Commissioner C. Gibson-Beltz (NE) seconded. Motion passed.**

**New Business**
Commissioner J. Seigel (IN) contacted Larry Landis, Executive Director for Indiana Public Defenders Council, who agreed to participate in the panel at the Annual Business Meeting in Boston, Massachusetts.

Legal Counsel R. Masters contacted Thomas Wine, chief felony prosecutor in Jefferson County, KY who agreed to participate in the panel at the Annual Business Meeting in Boston, Massachusetts.

Chair M. Gilliam (OK) is working on putting together the ad hoc committee on border city issues.

**Adjourn**
Commissioner S. Andrews (OH) moved to adjourn. Commissioner M. McAlister (NH) seconded.

The meeting adjourned at 3:19 pm ET.