Interstate Commission for Adult Offender Supervision
Executive Committee Meeting Minutes
June 12, 2012
2:00 pm EDT
WebEx

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

Members not in Attendance:
1. Kevin Kempf  Vice-Chair, ID
2. Kathie Winckler  TX
3. Sara Andrews  OH
4. Pat Tuthill  Ex-Officio, FL

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 called the meeting to order at 2:03 pm EDT.
Agenda
Commissioner D. Ege (AZ) moved to approve the agenda. Commissioner M. Cadotte (OR) seconded. Agenda approved.

Minutes
Commissioner C. Norman (AL) moved to approve the minutes from May 14, 2012. Commissioner M. Cadotte (OR) seconded. Minutes approved.

Discussion
Chairman M. Gilliam thanked the Committee for their support during the tragedy in Oklahoma. While making a home visit a friend of the offender shot and killed a veteran parole officer.

Rules Committee Training: Commissioner G. Tullock (TN) stated that the Rules Committee met on May 17, 2012 and discussed an amendment to Rule 3.101 regarding veterans’ mandatory transfer for medical treatment. The Committee is scheduled to have a face-to-face meeting in conjunction with the Business Meeting on August 28, 2012 in Madison, Wisconsin.

Training Committee Report: Commissioner D. Ege (AZ) presented the Training Committee report:
- Training Stats
  - General Rule
    - May 16th (60 Attendees)
  - Mini-Trainings
    - Significant Violations May 22nd (89 Attendees)
    - Violent Offenders/Absconders May 23rd (62 Attendees)
    - Probable Cause Hearing May 24th (123 attendees)
  - Training Reports (Team Leader) Training for On Demand Modules
    - May 21st & 22nd—Approx 60 Compact office staff attended
    - AR, AZ, CA, CO, DE, GA, HI, ID, IL, KS, ME, MI, NE, NC, NJ, ND, NM, NV, NY, OH, OR, PA, SC, SD, TN, TX, UT, WA, WI, VA
- Upcoming Trainings
  - General Rule
    - June 13th
  - Mini-Trainings – NEW Eligibility for Transfer & Reporting Instructions, Significant Violations, Violent Offenders/Absconders & PC Hearings
    - June 21st, July 18th, July 24th, July 25th & July 26th
- What’s NEW
  - New On-Demand Modules
    - Significant Violations
    - Violent Offender/Absconder
    - PC Hearings
  - New Mini Training-Eligibility
    - Session-July 18th
- Work in Progress
  - New ICOTS demos-Formatting to publish
• 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

• Jail Administrator Training
  o Finalizing PPT
  o MN will pilot

• 2012 ABM training preparations

**DCA Liaison Committee:** Commissioner K. Madris (NV) stated that the DCA Liaison and the Training Committee are scheduled for a joint meeting on June 14, 2012 to discuss the training curriculum for the upcoming ABM.

**Technology Committee Report:** Commissioner M. Cadotte (OR) presented his report to the Committee.

- ICOTS Help Desk
  o 172 tickets were created in May, an 8% decrease from April
  o 25 pending tickets are currently awaiting resolution or documentation as a known bug by Appriss
- Public Web Portal had 1,038 clicks in May, a 7% increase from April.
- ICAOS Website
  o All website pageviews:
    • May: Over 105,000
    • Down 2% from April
    • Up 12% from same period in 2011
  o Mobile pageviews:
    • May: Over 2,800
    • No significant change from April
    • Accounted for 3.4% of all website traffic
    • Up 70% from same period in 2011

The National Office started work on an enhancement to the violation response processes in ICOTS. The final proposal will be presented at the next Technology Committee meeting.

**Compliance Committee Report:** Commissioner M. McAlister (NH) reported that the Compliance Committee has not met since the last Executive Committee meeting. By appointing its commissioner, West Virginia is now in compliance with the Commission’s regulations. The four states (NM, PR, VI and ME) without a State Council received a warning letter and the Committee is awaiting their response.

**Finance Committee Report:** Commissioner C. Lauterbach (IA) announced that the Commissions is operating at 15.39% below the approved budget. To date the Commission invested $142K in the Vanguard funds. Nineteen states paid the FY13 dues.
Executive Committee Report: Chairman M. Gilliam (OK) thanked the Committee members for their continuous work on the annual business meeting.

Region Reports:
East Region: Commissioner S. McCaffery (ME) stated that The East Region will meet on June 14, 2012.

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

Midwest Region: The Region has a meeting scheduled for the end of June.

West Region: Commissioner M. Cadotte (OR) stated that the West Region met on May 15, 2012 and there was a quorum. The Region discussed retaking misdemeanors, a new advisory opinion, committee reports, and the definition of a “spouse.” The Region is scheduled to meet again on August 28, 2012.

Commissioner M. Cadotte (OR) announced that because of budget problems he is being laid off from the Oregon Department of Corrections, effective 7/1/2012.

Executive Director Report
Executive Director H. Hageman reported that Karen Nichols is the new commissioner for West Virginia. At present there are no commissioner vacancies.

- The National Office received California’s Corrective Action Plan and forwarded a copy to Arizona in response to their request for an informal dispute resolution.

- Annual Business Meeting
  - The National Office is holding bi-weekly meetings in preparation for the ABM
  - Commissioners and others can now register for this year’s ABM using the ICAOS website.
  - Twenty-five people already registered for the ABM; Seven Commissioners, 15 DCAs, two Ex-Officios and one other
  - The National Office is working on anniversary time line for the 10th anniversary celebration at the ABM.
  - H. Hageman reported sending personal invitations to the judges on the judicial panel and to Senator Darrington
  - D. Ege (AZ) agreed to write a paper on “how life has changed for a DCA in the last ten years”

Executive Director H. Hageman announced he is looking for celebration ideas for the ten year anniversary.

- ICOTS experienced two outages. Appriss restored the system shortly without a long delay. Neither outage occurred at critical times.
• S. Razor continues to work with a group to enhance the functionality in ICOTS with regard to the violation and retaking process.

• The National Office sent out the FY 2013 Compliance Audit notice and posted the audit standards

• The National Office billed ICJ $550.00 for the month of May

• As a result of the hacking attempts X. Donnelly and the hosting vendor implemented an IP filtering scheme to enhance security by narrowing down the number of IP addresses that can access the server.

• The National Office is working on solving a problem with phone line used to connect to WebEx

Legal Counsel Report: Legal Counsel R. Masters updated the Committee on the informal dispute that involved a MA offender who relocated to New York with non-supervision order issued by a Judge in Massachusetts. However, the problem is the order meets all the elements of the definition of “supervision.” R. Masters and E. McDermott, MA DCA successfully argued that the offender is compact eligible and the Judge subsequently changed his ruling.

R. Masters received a request to write a letter of support on behalf of the Commission for legislation that will give MA field officers the ability to arrest compact offenders without a court ordered warrant. The MA Assembly is preparing to vote and MA believes a letter of support from the Commission will be convincing. Rick plans to email the letter to the Executive Committee before it is mailed to MA.

R. Masters discussed the informal dispute between Florida and New York involving a FL offender on Compact supervision in New York. The case in question was mistakenly closed at the expiration of sentence and at the request of Florida. Florida subsequently violated the offender for a probation violation and is now requesting New York to proceed with retaking procedures on a closed case. The offender was subsequently arrested and released by a judge who did not find the warrant to be valid. FL is again asking NY to arrest the offender and NY refuses on the advice of legal counsel. R. Masters offered to discuss FL’s concerns with FL’s legal counsel, but they have not contacted him.

R. Masters discussed the pending retaking issue in Hawaii that involves a local prosecutor that does not understand the difference between extradition and retaking. R. Masters is planning a teleconference with the prosecutor in the near future.

New Business
Commissioner G. Tullock (TN) suggested moving the Annual Business Meeting’s reception from 4 pm to 4:30 pm to accommodate the Rules Committee meeting from 3:30 - 4:30 pm. The Committee agreed.

Adjourn
Commissioner G. Tullock (TN) moved to adjourn. Commissioner C. Norman (AL) seconded. The meeting adjourned at 2:48 pm EDT.