INTERSTATE COMMISSION FOR ADULT OFFENDER SUPERVISION
EXECUTIVE COMMITTEE

Tuesday, June 13, 2006
11:00 a.m. (EST)
Web Conference

Committee Members in Attendance
1. David Guntharp
2. Robert Oakes
3. H. Hageman
4. Ken Merz
5. Mike DePietro
6. Warren Emmer
7. Ann Clarke
8. Genie Powers
9. Dori Ege

Committee Members Not in Attendance
1. Joe Kuebler
2. Milt Gilliam

Staff
1. Don Blackburn
2. Ashley Kenoyer
3. Xavier Donnelly
4. Whitney Hall
5. Stephanie Scott
6. Kevin Terry
7. Rick Masters
Call to Order

- D. Guntharp called the meeting to order at 11:04 a.m. EST. Nine of the eleven committee members were present, establishing a quorum.
- W. Emmer moved and G. Powers seconded the approval of the Agenda for this meeting.
  Motion passed.
- D. Ege moved and K. Merz seconded to approve the minutes for Executive Committee meetings on May 9, 2006 and May 16, 2006 with no revisions.
  Motion passed.

Audit Update

- W. Emmer introduced B. Rankin to discuss his testing of the new audit tools to judge state compliance with the Compact.
- B. Rankin explained that he tested out the instruments proposed by the Compliance Committee in Arkansas. He discussed his process of testing these audit tools including the QSA. He explained that this was too small of a sample to get a sufficient idea of how well the audit tools work.
- B. Rankin explained that he adapted the ACA format for auditing to incorporate ICAOS standards. B. Rankin said that we could start an incremental path discussing the use of audits.
- D. Ege said that her office has problems with compact offices not responding.
- W. Emmer said that it is sometimes difficult to get County Probation Offices to comply with their State compact regiments.
- D. Guntharp said that we have some adjustments to be made before we get into auditing states.

Executive Director

- D. Guntharp welcomed Sarah Pitt from the Human Resources Department of the Council of State Governments to discuss having the Executive Director Performance Review. D. Guntharp recommended that we set 45 minutes to an hour once or twice a year for the Executive Committee to meet with the Executive Director where the Executive Committee can discuss expectations and the Executive Director’s performance.
- S. Pitt explained how some other organizations carry out Executive Director Performance Reviews. She said that this is generally a yearly review in person. Also, during these meetings, she explained, that goals, staffing, and job descriptions are discussed.
- H. Hageman said that he thought this would be a good idea.
- D. Guntharp expressed that through this method the Executive Director would be working for the whole Executive Committee and not for just one person.
- D. Blackburn said that he thought this would be an excellent idea stating he would have the opportunity to discuss some of the issues coming to the National Office with the whole Executive Committee.
- W. Emmer also concurred that this Committee Performance Review would be a good idea, adding a system of “checks and balances.”
• M. DePietro moved and G. Powers seconded for the Executive Committee as a whole to do an Executive Director Performance Review twice a year at Mid-Winter Face-to-Face Meeting and the Annual Business Meeting.

• Motion passed.

Rules Committee
• D. Blackburn asked that Region Chairs remind their Commissioners to comment on the proposed Rule Changes on the Commission website, especially in the East Region.

Training Committee
• A. Clarke presented a PowerPoint on Training Committee updates.
• D. Guntharp asked how a commissioner can get feedback on which officers have completed the WebEx PO Training.
• D. Blackburn answered by saying, “Once they take a test at the end of the module, you can receive a copy of that.”
• X. Donnelly answered that he could send a report to any commissioner or compact offices who request it showing details of who completed the training, if they completed the quiz, and the quiz results. X. Donnelly explained that this would be a report with names of each participant and how they did on it.
• D. Blackburn also stated that any commissioner can set up a live training instead of just using the On-Demand trainings.
• A. Clarke explained that the National Office is working on the Commissioners’ Handbook and the DCA Training for the Annual Business Meeting.

Technology
• D. Blackburn announced that we have signed the Tech Spec with Softscape. Around July 18th we will have a meeting with Softscape and decide when UAT will begin-most likely the first of August.
• D. Blackburn explained that the User Testing will be in phases as follows:
  o Phase 1: The Development group made up of D. Ege, H. Hageman, C. Placek and J. Kuebler will review the system first.
  o Phase 2: Training the Master Trainers
  o Phase 3: The original Joint Development Group, involving about 30 people who would review the system.
• By the end of the UAT (4-5 weeks) we will send tags showing problems with the system back to Softscape. D. Blackburn explained that once this is completed the system will be ready to send out. Then, the National Office will have a face-to-face meeting with IJIS in Lexington to review the system. D. Blackburn announced that IJIS has reported that their Softscape system is 80% compliant. The National Office is going to use WebEx to train User Administrators, Line Officers, and Compact Offices on NACIS.
• D. Blackburn pointed out that we have developed a Shopping Cart on the Commission Website to sell the Bench Book, *Evolving Use and the Changing Role of Interstate Compacts* and we are selling merchandise.
• The National Office has been using WebEx to train on-demand and live training
• H. Hageman stated that he is pleased with the progress that has been made and the assistance that Rob Miller has brought to the National Office.
• D. Ege stated that she really appreciates the help that Rob Miller has given in the process of developing NACIS.

**Compliance Committee**
• W. Emmer discussed the Agenda for the Compliance Committee Meeting in Lexington the last week of June 2006. He explained that the committee would be split into two groups chaired by Bill Rankin and Leo Lucey.
• W. Emmer explained that there are two Complaints on the table now that the committee will discuss at the June 2006 Face-to-Face Meeting.
• W. Emmer asked if the commissioner from Texas had sent a response to the National Office regarding the letter that he sent to K. Winckler.
• D. Blackburn explained that no response has been received thusfar.

**Finance**
• G. Powers discussed her trip to visit the National Office to review the budget July 9-10, 2006.
• Discussion of PPCAA funds.
• R. Masters stated that the PPCAA is going to have a meeting July 7, 2006 to approve the MOU that the ICAOS National Office sent to PPCAA in May 2006.
• G. Powers said the budget looks good.

**East Region**
• M. DePietro explained that there have not been any changes with the East Region.
• He announced that the East Region is scheduled to meet Thursday, June 15, 2006 to review proposed rule changes.

**South Region**
• R. Oakes said that his region has not had a meeting since the last Executive Committee Meeting. The South Region is scheduled to meet Wednesday, June 21, 2006 to discuss proposed rules.

**Mid-West Region**
• K. Merz stated that last week the Mid-West Region met and discussed proposed rule changes. K. Merz also announced that a new rule was brought up in this meeting, but the region did not approve it to be sent to the Rules Committee.

**West Region**
• D. Ege announced that the West Region has already met regarding the proposed Rules from the Rules Committee. She said that she has already reminded the West Region to review these Rules on the website and make comments.

**Victims’ Representatives**
• D. Blackburn announced that this committee met June 12, 2006 and discussed the Rules on the website, and P. Tuthill has already contacted D. Blackburn with suggestions for the Rules.
**Legal Counsel**

- R. Masters announced that he and D. Blackburn have been discussing Complaints, Advisory Opinions and Dispute Resolutions. Also, R. Masters, explained that he and D. Blackburn will be watching to see what PPCAA does with the MOU and respond accordingly.
- R. Masters explained that there is no timeframe for payment of dues in the Commission Rules, and possibly, the Rules Committee needs to propose a rule for the whole Commission to vote on including a timeframe.
- D. Guntharp inquired upon the will of the Executive Committee on this issue.
- R. Masters explained that if this issue gets to the point that it needs to be enforced, we should add wording to the Rules including a timeframe for dues payments.
- **W. Emmer moved and A. Clarke seconded to construct a rule mirroring what our policy has been regarding dues payments.**
- M. DePietro suggested that if this happens again we should take this issue up, but if this is an isolated event there is not need to make a Rule.
- D. Ege concurred with M. DePietro.
- W. Emmer withdrew this motion.
- R. Masters advised for the Committee Members to review the letter from W. Emmer to K. Winckler regarding Complaint 2-2006 OH v. TX. R. Masters explained that this letter explains that the state compact office has the authority to compel counties comply with the Compact Rules. R. Masters also stated that the Commission may get some objection challenging our authority to investigate and the Commission needs to be prepared to defend the provisions set forward in this letter.

**Executive Director’s Report**

- D. Blackburn discussed his presentations at the Summit of the States Conference in Cincinnati, OH.
- He discussed the trainings that he administered in Utah in May 2006.
- D. Blackburn explained his site visit to Pointe South Mountain for the 2006 Annual Business Meeting. Also, he discussed possible sites for the 2007 Annual Business Meeting.
- D. Blackburn spoke about his meeting in DC Thursday, June 8, 2006 with Matt Rowland regarding Federal Probation. The meeting was very successful.
- D. Blackburn explained that he is currently in Atlanta and about to present on the Development of NACIS to the National Law Enforcement and Corrections Technology Center.
- D. Blackburn explained that all DCAs and Commissioners are encouraged to sign up for DCA and Commissioner Training, respectively, to be administered at the 2006 Annual Business Meeting.
- D. Guntharp stated that the Executive Committee needs to give Don direction on whether or not to proceed with consolidating with the Juvenile Compact and at what point this needs to be done. He said that the Committee needs to discuss whether there should be one Executive Director over both Compacts and if other resources could be shared.
- H. Hageman stated that if the Juvenile Compact wants to share staff or other resources they should put that into writing for the Executive Committee to consider.
• D. Guntharp explained that the Executive Committee needs to give D. Blackburn permission to work with the Juvenile Compact because they are working on forming a formal organization. D. Guntharp stated that if the Juvenile Compact only wanted to have one director between both compacts, they would not want the ICAOS Executive Committee to run the Juvenile Compact, so this Committee needs to think about how we would want that joint board to look.

• D. Blackburn said that he thinks this would be a little premature. He stated that the Juvenile Compact has been addressing him with many different ideas and he has been open to working with the Juvenile Compact Administrators’ Association. He also said that he has informed this Association that ICAOS will be open to any ideas that they bring to the National Office. So, he said, that we should wait until these issues come up to address them.

• H. Hageman asked if there is anything in the legislation that encourages them to have one Compact Executive Director over both compacts.

• R. Masters stated that this was an economies of scale type issue, meaning that while there is nothing stated specifically in the legislation, the “economics of it is kind of irresistible.”

• D. Guntharp explained that the Juvenile Compact will formally come together as an organization to elect officers when enough states join the compact.

Adjourn

• M. DePietro moved and K. Merz seconded the motion to adjourn.
• Motion passed. Meeting adjourned at 12:47 p.m. EST.