Members in Attendance
1. Warren Emmer (ND)
2. Genie Powers (LA)
3. Scott Taylor (WA)
4. Gary Tullock (TN)
5. Dori Ege (AZ)
6. Ann Clarke (SC)
7. William Rankin (WI)
8. Milt Gilliam (OK)
9. Ken Merz (MN)
10. Robert Guy (NC)
11. David Guntharp (ex-officio)

Staff
1. Ashley Hassan
2. Kelli Price
3. Rick Masters (Legal Counsel)

Members in Not Attendance
1. Maureen Walsh (MA)
2. Harry Hageman (OH)
3. Pat Tuthill (ex-officio)

- The meeting was called to order at 8:06 a.m. Ten of twelve members were present, establishing a quorum.
- W. Emmer made opening remarks and updated the committee on the mediation and settlement of the Softscape case. S. Taylor commended R. Master, A. Hassan and R. Miller for the outcome of the settlement.
- K. Merz moved to approve the Softscape Settlement as outlined by R. Masters. S. Taylor seconded. Motion passed.
• W. Emmer discussed the severance and contract agreement with former Executive Director Don Blackburn. S. Taylor remarked on the unique situation surrounding D. Blackburn’s retirement as the first Executive Director to the Commission. There was discussion by the committee on the use of consultants. A. Clarke remarked that having individuals on contract assists with training because national trainers have to take time away from their jobs to conduct training. W. Emmer suggested using a roster of individuals to outsource for contract work. R. Guy included that the Compliance Committee is looking at retired individuals to contract with to conduct compliance audits.

**Budget Discussions**

• S. Taylor explained the working budget. CSG recommends a 25% cushion to set aside in reserves.
• S. Taylor went on to explain the 5 year budget projections and suggested a 5% consistent budget increase to begin in 2009 fiscal year. The committee agreed an increase is needed and they should start educating the Commissioners now.

**Strategic Planning**

• S. Taylor facilitated the strategic planning session. He began with the history of the Vision Statement. After general discussion, the new Vision Statement will be as follows:
  o The Interstate Compact for Adult Offender Supervision will guide the transfer of offenders in a manner that promotes effective supervision strategies consistent with public safety, offender-accountability and victim’s rights.
• Committee then discussed elements of the vision statement and the responsibilities that imposes on the Commission.
• **Guide Transfer**
  o **Commission:**
    ▪ Cooperation
    ▪ Rules
    ▪ Training
    ▪ Provide resources (IT offender management system)
    ▪ Promote compliance
    ▪ Communication
    ▪ Establishment of state Compact offices
• **Promote Effective Supervision**
  o **Commission:**
    ▪ Promulgate and enforce rules
    ▪ Training
    ▪ Shared offender information
    ▪ State councils
    ▪ Provide funding
    ▪ Active regions and regional meetings
• **Public Safety**
  - Commission:
    - Promulgating and enforcing rules
    - Cooperation
    - Communication
    - Promote training and education
    - Victim notification
    - Provide and share information
    - Create standards
    - Create compliance standards, policies, and process

• **Offender Accountability**
  - Commission:
    - Promulgate and enforce rules
    - Effective supervision strategies
    - Resources
    - Electronic offender tracking system (ICOTS)
    - Enforcing compliance

• **Victims Rights**
  - Commission:
    - Rules
    - Sharing information
    - ICOTS
    - Notification
    - Collaboration

• Rules:
  - Process for promulgation
    - Change too frequently
      - Specific outcome – not broad
      - Rules instead of cooperation
      - No discretion
      - Too many revisions
      - Affect training
    - Need to refine and fine tune
    - Rules Committee / Compliance Committee / Training Committee
  - Barriers:
  - More Resource and Focus
    - Time – National office involved (Finish)
    - Accreditation policy – need resources
      - ICOTS
  - More Resource and Focus
    - Initial
    - Implement
    - Sustain
  - Reduce amount of conflict
• The Committee discussed protocol on states not being in Compliance for more than six months. A standard needs to be developed in order to have clarity of the rules and compliance.

• **G. Tullock made a motion to send Rule 2.109 to the Rules Committee in order to amend the Rule to reflect promulgating the Rules at the Annual Business Meeting to odd years. R. Guy seconded the motion. Motion passed.**

• **Training:**
  - Change rules frequently creates more training
  - Burden on national trainers
  - There was discussion regarding the burden placed on the National Trainers to conduct comprehensive training nationwide. The Committee agreed that there is a need to implement an effective national training plan for the future.

• **Communication:**
  - Can’t happen once a year at Annual Meeting
  - Most effective communication occurs between DCA’s
  - Annual meeting promulgating rules every other year, have region meetings on off year at annual meeting
  - Set up regions to get more Commissioners involved
  - Line of communication between Commissioner’s and DCA’s
  - Lines of communication between Commission and national office

• Discussion centered on the lines of communication between Commissioner’s and DCA’s and between the National Office and the Commission. Clear lines of communication needs to be developed and the new Executive Director will need to develop the protocol.

• **Resources:**
  - People, money and equipment
  - National office resources and state resources
  - ICOTS
  - Work load analysis – set standard
  - National office acts as clearinghouse – resource center
  - National staff exposure to compact offices
  - Beginning of standards of how business is done
  - Annual meeting one hour workshop – best practices and areas of concern
  - Increase contracting capability or staffing capability
  - Executive Director know what is going on in states
  - National office plays role
  - Change focus on annual report and newsletters

• **ICOTS:**
  - Be prepared to educate commissioners on expectations – IT Committee (Harry Hageman)

• **Compliance:**
  - Robert Guy

• The Committee reviewed the Charges of the Committees and began Initiatives to enact.
• INITIATIVES (begin to have these things at each of our Executive Committee meetings ACTION ITEMS):
  ▪ Bring active and informed commissioners to the table
    • Understand importance of training
  ▪ Move forward on development of protocol and clarity of rules, compliance and standards
    • Executive Committee has accountability
  ▪ Training Chair/National Office implement effective national training plan
    • Report (CSG, Annual Report) on states
  ▪ Rules every two years, half day in region meetings on off years, two to three members from each region on each committee and involved
    • Commissioners may work with anyone in national office on issues as defined by Executive Director (cc executive director). Response to DCA requires cc to commissioner

• Committee went into discussions of Responsibility Charting Policy to determine if changes or updates were needed.

Executive Committee Administrative Policy
  o Authority:
    The Executive Committee is vested with the power to act on behalf of the Interstate Commission during periods when the Interstate Commission is not in session... The Executive Committee oversees the day to day activities managed by the Executive Director...

  o Applicability:
    This policy applies to The National Commission, Executive Committee, Chair of the Executive Committee, Executive Director, Chair of sub-committees, and the Council of State Governments.

  o Policy:
    The following chart depicts the role of the above named parties and their role making decision regarding the described tasks or decisions as adopted by the Executive Committee.

Role Decision Making:

A= Approve, decide, veto the decision
R= Responsibility to see that decision is carried out, present options to the decision maker
C= Consulted with prior to the decision
I= Informed after the decision (intentionally informed)
The Salary Procedure for the National Office staff was discussed. The new Executive Director will need to put together a strategy and work with CSG to standardize in the future.

There was discussion regarding a full-time Trainer and whether this should be contracted out to a former, retired Commissioner or hiring someone in the
National Office. Contract services were also discussed with regards to Compliance Audits that will potentially happen in the near future.

New Business

- R. Guy brought forth the Rule Revisions made by the Sex Offender Ad Hoc Committee. **R. Guy made a motion to forward the new Sex Offender Rule to the Rules Committee and request that the Rules Committee convene.** S. Taylor seconded. After general discussion, a friendly amendment by M. Gilliam to amend by adding line 2 (1). **Motion passed.**
- A. Clarke shared with the Committee that South Carolina is in violation with the FBI standards on emailing criminal histories due to encryption standards. The Committee discussed this issue and the rules surrounding it. **G. Powers made a motion to table the discussion of criminal histories until advice from legal counsel.** A. Clarke seconded. **Motion passed.**
- **R. Guy made a motion to adjourn.** A. Clarke seconded. **Motion passed.**