Interstate Commission for Adult Offender Supervision
Executive Committee Meeting Minutes
July 8, 2008
11:00 am EDT
WebEx

Members in Attendance:

1. Warren Emmer Chair, ND
2. Genie Powers Vice-Chair, LA
3. Milt Gilliam OK
4. Rich Bitel NY
5. Dori Ege AZ
6. Ken Merz MN
7. William Rankin WI

Guests

1. Ethel White TX

Members not in Attendance

1. Scott Taylor Treasurer, OR
2. Pat Tuthill Ex-Officio
3. David Guntharp AR
4. Gary Tullock TN
5. Robert Guy NC

Staff:

1. Harry Hageman
2. Ashley Hassan
3. Sam Razor
4. Xavier Donnelly
5. Barno Saturday
6. Kevin Terry
7. Mindy Spring
Call to Order

Chairman W. Emmer (ND) called the meeting to order at 11:02 am EDT. Seven out of eleven members were present. Quorum was established.

Approval of Agenda

Commissioner M. Gilliam (OK) made a motion to approve the agenda, Commissioner G. Powers (LA) seconded. The agenda was approved.

Approval of Minutes

Commissioner G. Powers (LA) made a motion to approve the minutes from May 29-30, 2008. Commissioner K. Merz (MN) seconded. The minutes were approved.

Committee Reports

Rules Committee: The Rules Committee received a request from the Technology Committee to review the ICOTS definition. The Rules Committee will be meeting on Thursday, July 10, 2008.

Training & Education Committee: Commissioner D. Ege (AZ) informed the Committee about the recent and upcoming WebEx sessions, on-site workshops and trainings and on-demand usage by quarter and its statistics.

The Training Committee is working on the annual business meeting’s trainings and workshops.

Administrative and Training Coordinator M. Spring informed the Committee about the ICOTS National Leader Training implementation progress.

The Training Committee will be meeting on August 7, 2008.

Technology Committee: Executive Director H. Hageman gave an overview of the Commission website usage statistics.

Executive Director H. Hageman reported to the Committee the ICOTS development status.

- ICOTS Training Materials are being released to the Pilot States on 6/1
- ICOTS Training Materials are being released to the all states on 7/1
- July 7-11 Leader Training for all states
  - 8 sessions
• All states have registered
• Trainers are provided access to ICOTS

• Implementation Schedule
  • Load Data Test Files
    • Pilot and Nationally – Due 7/31
  • Final Initial Load Data Files
    • Deadline for Pilot – 8/15
    • Deadline for National Implementation – 10/3
  • Launch Dates
    • Pilot – 8/18
    • National – 10/6

• Development Schedule
  • Release 0.5 - 06/25
  • Release 0.6 – 7/11
  • Initial UAT - 7/14
    • Release 0.7 – 8/08
  • Final UAT – 8/12
  • Launch Pilot – 8/18

**Commissioner D. Ege (AZ) moved to adopt the ICOTS user Agreement, the Private Policy, and the Website User Agreement. Commissioner W. Rankin (WI) seconded. The motion passed.**

**DCA Liaison Committee:** Commissioner M. Gilliam (OK) informed the Committee about the upcoming DCA region meetings in preparation for the Palm Springs DCA workshop.

**Finance Committee:** Executive Director H. Hageman gave an overview of the Commission’s budget and projects to finish fiscal year under budget.

**Executive Committee and Vice-Chair Reports:** The Ad Hoc Workgroup will be meeting on July 30, 2008 in Louisville, KY to discuss the major compliance issues identified by the Commission.

**Region Reports**

**East Region:** Commissioner R. Bitel (NY) informed the Committee about the face-to-face East Region meeting that was held on June 23-24, 2008 in Massachusetts. MIS Project Manager S. Razor presented an ICOTS demo to the Region at this meeting. The Region had positive comments about the system.

The Region will meet again on August 6, 2008.

**Midwest:** The Midwest Region met on July 10, 2008 to discuss the ICOTS development process. The Region gave positive feedback.

The Region will be meeting again on September 9, 2008 in Palm Springs, CA.
West Region: Commissioner D. Ege (AZ) informed the Committee about the West Region meeting on June 10, 2008, where ICOTS progress and implementation were discussed.

Executive Director Report

Executive Director H. Hageman presented the Executive Director’s report:

- Massachusetts Compliance Issue
  - Response letter
- Texas Advisory Opinion was posted
- NJ/PA Dispute regarding sex offender transfers.
- Self-Assessment – 3 different tools were developed
- Washington and Florida now approved for CLE
- Best Practice Update
  - Retaking Fees
  - Setting up a Compact Office
- APPA IEPD Meeting (San Antonio, TX)
- NLECTC Conference (Colorado Springs, CO)
- Annual Meeting preparations

After discussion, the Committee decided to cut down the cost of the business meeting and not provide breakfast for the meeting attendees. By eliminating breakfast, the Commission will save about $7,000.

Legal Counsel Report

Legal Counsel R. Masters gave a detailed overview on Advisory Opinion 2-2008.

Legal Counsel R. Masters updated the Committee on the Texas issue of retaining travel permits.

The Committee discussed the HIPPA – ICOTS issue.

Commissioner W. Rankin (WI) made a motion to act and coordinate the WI-MN lawsuit discharge. Commissioner G. Powers (LA) seconded. The motion was adopted.

Legal Counsel R. Master is working on the NJ offender’s relocation to NY issue. He plans to follow up on this issue with the East Region Chair.

Old Business

There was no Old Business.

New Business
The Committee discussed the issues raised by the Texas State Council regarding Rule 2.105. Due to a lack of consensus, the Committee decided to send an acknowledged letter to the Texas Commissioner signed by the Chairman.

The Committee decided to cover all the business meeting’s expenses for all Commission Ex-Officios.

**Adjourn**

Commissioner D. Ege (AZ) made a motion to adjourn. Commissioner G. Powers (LA) seconded. The meeting was adjourned at 12:34 pm EDT.