INTERSTATE COMMISSION FOR ADULT OFFENDER SUPERVISION

EXECUTIVE COMMITTEE
TELECONFERENCE MEETING

Tuesday July 12, 2005
11:00 a.m. (EST)

1-888-387-8686 Room # 7389593

Committee Members in Attendance:

1. David Guntharp (AR)
2. Ann Hyde (SC)
3. Genie Powers (LA)
4. Ed Ligtenberg (SD)
5. Joe Kuebler (GA)
6. Harry Hageman (OH)

Committee Members Not in Attendance:

1. Milt Gilliam (OK)
2. Ben Martinez (PA)
3. Dori Ege (AZ)
4. Warren Emmer (ND)
5. Pat Tuthill (ex-officio)

Staff

1. Don Blackburn
2. Rick Masters
3. Ashley Kenoyer
4. Kelli Price
5. Sheila Perry
6. Mindy Spring
7. Xavier Donnelly
Call to Order

- The meeting was called to order at 11:01 am EST by D. Guntharp, Chair. 6 members were present, establishing a quorum.

Approval of Agenda

- Motion to approve the agenda was made by H. Hageman, seconded by G. Powers. Motion carried.

Approval of Minutes

- Motion to approve the June 14th minutes was made by J. Kuebler, seconded by A. Hyde. Correction requested by D. Guntharp on page 2 under the Rules Committee report (the to this). G. Powers requested a correction on page 3 under the finance report (20% to 10%). Motion carried.

Training Committee  Ann Hyde

- D. Blackburn and A. Hyde will be presenting at the APPA conference in New York.
- New Commissioner training will be held prior to the Annual Meeting in Phoenix. The handbook has been completed.
- D. Blackburn will be conducting training in Lubbock Texas this week. The Commission will be reimbursed for over ½ the cost for the training.
- Judicial training set up by DCA, David Hitchcock will be held in August in Illinois.
- Puerto Rico sent a trainer to the Lexington training in June. They will be training the rest of their Compact office.

Technology Committee  Joe Kuebler

- NACIS
  - Anticipates the BRT will be signed this week, testing will be conducted thereafter by the JAD and Technology groups, and then the whole Commission will have the opportunity to test the system.
  - A resolution will be presented at the Annual meeting.
  - Training scheduled for late September, early October. The Commission will train 1 person from each Compact office and the additional 32 slots will be available on a first come first serve basis. The National Office may conduct additional training at a later date. Once trained, states may be able to use the system.
• Deadline for legacy files will be determined 6 months after implementation.
• J. Kuebler will be sending out a letter in the next few days to give states an update on the system.
• Discussion of IT presentation at Annual meeting
  • J. Kuebler to present an overview and update for the Technology Committee.
  • S. Perry will present the NACIS demo.
  • D. Guntharp will present deadlines for NACIS and how legacy files can be entered into the system.
  • E. Ligtenberg suggested getting Commissioners educated on the timeline of events regarding NACIS prior to the Annual Meeting.
• D. Blackburn stated that the system was scheduled to be delivered today and the National Office has not been informed of the new delivery date.
• H. Hageman stated the Commissioners need to have the integration document and legacy file document prior to the Annual Meeting.
• D. Blackburn noted that many Commissioners may want to know when the integration document will be released before deciding on the implementation date.
• Discussion of violation reports for offenders that have not been entered into the system by the sending state. Receiving states will not be able to create a record in NACIS if that offender is not in the system. D. Guntharp noted that states need to work together and the sending state may need to enter the offender into NACIS.
• Discussion of subsequent state transfers. How the signed transfer application would need to get to the original sending state.
• Discussion of training for states and the amount of time states have before the implementation of NACIS. D. Blackburn stated that the National Office is working on getting an interactive training set up for states to use within their state.
• Training plan and user information are major concerns for many states.

Finance Committee  Genie Powers

• FY05 has just ended. Will have better report for the next Executive Committee meeting.
• Discussion of putting the surplus into “training” D. Blackburn notes this may be a problem with the indirect costs ICAOS incurs from CSG. Surplus is currently put into the legal fund.

Rules Committee  Ed Ligtenberg

• Successful meeting in Lexington, June 28-29th. Major areas of discussion were the application for transfer (what attachments are needed, such as
criminal history), implementation of NACIS (which will be determined by the Technology Committee), signature forms (which will remain in the sending state until requested by the receiving state), and the rule making/amendment process. The comment form was successful. The Committee was able to review everyone’s comments.

- H. Hageman stated that Terry Borjeson, SoftScape, announced (via email to H. Hageman) that if BRT is signed this week, testing may begin August 1, 2005.
- A. Hyde noted that D. Guntharp is on the agenda for the New Commissioner’s training.
- H. Hageman left the call. The Executive Committee no longer had a quorum and the remainder of the meeting was informal discussion.

**Legal Counsel Report**  
*Rick Masters*

- The Commission has prevailed in the Tennessee litigation. Working on getting attorney fees recouped from the litigation.
- The Massachusetts bill is aggressively moving through the House and Senate.
- D. Blackburn noted that newspaper articles regarding Massachusetts are on the website.

**Executive Committee**  
*David Guntharp*

- 23 new Commissioners have been appointed this year.
- D. Blackburn noted that 97 people are registered for the Annual Meeting.

**South Region Report**  
*Joe Kuebler*

- Next region meeting scheduled next week.

**Mid-West Region**  
*Ed Ligtenberg*

- Next region meeting scheduled for September, during the Annual meeting.
- D. Guntharp recommended that E. Ligtenberg send out an email to the mid-west region announcing that he will not be running for region chair this year.

**Executive Director’s Report**  
*Don Blackburn*

- All dues for FY05 have been collected with the exception of New York.
- The national office is researching conducting extra training for NACIS. Fee for registration will be $50/person to cover costs for training materials.
- Appointment letters for Commissioners need to be sent to the National Office as required by the Commission’s insurance company.
• Cost for Annual meeting should be addressed. The Commission has eliminated the awards banquet and gifts for this year’s meeting to save money. The national office will propose options for next year’s meeting at this year’s annual meeting.

• An alcohol policy has been developed for the Commission. The Commission will not pay for any alcohol at dinners and meetings.

  ➢ D. Guntharp noted he will be in a transition period with his employment through the month of August. He will be on vacation in August, but can be reached via mobile phone or email.

• Next Executive Committee Meeting is scheduled for August 9th at 11:00 am EST.

• Motion to adjourn made by G. Powers, seconded by E. Ligtenberg. Meeting adjourned at 11:57 am EST