Interstate Commission for Adult Offender Supervision
Executive Committee Meeting Minutes

2:00 p.m. EDT
July 14, 2009
WebEx

Members in Attendance:
1. Ken Merz    Chairman, MN
2. Milt Gilliam  Vice-Chair, OK
3. Dori Ege     AZ
4. William Rankin WI
5. Kathie Winckler TX
6. Mike McAlister NH
7. Ed Gonzales   NM
8. Pat Tuthill   Ex-Officio, FL

Members not in Attendance
1. Wayne Theriault ME
2. Gary Tullock   TN
3. Linda Janes    OH
4. Warren Emmer   ND
5. Kevin Kempf    ID

Guests
1. Ethel White    TX

Staff:
1. Harry Hageman
2. Ashley Hassan
3. Barno Saturday
4. Sam Razor
5. Mindy Spring
6. Rick Masters   Legal Counsel

Call to Order
Chairman K. Merz (MN) called the meeting to order at 2:01 pm EDT. Eight of 12 members were present establishing a quorum.

Agenda
The agenda was approved by acclamation.

Committee Reports
Rules Committee: Commissioner W. Rankin (WI) presented his report to the Committee:

- Proposed Rules Amendments are posted on the Website.
- The Rules Committee will meet on September 22 in Lexington, KY to discuss Commission’s suggestions for Proposed Rules Amendments.
- Commissioner W. Rankin (WI) suggested posting Proposed Rules Amendments on Public Forum at the end of September.
  - K. Terry and S. Razor will report on Public Forum’s posting specifications at the next meeting.
- The Rules Committee is looking for one more member from the South Region to serve on the Committee.

Training Committee: Commissioner D. Ege (AZ) updated the Committee on recent and future training plans:

- Dates and attendance numbers provided for recent training sessions and upcoming trainings for Rules.
- Dates and attendance numbers provided for recent training sessions and upcoming ICOTS trainings for Compact Offices on specific ICOTS processes.
- ICOTS trainings’ evaluation results were reviewed.
- The Committee met on July 1 to review Annual Business Meeting training options. M. Gilliam and R. Bisch are working on training materials for the In-Service Session #1 (Probable Cause Hearing).
- The Training and Technical Assistance Policy eliminates the necessity for the existing General Training Policy, Trainer Certification Policy and the Trainer Certification Course.
  - Chairman K. Merz (MN) asked the Training Committee to review the documents, make any necessary recommendations, and report on the issue at the next meeting.
- Requested by Commissioner W. Rankin (WI) Training Bulletin that will address states submitting separate cases for the same offender is in the process of completion.

Minutes
Commissioner M. Gilliam (OK) made a motion to approve the minutes from June 9, 2009. Commissioner D. Ege (AZ) seconded. The minutes were approved.
Technology Committee:  Commissioner K. Winckler (TX) presented her report to the Committee:

- The National Office is working on more efficient website design and layout
- Reconciled impact of Rule Changes to ICOTS
  - Appriss is developing a rough estimate for each change with an impact
- User Audit responses due March 31, 2009
  - Have not received user audit from NY Probation, and GA Probation
  - The Committee considered sending the matter to the Compliance Committee if the audits are not submitted by August.
- Duplicate Audit
  - All Audits were received
- The Committee reviewed Support Calls for June
- The Committee reviewed the ICOTS Enhancement Procedures Policy recommended by the Technology Committee.
  - The Committee will send their comments to Commissioner K. Winckler (TX) by July 28, 2009. The Committee will continue this discussion at its next meeting.
- Public Portal’s development is close to completion.
  - Negotiating dispute with Appriss over hiding offenders from public view
- ICOTS Release 5.0
  - Many problems resulted from this release
  - 4 interim releases were made to correct the issues
  - 5.5 is scheduled for 7/15 and will resolve the final 5.0 issues
- Go Back Issues
  - Recommending this enhancement for approval due to the significant and immediate benefit to the users
  - Cost Estimate $15,110, cost to ICAOS = $7,555

Commissioner K. Winckler (TX) made a motion to approve Go Back Issue cost of $7,555. Commissioner D. Ege (AZ) seconded. The motion passed.

- Release 6.0 is delayed from July 22, 2009 due to the complications from 5.0 and will be released late August. The Release will include the following:
  - Add an alert to warn/confirm that a user is about to withdraw a case or compact activities
  - User Preferences established
  - Priority Model – Submitted and Due Dates exposed in the Compact Workload
  - Print all documentation for an entire compact case in one document
  - Find Remaining Duplicate Action Item causes and clean up the database
  - S. Razor will request Appriss to include the Supervision End Date issue to this Release.

Compliance Committee:  Commissioner M. McAlister (NH) indicated the Committee would be meeting in early September.
DCA Liaison Committee: Executive Director H. Hageman informed the Committee about the upcoming DCA meetings:

- DCA Chairs Meeting – July 27 at 2 pm EDT
- West Region DCA meeting – August 18 at 2 pm EDT
- Midwest Region DCA meeting – August 21 at 2 pm EDT
- South and East Region DCA meeting – to be determined.

Finance Committee: The Committee discussed the proposed FY11 budget passed at the April Executive Committee that did not include the approved third year dues increase. The Committee decided not to allocate a dues increase in FY11 and to present this budget to the full Commission for approval.

Executive Committee: Chairman K. Merz (MN) will attend the August Juvenile Compact meeting in Lexington, KY to discuss possibilities of sharing resources.

Region Reports
East Region: The East Region will be meeting on August 6 at 11 am EDT.

West Region: Commissioner E. Gonzales (NM) informed the Committee that the West Region would be meeting on August 4, 2009 at 2 pm EDT.

Executive Director Report
Executive Director H. Hageman summarized recent activities of the National Office:

- An Incident Report was received from SC for NJ
- The National Office is working on the 2009 Annual Report
- Records Retention Policy is revised. Due to the lost quorum the committee could not approve the policy and placed in on their agenda for the next meeting.
- 16 Request for proposals were sent for the ICOTS Special Reports project
- The National Office conducted staff appraisals
- A California reporter contacted the National Office requesting the total number of Compact offenders on Parole. Commissioner R. Ambroselli (CA) was notified about this request.
- Newly appointed Commissioners:
  - Florida: Jenny Nimer
  - Missouri: Brian Jamison
  - Connecticut: Brian Murphy (Acting)
  - New York: No Official Appointment
- Executive Director H. Hageman conducted orientation with NC and FL Commissioners
- Annual Meeting update
  - Registration software available on July 27

Approved on 08.11.2009. B.S.
- Agenda is finalized

**Victims’ Representative**

P. Tuthill informed the Committee that Victims’ Representatives would be meeting on July 23 at 2 pm EDT.

In August, P. Tuthill will conduct a workshop on Compact and victim’s notification issues sponsored by Victims of Crime in Anaheim, CA.

**Legal Counsel Report**

R. Masters is in Sacramento, CA working with Legislative Committee on Compact Law issues.

R. Masters informed the Committee about the NY retaking and extradition issues for a NC offender. The Committee reviewed R. Master’s memorandum in response to Deputy County Persecutor J. Sabik’s request.

**Old Business**

Commissioner K. Winckler (TX) inquired about Chairman K. Merz’s assignment to draft language for the Committee’s review on how the Executive Committee can address situations where ICOTS creates an Interstate Compact procedure that is not required by the Rules.

Commissioner K. Winckler (TX) offered her assistance to Commissioner D. Ege (AZ) and Commissioner W. Rankin (WI) with this assignment.

**Adjourn**

Commissioner E. Gonzales (NM) made a motion to adjourn. Commissioner M. McAlister (NH) seconded. The meeting adjourned at 3:24 pm EDT.