Interstate Commission for Adult Offender Supervision

Executive Committee Meeting Minutes

August 12, 2008

11:00 am EDT

WebEx

Members in Attendance:

1. Warren Emmer  Chair, ND
2. Milt Gilliam  OK
3. Rich Bitel  NY
4. Gary Tullock  TN
5. Dori Ege  AZ
6. Robert Guy  NC
7. Ken Merz  MN
8. William Rankin  WI

Rick Masters  Legal Counsel

Members not in Attendance

1. Scott Taylor  Treasurer, OR
2. Genie Powers  Vice-Chair, LA
3. David Guntharp  AR
4. Pat Tuthill  Ex-Officio

Staff:

1. Harry Hageman
2. Ashley Hassan
3. Sam Razor
4. Xavier Donnelly
5. Barno Saturday
6. Mindy Spring

Call to Order

Chairman W. Emmer (ND) called the meeting to order at 11:05 am EDT. Eight out of eleven members were present. Quorum was established.

Approval of Agenda

Commissioner G. Tullock (TN) made a motion to approve the agenda, Commissioner D. Ege (AZ) seconded. The agenda was approved.

Approval of Minutes

Commissioner K. Merz (MN) made a motion to approve the minutes from July 8, 2008. Commissioner W. Rankin (WI) seconded. The minutes were approved.

Committee Reports

Rules Committee: Rules Committee met on July 10, 2008 to discuss the ICOTS definition proposal. The Committee decided to refer the proposal back to the Technology Committee for justifications.

The Committee will meet again in November 2008.

Commissioner R. Ambroselli (CA) and DCA D. Sitler (OR) are new members of the Rules Committee. Commissioner P. Quander (DC) left the Committee.

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.

Thirty-seven Commissioners including presenters registered for the Commissioner Training, 83 registered for the In-service training. The Training Committee is working on the annual business meeting’s trainings and workshops.

The Training Committee made a recommendation to the Compliance and Executive Committees to implement a national incident reporting system.

Technology Committee: S. Razor reported to the Committee on the ICOTS development status:

- ICOTS Privacy Policy has been sent to each commissioner requesting a signed acknowledgement of receipt.
- ICOTS User Agreement has been distributed to each ICOTS Representative and Leader Trainer
• Code Release 1.0 on August 12, 2008
• July 7-11 Leader Training for all states
• WebEx trainings have been requested

Development Schedule
• Initial UAT - 7/15-16
• Final UAT – 8/12
• Launch Pilot – 8/18

Implementation Schedule
• Load Data Test Files
  • Pilot and Nationally – Due 7/31
  • 56 files received from 45 states
• Final Initial Load Data Files
  • Deadline for Pilot – 8/15
  • Deadline for National Implementation – 10/3
• Launch Dates
  • Pilot – 8/18
  • National – 10/6

Compliance Committee: Commissioner R. Guy (NC) informed the Committee about the Executive Committee workgroup meeting on July 30, 2008 in Louisville, KY.

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

Region Reports

East Region: Commissioner R. Bitel (NY) informed the Committee about the East Region meeting on August 6, 2008. The Region had discussion on ICOTS implementation.

South Region: South Region has not met since the last Executive Committee meeting.

Midwest Region: Midwest Region has not met since the last Executive Committee meeting.

West Region: West Region is meeting on August 12, 2008 to discuss the ICOTS training progress.

Executive Director Report

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

• released the Annual Report 2007
• released Self-Assessment tool on disk
• experienced website issues with the host provider
• Ad Hoc Workgroup meeting results
• APPA Workshops conducted by D. Ege
• NCJA Forum attended by Ashley Hassan
• Commission currently operates below the budget

**Legal Counsel Report**

Legal Counsel R. Masters submitted the legal citations to TX Attorney General.

Legal Counsel R. Masters is working on HIPPA ICOTS issues and in the process of finalizing a business associate agreement and Q&A paper.

Juvenile Compact will send their representative to observe the business meeting in Palm Springs, CA to observe the Compact procedures.

**Old Business**

There was no Old Business.

**New Business**

The Executive Committee will meet again on Monday, September 8, 2008 in Palm Springs, CA.

**Adjourn**

Commissioner W. Rankin (WI) made a motion to adjourn. Commissioner G. Tullock (TN) seconded. The meeting was adjourned at 12:03 pm EDT.