# EXECUTIVE COMMITTEE MEETING

**August 14, 2007**  
11:00 a.m. EDT  
WebEx Conference

## Members in Attendance:

<table>
<thead>
<tr>
<th>Member</th>
<th>Title</th>
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<tr>
<td>1. Warren Emmer</td>
<td>Chair</td>
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<td>2. Genie Powers</td>
<td>Vice–Chair</td>
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<tr>
<td>3. Scott Taylor</td>
<td>Treasurer</td>
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<tr>
<td>4. Ken Merz</td>
<td>MN</td>
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<tr>
<td>5. Ann Clarke</td>
<td>SC</td>
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<td>6. Harry Hageman</td>
<td>OH</td>
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<td>7. Milt Gilliam</td>
<td>OK</td>
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<td>8. Rick Masters</td>
<td>Legal Counsel</td>
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## Staff:

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<th>Member</th>
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<tr>
<td>1. Ashley Hassan</td>
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<td>2. Xavier Donnelly</td>
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<td>3. Sam Razor</td>
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<td>4. Barno Saturday</td>
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<td>5. Mindy Spring</td>
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## Call to Order

W. Emmer called the meeting for order at 11.00 a.m. EDT.

## Roll Call

A. Hassan stated that there were seven out of twelve members present. Quorum was established.

## Approval of Agenda

S. Taylor made a motion to approve the agenda. K. Merz seconded. Agenda was approved.
Approval of Minutes
S. Taylor made a motion to approve the July 11, 2007 Meeting Minutes. G. Powers seconded. Minutes were approved.

S. Taylor made a motion to approve the August 1, 2007 Meeting Minutes. G. Powers seconded. Minutes were approved.

Committee Reports

- Training & Education:
  - A. Clarke and M. Spring hosted PO training sessions on WebEx. There would be one more session on September 5-6, 2007 before the Annual Business Meeting 2007 (ABM).
  - Since June 2006, there were more than 2000 individuals trained via On-Demand modules. Average monthly users had increased by 110%.
  - A. Clarke and M. Spring mentioned that the hardest part of the WebEx training is the background noise. Another challenge, they mentioned, was that larger groups tended to ask fewer questions, which made it harder to understand how the group comprehended the material.
  - The National Office is preparing the announcement for the New Judicial Training on demand.
  - A. Clarke and R. Masters conducted Judicial Training late July in Illinois. Additional Judicial Training is scheduled for early October in Missouri.
  - The Training Committee met on July 13, 2007 to finalize the new Curriculum for PO Training. A. Clarke is developing the Curriculum for ABM Commissioner Training.

- Information/Technology. H. Hageman stated the committee is working on Functional Specifications document.

  A. Clarke: Some Texas attendants asked to mention the compliance issue in the liability section of a recent PO training session.

- DCA Liaison. M. Gilliam is working on the DCA conference’s agenda for the Annual Meeting in Orlando.

- Finance. S. Taylor gave a summary of the budget status he would present at the Annual Business Meeting. The commission expenses went up to 68%. In order to be able to pay all the bills and be prepared for any kind of unexpected
expenses, a 6% annual increase of dues will be recommended by Finance Committee.

**A. Clarke made a motion to approve the 6% Dues Increase Proposal for three years.**
**G. Powers seconded. The Motion was approved.**

S. Taylor noted that he attended the regional meetings to discuss the budget increase.

- **Executive Committee.** W. Emmer expressed his appreciation to the competent staff of the National Office.

G. Powers mentioned that new temporary employee Barno Saturday would update her about the ABM planning on a regular basis. G. Powers also stated that the ABM Confirmation letters would be sent by the end of this week.

**Region Reports**

- **Mid-West.** Ken Merz discussed the following issues at the last regional meeting held on August 2, 2007.
  
  - NACIS lawsuit status.
  
  - Congratulated H. Hageman with his new position as the Executive director of the National Office.
  
  - Proposed Rules and Sex Offender Rule were discussed.
  
  - S. Taylor made presentation with the followed discussion on increasing dues for the 2009 Budget.
  
  - K. Merz asked to send states’ highlights of last year’s events for inclusion in his regional annual report for ABM.

**Acting Executive Director Report, A. Hassan:**

- Advisory opinion 3-2007 is in its closing stage. Final Draft to be submitted to the Legal Advisory Group today. Executive Committee will receive it in a week.

- R. Masters is in contact with FBI with regard to the criminal histories that A. Clarke brought up during the retreat for the Executive Committee in Cincinnati this past June.

- A. Hassan talked about the compliance trip to Texas and Pennsylvania. The complete report will be presented to the Commission at the Annual Meeting in Orlando.

- The National Office continues new website development. It will be shown at the Annual Meeting.
Yesterday, B. Saturday, a temporary Logistic Coordinator, submitted the rooming list to the Hotel.

The award ballot survey was closed today.

The National Office is in the process of planning agendas and training curriculums. 149 people are registered for the Conference.

The Docket Book will be sent by email 30 days prior to the meeting which will be next week.

Rule Amendment and Public Hearing Notice will be published this week.

A. Hassan informed the Committee that the attrition cut off date was Sept 1, 2007. She believes that the National Office is on track for the ABM preparations.

**Legal Counsel Report.** R. Masters stated that some legal counsel report information was mentioned in previous reports. The following was not mentioned:

- During the IL Judicial training, many attendants expressed their concern about possible liability to their state that could result, if they failed to follow the compact.

- IL State Council is not currently operational. M. Buscher and D. Hitchcock inquired about the Commission making this an issue with Illinois.

- R. Masters recently attended the meeting between the Four Corners tribal committee and ICAOS in Cortes, CO. Effective dialogue has begun between the tribes and the states of Arizona, Colorado, New Mexico and Utah. The attendance doubled this year. Tribes were very interested to continue working with ICAOS. There was a possibility to request the subcommittee in the West region. More information on this issue will be presented at the Annual Meeting by J. Miller, Colorado Commissioner.

- SoftScape just released the final settlement document. It had only minor grammatical changes. The document will be formulated and presented at the Annual Meeting.

- Advisory opinion 3-2007 is to be circulated soon to the Legal Advisory Group and to the Executive Committee.

- R. Masters hopes to receive response on the criminal histories from the FBI General Counsel Office. It will be reported to the committee at the next meeting.
Old Business

- **Sex Offender Ad Hoc.** W. Emmer informed that R. Guy would be contacting commissioners to give a better understanding of the Sex Offenders Rule.

- **Executive Director’s Health Benefit.** Due to L. Burdine’s absence, the Committee decided to postpone the discussion until the next meeting.

- **Former Executive Director’s Contract.** Due to D. Ege’s absence, Committee decided to postpone the discussion until the next meeting.

New Business

K. Merz suggested having another meeting at the Annual Business Meeting 2007 in Orlando on Monday, September 24, at 1p.m. EDT.

Adjourn

K. Merz made a motion to adjourn. A. Clarke seconded. The meeting was adjourned at 11:57 a.m. EDT.