Interstate Commission for Adult Offender Supervision  
Executive Committee Meeting Minutes  
August 17, 2010

Members in Attendance:
1. Ken Merz  Chair, MN  
2. Milt Gilliam  Vice-Chair, OK 
3. Chris Norman  AL  
4. Dori Ege  AZ  
5. Charlie Lauterbach  IA  
6. Wayne Theriault  ME  
7. Mike McAlister  NH  
8. Sara Andrews  OH  
9. Kathie Winckler  TX  
10. Ed Gonzales  NM  
11. William Rankin  WI

Members not in Attendance:
1. Kevin Kempf  Treasurer, ID  
2. Pat Tuthill  Ex-Officio, FL  
3. Warren Emmer  Ex-Officio, ND

Guests:
1. Regina Grimes, TX

Staff:
1. Harry Hageman  
2. Rick Masters, Legal Counsel  
3. Sam Razor  
4. Xavier Donnelly  
5. Kevin Terry  
6. Emma Davis, ICJ

Call to Order
Commissioner K. Merz (MN) called the meeting to order at 2:00 p.m. EDT. Eleven out of twelve voting members were present. A quorum was established.
Agenda
Commissioner K. Merz (MN) changed the order of committee reports so that the Technology Committee would be first on the agenda. The Committee approved the amended agenda by acclamation.

Minutes
Commissioner E. Gonzales (NM) made a motion to approve the minutes from July 13, 2010 as presented. Commissioner D. Ege (AZ) seconded. The motion passed.

Opening Remarks
Chair K. Merz (MN) turned the meeting over to the Technology Committee Chair, Commissioner K. Winckler (TX) to update the Committee on the newest development regarding the Appriss contract renewal.

Committee Reports
Technology Committee Report
- Commissioner K. Winckler (TX) reported that Executive Director H. Hageman met with Brian Oldham, Appriss Chief Technical Officer on July 15. Mr. Oldham informed him that Appriss is interested in transitioning ICOTS to another vendor. He further clarified that the ICOTS development was outside the Appriss primary business model and the new chief financial officer does not wish to extend their losses.

- Commissioner K. Winckler (TX) clarified that the current three year contract ended on May 14, 2010. ICAOS and Appriss have been working under the one year extension provision while negotiating a new contract. Appriss verbally agreed to finish their current obligations and support ICOTS for one year while cooperating with other vendors during the transition.

- Executive Director H. Hageman updated the Committee that he anticipates receipt of a formal letter agreement from Appriss. Director Hageman presented the options to bring the development of the software in-house versus contract with another vendor who can support the unique platform. He stressed the importance to expeditiously employ a consultant prior to making any decisions.

- Executive Director H. Hageman performed due diligence relative to this matter and reported to the Committee estimated hourly quotes from three qualified vendors, SEARCH, PriceWaterhouse and Gartner. Director Hageman shared positive past work experience with the consulting firm SEARCH, a unique consulting firm with expertise in the desired area. Additionally, SEARCH currently has available funding from the Department of Justice for which the ICOTS project would qualify.

- The committee agreed it is imperative to determine proprietary tools, ownership, license transfers and acquire a thorough understanding of the current status before moving forward.
Commissioner K. Winckler (TX) and Executive Director H. Hageman presented a letter to the Committee dated August 6, 2010 from SEARCH, the National Consortium for Justice Information and Statistics. The letter outlined a proposal/quote to perform an overall review of the current system, identify proprietary assets/ownership, define opportunities/risks, and recommend a plan of action. The proposal is quoted per hour. The estimated number of hours necessary to complete the project is subject to change.

Chair K. Merz (MN) reiterated the options and reaffirmed the necessity for an outside consulting firm.

Commissioner Winckler (TX) made the motion to authorize Executive Director H. Hageman to enter into an agreement with SEARCH (consulting firm) for the purposes outlined in the August 6, 2010 letter. Commissioner W. Theriault (ME) seconded. The motion passed unanimously.

R. Masters, Legal Counsel, inquired as to the motion’s implication regarding relationship termination and possibly breach of contract with Appriss.

Executive Director H. Hageman clarified he expects to receive a written document from Appriss and anticipates their full cooperation during the transition with a new vendor. The SEARCH contract is for consulting services only and does not succeed the Appriss contract.

Commissioner K. Winckler (TX) emphasized the Appriss non-renewal is not a reflection of the end of the ICOTS system and business will continue as usual.

**Training Committee Report**

Commissioner D. Ege (AZ) reported the following training statistics:

- Rules Training
  - July 27 & 28 (99 attendees)
  - Upcoming
    - August 17 & 18
    - September 8 & 9

- 2010 DCA Training Institute
  - August 9-11
  - 60 Attendees
  - All but six states attended: DE, MD, MA, PR, VI, WV
    - Commissioner D. Ege (AZ) noted the she has received favorable feedback and applauded the National Staff for their hard work.

- Monthly On-Demand Usage comparison 2009 through 2010 continues to increase

- Commissioner Training for the 2010 Annual Business Meeting
  - Curriculum will soon be finalized and reported out during in September

**Rules Committee Report**

Commissioner W. Rankin (WI) reported the rule amendments 30-day comment period ended August 9 and 33 comments were received. The Rules Committee is scheduled to meet
August 19 via WebEx to review the comments and prepare amendments for the final 30 day posting prior to the Annual Business Meeting.

- Commissioner W. Rankin (WI) questioned one response stating the Rule 3-107 amendment impacted ICOTS. The Committee discussed the implications and determined there to be no effect to ICOTS from any proposed rule amendments.

**Compliance Committee Report**
- Commissioner M. McAlister (NH) reported there are currently no issues before the Compliance Committee. The next scheduled meeting is in September to address any incident reports issues.

**DCA Liaison Committee Report**
- Commissioner C. Lauterbach (IA) reiterated the positive responses relative to the August DCA Training Institute in Lexington, Kentucky, and Committee Members concurred.
- Commissioner W. Theriault (ME) commented the DCA Training to be one of the best and most professional he has attended.

**Finance Committee Report**
- Commissioner K. Kempf (ID), Commission Treasurer, was not in attendance. Executive Director H. Hageman will update the Committee in his report.

**Region Reports**

**East Region**
- Commissioner W. Theriault (ME) reported the East Region met August 5 with a quorum. The agenda included:
  - ICAOS update by Executive Director Harry Hageman
  - “The Complete Transfer Concept” by Robert Maccarone from New York
  - Proposed Rule Amendments discussion
  - Rule 3-101.3 proposal submitted by PA
- The East Region voted to forward the rule amendment proposal by Robert Maccarone from New York onto the Rules Committee. The Region understands the legal implications of the proposal will be addressed as the proposal travels through the process.
- The East Region agreed to continue to review the proposed language to Rule 3-101.3 as submitted by PA.
- Commissioner W. Theriault (ME) noted the Compact is 24/7 and sharing information during Region meetings to be an insurmountable opportunity to stay updated outside annual business meeting.

**South Region**
- Commissioner C. Norman (AL) reported the South Region met on August 5. Although a quorum was not achieved, the Region discussed the proposed rule amendments and agreed to discuss a proposal from FL during the Annual Business Meeting in San Antonio.
Midwest Region

- Commissioner S. Andrews (OH) had to exit the meeting early. Chair K. Merz (MN) reported the Midwest Region has not met since the last Executive Committee meeting. The next meeting is scheduled for August 18.

West Region

- Commissioner E. Gonzales (NM) reported the West Region met on July 14. The region discussed the proposed rule amendments and the increase/impact of West Region state mandated furloughs. The next meeting is in San Antonio.

Executive Director Report

- Executive Director H. Hageman updated the Committee on the following National Office activities:
  
  Audits
  - July audits are completed and August audits are ongoing.
  - A summary will be forwarded at the end of the first quarter.

August 2010 DCA Training Institute in Lexington, KY

- Evaluations were emailed to all attendees.
- Staff concentrating efforts.
- Evaluations continue to be received and to be positive.

2010 Annual Business Meeting

- 24 Commissioners have registered to date.
- World Equestrian Games in Lexington will impact the National Office; thus all information and shipments will require an earlier deadline date.
  - All Committee reports are needed as soon as possible for completion of the ABM Docket Book.
  - August 27 is the last date to forward award nominations and to date none have been received.

- Chair K. Merz (MN) requested all region representatives forward a reminder email within their regions relative to ABM registration and award nominees.

2010 Annual Report

- The National Office continues to prepare for presentation prior to the Annual Business Meeting.

Leadership Lexington Program

- As previously approved by the Executive Committee, Sam Razor is participating in the program

Interstate Commission for Juveniles

- Interstate Commission for Juveniles (ICJ) is finalizing its functional requirements document with Appriss and will solicit the assistance of ICAOS to review vendor proposals.
- Continue to bill ICJ for services rendered.

Budget Update

- Director Hageman mentioned the technology line items may not cover the ICOTS transition and may utilize a portion of the reserve.
• The Committee recognized that information technology is an ever changing and expensive budget item and agreed that a large reserve fund is crucial.

Victims Representative Report

• Pat Tuthill (FL) was absent, there was no report.

Legal Counsel Report

R. Masters, Legal Counsel, reported a few comments were received relative to the last three advisory opinions. In light of the Appriss situation, no further contract negotiations are necessary at this time.

OLD Business

There was no new business.

NEW Business

There was no new business.

Adjourn

Commissioner E. Gonzales (NM) made a motion to adjourn. Commissioner W. Rankin (WI) seconded. The motion passed. The meeting adjourned at 3:43 p.m. EDT.