Interstate Commission for Adult Offender Supervision
Executive Committee Meeting Minutes

September 8, 2008
1:00 pm PDT

Andreas,
Wyndham Palm Springs,
Palm Springs, CA

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. David Guntharp AR
9. William Rankin WI
10. Rick Masters Legal Counsel
11. Pat Tuthill Ex-Officio

Members not in Attendance

1. Genie Powers Vice-Chair, LA

Guests

1. Kathie Winkler TX
2. Bob Champion IN
3. Anne Precythe NC
4. Regina Grimes TX
5. Mike Lacy WV
6. Nick Alexander DC
Call to Order

Chairman W. Emmer (ND) called the meeting to order at 1:00 pm PDT. Nine out of ten members were present. Quorum was established.

Approval of Agenda

Commissioner G. Tullock (TN) made a motion to approve the agenda. Commissioner Ken Merz (MN) seconded. The agenda was approved.

Approval of Minutes

Commissioner M. Gilliam (OK) made a motion to approve the minutes from August 12, 2008. Commissioner D. Ege (AZ) seconded. The minutes were approved.

Committee Reports

Rules Committee: The Rules Committee did not meet since the last Executive Committee meeting.

Training & Education Committee: Commissioner D. Ege (AZ) reported on the on-site trainings that were delivered by the Committee members and the National Office staff: Victim’s Workshop (Atlanta, GA), State Council (Natick, MA and Anchorage, AK) and PO Training (Winston-Salem, NC, DC, Anchorage, AK).

The Committee members and the National staff delivered the following WebEx trainings: PO Rules Training Sessions, DCA Training Sessions and ICOTS Leader Training.

The Training Committee received continuing Legal Education accreditation from the following states AL, CO, FL, LA, NC, VT, WA and WY.

Commissioner D. Ege (AZ) gave an overview of the on-demand usage statistics by quarter.
The Training Committee assisted the Technology Committee in the development of a training plan.

The Committee members and the National Staff delivered a judicial workshop at the Illinois Judicial Education Conference (Chicago, IL) and ICAOS workshops at CSG Sex Offender Symposium (Reno, NV), APPA (Phoenix, AZ), AJCA (Savannah, GA), SSCA (San Antonio, TX), and APPA (Las Vegas, NV).

**Technology Committee:** MIS Project Manager S. Razor reported to the Committee on the ICOTS development status. MIS Project Manager S. Razor also reported to the committee on the status of the Pilot and issues being resolved as a result of the Pilot. Based on the Pilot experience, the National Office is working on releasing the following documents in the near future: Lessons Learned and ICOTS Implementation Guide: *What to Expect.*

Executive Director H. Hageman updated the committee on legacy and user loads and distributed to the committee lists of outstanding fixes Appriss is working on and enhancements that need to be done over time. Executive Director H. Hageman recommended the committee look at the list of enhancements to determine priority and develop a cost analysis of items to be completed.

The committee discussed how they would set up the ICOTS workflow in their state.

The committee discussed the ICOTS launch and that the national implementation is scheduled for October 6, 2008. Commissioner M. Gilliam discussed the issues that need to be dealt with and the fact that the Pilot was just gaining momentum. Commissioner W. Emmer noted that fixes were always going to be needed and stressed the importance of rolling the system out. Executive Director H. Hageman recommended expanding the Pilot if the Commission chooses to not go live in October rather than continuing the Pilot as is. MIS Project Manager S. Razor assured the committee that there were issues to be resolved but that none were show stoppers. Commissioner G. Tullock expressed his concern in delaying implementation since training had already been conducted and legacy data compiled.

Commissioner R. Guy asked the committee if they needed to determine the drop dead date for states to conduct transfers solely through the ICOTS system. Commissioner B. Rankin suggested distinguishing between new cases and legacy cases.

**Commissioner D. Guntharp (AR) made a motion for all new cases to be entered into ICOTS starting on October 6 and a second data dump be 60 days after the October 6 date. Commissioner K. Merz seconded. Motion passed.**

**Compliance Committee:** The Compliance Committee planned to have a meeting on September 3, but was cancelled due to the inability to obtain a quorum. The committee discussed Commissioner R. Guy reporting on the work of the Executive Committee Workgroup during the main session.

**DCA Liaison Committee:** Commissioner M. Gilliam (OK) informed the Committee about the upcoming DCA meeting on Tuesday, September 9, 2008.
Treasurer Report

Executive Director H. Hageman demonstrated to the Committee its expenses and revenue. FY 08 is 6.7% below revenue due to delayed ICOTS payments, un-purchased equipment, Technical and Training Assistance funds, 2007 Annual Meeting budget and general administrative savings.

Commissioner D. Gunthrop (AR) made a motion to approve the working budget FY10 as presented. Commissioner R. Guy (NC) seconded. The motion passed.

Region Reports

East Region: The East Region did not meet since last Executive Committee meeting.

South Region: The South Region did not meet since last Executive Committee meeting.

Midwest Region: The Midwest Region did not meet since last Executive Committee meeting.

West Region: The West Region met on August 12, 2008. The region shared its concerns with the legacy data for ICOTS.

Executive Director Report

Executive Director H. Hageman updated the committee on the search for a website hosting company and potential down time on the website. Executive Director H. Hageman also discussed an incident reporting mechanism for states to report compliance incidents that the national office could track and forward to compliance or rules committee as necessary. Two new best practices were issued on Compact Workflow and Compact Staffing. Executive Director H. Hageman noted that Louisiana and North Carolina are now getting CLE credit for the legal on-demand training modules. Executive Director H. Hageman discussed the ICOTS privacy policy and user agreement. Executive Director H. Hageman updated the committee on an ICOTS security document recently posted to the website.

Victims Advocate Report

Victim’s Advocate Report: Victim’s Representative P. Tuthill (FL) requested to be placed on the Compliance Committee and be removed from the Rules Committee.

P. Tuthill (FL) requested the Commission provide an opportunity for the Ex-officio Victim Representative to make brief remarks at the Commission trainings on the significance of complying with the Compact and real consequences to the public for failure to comply.

P. Tuthill (FL), Victims’ Advocate, reported on several criminal justice and victim outreach presentations she held across the country:

- September 2008 - Montana Probation Association
October 2008 – annual conference of the Colorado Organization of Victim Advocates
November 2008 – Georgia Mental Health Association Presentation
Early 2009 – Massachusetts Eastern Region training for victim advocates

Victim Advocate P. Tuthill (FL) informed the Commission that victim representatives helped to promote the Peyton Tuthill Foundation Scholarships. Three $1,000 college scholarships were awarded on July 1, 2008 to survivors of homicide.

Legal Counsel Report

Legal Counsel R. Masters informed the Committee that Connecticut Compact issues were resolved.

Legal Counsel R. Masters described in detail the litigation case of offender Thomas Stanton, who believed that his constitutional rights were violated by rejecting his request to transfer his supervision from Wisconsin to Minnesota. After consulting both Attorney General of Wisconsin and Minnesota, Legal Counsel filed a petition for removal of the case. Legal Counsel R. Masters mentioned the liability policy ICAOS has with CSG that covers most of the legal fees for this action after the deductible.

Legal Counsel R. Masters suggested starting a library with legal cases for every state.

Old Business

There was no Old Business.

New Business

The committee discussed the election and the process for the election to be held during the main session. X. Donnelly explained to the Committee the technical and logistical process for the elections.

The nominating committee will meet on Tuesday, September 9, 2008 at 5 pm PDT.

Adjourn

Commissioner G. Tullock (TN) made a motion to adjourn. Commissioner D. Ege (AZ) seconded. The meeting was adjourned at 2:45 pm PDT.