Interstate Commission for Adult Offender Supervision
Executive Committee Meeting Minutes

September 24, 2007
1:00 PM EDT
WebEx

Members in Attendance:
1. Warren Emmer Chair
2. Genie Powers Vice-Chair
3. Scott Taylor Treasurer
4. Maureen Walsh MA
5. Ken Merz MN
6. Dori Ege AZ
7. Ann Clarke SC
8. William Rankin WI
9. Milt Gilliam OK
10. Robert Guy NC
11. David Guntharp AR

Guests:
1. Anne Precythe
2. Regina Grimes
3. Ethel White
4. Bruce Grant

Staff:
1. Harry Hageman
2. Ashley Hassan
3. Mindy Spring
4. Sam Razor
5. Xavier Donnelly
6. Barno Saturday
Call to Order
W. Emmer called the meeting to order at 1:00 P.M. EDT. Eleven out of twelve members were present. Quorum was established.

Approval of Agenda
A. Clarke made a motion to approve the Agenda. G. Powers seconded. The Agenda was approved.

Approval of Minutes
M. Walsh made a motion to approve the Minutes from August 14, 2007. R. Guy seconded. W. Rankin inquired about the misspelled name of Commissioner Merz on p.5. The correction was made. Minutes were approved.

H. Hageman introduced B. Saturday, the Logistics and Administrative Coordinator at the National Office, to the Committee.

Committee Reports
Rules Committee: The Rule Committee Report was published in the Docket Book. Public Hearing will be held later this afternoon with the purpose of allowing the public to express their opinion about rule proposals. More than thirty proposals are going to be voted on by the Commission.

Training & Education: A. Clarke informed the Committee about the ongoing WebEx trainings. She also mentioned the upcoming training for Commissioners that would take place on Tuesday, September 26.

Information & Technology Committee: D. Guntharp informed the Committee of the IT report that was written by H. Hageman and S. Razor. D. Guntharp would be presenting on the IT Committee at the Commissioners training.

Compliance Committee: The Compliance Committee will submit reports and make a recommendation on the Texas and Pennsylvania cases to the Commission. R. Guy will present a detailed report of the investigation on Wednesday at the General Session. The Compliance Committee will develop a process for investigations.

DCA Liaison Committee: M. Gilliam informed the Committee that since the last Executive Committee meeting, four regional meetings were held to prepare DCAs for the upcoming Conference. The DCA Conference would include some minor training; a legal update; a welcome speech from W. Emmer, the chair of ICAOS, etc. However, the main goal for the meeting tomorrow would be to select the top four issues, break the group into four subgroups and have them come up with a plan of action.
M. Gilliam informed Committee that different DCAs expressed their antipathy toward the practice of changing Rules every year. They would like to have more time to establish the Rules.

**Finance Committee:** S. Taylor informed Committee that he attended all pre-conference region meetings to explain in detail the necessity of a 6% budget increase. Every region had different reactions, and for this reason, S. Taylor is scheduled to attend all the region meetings that would be held on Tuesday, Sept 25, 2007. He wanted to make sure that everybody was clear and understood the necessity of the budget increase and to be present if a region required clarification on this matter.

The necessity to increase the budget was because the original budget did not include the DCAs paid visits to the Annual Business Meetings and ICOTS database development costs. Every year, it would cost approximately $400,000.

S. Taylor mentioned that the Commission was not in a position to make decisions on different dues increases for different size states. He noted that dues formulas would be rewritten only after the ICOTS database would be actually running and the Commission had real numbers to rely on.

S. Taylor informed the Committee that depending on the budget, the dues could also be decreased. Committee discussed proposed FY09 budget.

**S. Taylor made a motion to approve the FY09 budget. K. Merz seconded. The motion was approved.**

W. Emmer asked the Region Chairs to express how their regions felt about the budget increase and the Sex Offender Rule.

K. Merz, the Midwest Chair, stated that his region did not have major problems with the budget increase issue, but had some concerns about the Sex Offender Rule.

A member of South Region, M. Gilliam, informed the Committee that the budget was not a big issue in his region. However, members were not satisfied with the wording of the Sex Offender Rule.

D. Ege, West Region Chair: Budget increase was not an issue. Her region liked the Sex Offender Rule, but not its definition.

M. Walsh, East Region Chair said that the more information the members had, more they accepted the fact of increasing budget. However, her region had a philosophical difference on the Sex Offender Rule. Parole and Probation have a different way to handle offender’s transfers. Some of the suggestions were to have a different set of rules for Probation and Parole.
Executive Committee: W. Emmer shared with Committee H. Hageman’s work on Strategic Planning initiatives decided in the Executive Meeting, in Cincinnati, OH. He also worked closely with S. Taylor on the budget development and A. Hassan on preparation for the Conference.

G. Powers, the vice Chair, expressed her appreciation to A. Hassan and B. Saturday and everybody else in the National Office with the preparation for the conference. She mentioned that this year’s attrition rate was very good; so far it was just two rooms. Even though the National Office would receive the financial numbers after the conference, so far the Commission was significantly under budget.

Regional Reports
East Region: M. Walsh informed the Committee that all the major issues in her region were already discussed by Commission. She was a candidate for the East Region Chair position.

Midwest Region: K. Merz mentioned that his region did not meet since the last Executive Committee Meeting. He was a candidate for the Midwest Region Chair position.

West Region: D. Ege informed the Committee that West region would continue to meet every sixty days. Other than already discussed issues, there was nothing new to report. She was not sure if she was nominated for the West Region Chair position.

Executive Director Report
H. Hageman thanked everybody for the warm welcome into his new job. He gave an update on IT projects:
- ICOTS in progress
- New website

H. Hageman gave an update on trainings. He mentioned trainings by WebEx, on demand, State Council trainings, APPA, and Commissioner training. He also mentioned upcoming judicial, private probation and DCA trainings.

H. Hageman presented ideas for the Committee to consider developing in the following areas:
- Commissioner Involvement/Participation
- Technical Assistance
- Training Plan
- Audit Program

Legal Counsel Report
Softscape Settlement Agreement: R. Masters gave the Softscape case update to Committee. The Settlement Agreement was signed and delivered by all parties. He mentioned that it was critical to make sure all confidential materials concerning
Softscape, were destroyed. He reminded Commissioners that any information regarding the Softscape settlement case was confidential and should be confined to Commissioners.

*Advisory Opinion Policy:* R. Masters informed the Committee that the Advisory Opinion Revised Policy significantly reduced the number of advisory opinions as it intended. However, he expressed his concerns about *Advisory Opinion 3-2007* and also the Advisory Opinion process currently implemented.

Committee had a discussion concerning these matters.

S. Taylor made a motion to remove the following boxes in the Advisory Opinion policy: “the requesting states five days to review” and “comments and distribute to region chairs and Executive Committee”. G. Powers seconded. The motion was approved.

*Old Business*

**Sex Offender Ad Hoc** R. Guy informed the Committee of his vote for the Sex Offender Rule proposal. As a practitioner, he encouraged the sharing of information on offenders. Committee members discussed their positions.

**Executive Director’s Health Benefits:** Commission decided to postpone the discussion on the Executive Director’s Health Benefits until November.

**Former Executive Director’s Contract:** Former Executive Director’s Contract had expired. No further discussion was necessary.

*New Business*

Committee discussed the ABM general session’s agenda. They made some proposed changes in procedures and timing. These would be approved by the Commission at the start of the annual meeting.

*Adjournment*

D. Ege made a motion to adjourn. W. Emmer seconded. The meeting adjourned at 4:03 P.M. EDT.