INTERSTATE COMMISSION FOR ADULT OFFENDER SUPERVISION

EXECUTIVE COMMITTEE MEETING

Tuesday October 12, 2004
11:00 a.m. EST
Teleconference Meeting
Minutes
1-888-387-8686    Room#7389593

Committee Members in Attendance:

1. David Guntharp (Chair)
2. Ben Martinez (PA)
3. Joe Kuebler (GA)
4. Kathie Winkler (TX)
5. Leo Lucey (UT)
6. Ed Lightenberg (SD)
7. Eugenie Powers (LA)
8. Pat Tuthill (Ex-Officio)

Committee Members not in Attendance:

1. Harry Hageman (Vice-Chair)
2. Warren Emmer (ND)

Staff:

1. Don Blackburn
2. Rick Masters
3. Ashley Kenoyer
4. Sheila Perry
5. Kelli Price
6. Mindy Spring

Guest:

1. Milt Gilliam
Call to Order

Roll Call

- Chairman D. Guntharp called the meeting to order at 11:00 am. 6 members were present, establishing a quorum.

Approval of Agenda

- Commissioner B. Martinez motioned that Regional Director’s Reports to be included in the agenda after the Committee Reports. Commissioner L. Lucey seconded. Motion passed unanimously.

Reading and Approval of Minutes

- A motion for approval of August 10th minutes was made by Commissioner K. Winckler and seconded by Commissioner G. Powers. Motion passed unanimously.
- Commissioner K. Winckler also wanted to add an amendment to the minutes of August 10th to include additions and deletions of the Rules Committee.

Committee Reports

Rules

- Rules Committee Chair K. Winckler proposed that rule changes need to be sent out 30 days prior to become effective. A resolution to be attached to go over with Executive Committee.
- Rules Committee Chair K. Winckler proposed a task force be created, by the Commission, made up of parole and probation experts to look at Matrix type pool to assist in resolving issues of different crimes for different states.
- Chairman D. Guntharp suggested setting up a committee to visit with Rules Committee in Cincinnati to resolve issues such as seriousness of crimes/supervision.
- Chairman D. Guntharp suggested that the Rules Committee could assist in setting this task force up because of the complexity.
- Chairman D. Guntharp also sent a letter to the Director of NIC.
- Ex-Officio P. Tuthill stated that idea is well received.

Training & Education

- Training Committee Chair G. Powers commented that the surveys to the Commissioners have been well responded to.
- Training Committee Chair G. Powers wants to report at the Annual Meeting what all states are doing in regards to training.
• Commissioner E. Lightenberg suggested finding out what states have not responded. Kelli Price will send out a list of states that have not responded to Regional Chairs.

**IT**

• Information Technology Chair J. Kuebler stated that the JAD session in Salt Lake City last month was successful.
• SoftScape: Coming back with a preliminary system for review at next JAD session in December.
• Information Technology Chair J. Kuebler stated that IT representatives need to meet to inform each other on what is going on in the system and how states can transfer and gather statistics.
• Chairman D. Guntharp suggested we might need rule changes after system is implemented.
• Executive Director D. Blackburn stated that 12 states have not received IT representative. Requested Sheila Perry send Region Chairs a list of states that have not responded.

**Compliance**

• Legal Counsel R. Masters stated that a letter was sent to TN, October 4, 2004 regarding their direct violation of Compact rules. The letter reiterated history of case and a request to comply. Still pending on behalf on Commission.

**Finance**

• Executive Director D. Blackburn will send out a draft of the budget to Executive Committee. Some budget items are moved because of IT requirements.
• Budget will be presented to Commissioners at the Annual Meeting, October 25th at 2:00 p.m.

**Executive Committee**

• Chairman D. Guntharp anticipates a lot of discussion on proposed rules.
• Commissioner K. Winckler suggested that in some cases, instead of amending rules they should be sent back to Committee for discussion.
• Commissioner J. Kuebler suggested that Deputies should be involved in rule approval, especially with Rules Committee.

**Committee Regional Reports**

• Commissioner B. Martinez (East) stated Massachusetts (who is not a Compact member) still working on getting MOU out to states.
• Commissioner J. Kuebler (South) stated a meeting was held to update committee and to go over each states progress.
• Commissioner L. Lucey (West) stated Executive Director D. Blackburn came to Utah-Sept 7th to meet with the State Council. National Office helped them out with a lot of training and states are responding with written update of progress.
• Commissioner E. Lightenberg (Mid-West) stated nothing to report

**Old Business**

• None

**New Business**

• Commissioner B. Martinez proposed that the following items be put on the agenda for the Executive Committee meeting on October 25th:
  - Determine proper procedure to increase supplemental dues by states for Commission expenses in compliance with Rule 2.103.
  - Breakdown of legal fees during the last fiscal year made available for the October 25th Executive Committee meeting.
  - Explanation as to the spending authority given to the Commission’s legal counsel, as well as the oversight in place for expenses incurred outside the norm of routine business practice.
  - Whether the Commission currently has insurance to comply with the requirement of Art VI of the Compact and the Bylaws Art. V, sections 2&3 and if so will it also cover other litigation costs incurred.
  - Status of yearly audits
  - Status of vacancies for the Chairman of the Finance Committee & the Treasurer of the Executive Committees

• _Annual Meeting_– Executive Director D. Blackburn stated that the National Office is on track and prepared. Announced overflow issue at hotel and its resolution. Invited committee members for trial run of set-up on Monday, October 25th. Ballots will be part of record.

• _Awards_– Executive Director D. Blackburn stated that Commissioner W. Emmer hasn’t voted yet. Winners will be announced at a later time.

• Executive Director D. Blackburn brought up issue of states not having proper appointment verification. Legal Counsel R. Masters suggested states need to get guidance from Executive Committee.

• Commissioner K. Winckler moved that any Commissioner must notify and provide credentials upfront from their state council or Governor stating that person is acting as Commissioner or is the Commissioner. Commissioner L. Lucey seconded. Motion passed unanimously.

• Chairman D. Guntharp stated that Executive Director D. Blackburn will send follow-up letter to registered representatives to stay on top of this issue.

**Adjourn**

• Motion for meeting to adjourn was made by Commissioner E. Lightenberg at 12:10 p.m. EST. Seconded by Commissioner G. Powers.