Interstate Commission for Adult Offender Supervision
Executive Committee Meeting Minutes
October 14, 2008
11:00 am EST

WebEx

Members in Attendance:
1. Ken Merz  Chair, MN
2. Milt Gilliam  OK
3. Kathie Winckler  TX
4. William Rankin  WI
5. Kevin Kempf  ID
6. Gary Tullock  TN
7. Dori Ege  AZ
8. Linda Janes  OH

Members not in Attendance
1. Rich Bitel  NY
2. Mike McAllister  NH
3. Pat Tuthill  Ex-Officio

Staff:
1. Harry Hageman
2. Ashley Hassan
3. Mindy Spring
4. Sam Razor
5. Xavier Donnelly
6. Kevin Terry
7. Rick Masters  Legal Counsel
Call to Order

K. Merz (MN) called the meeting to order at 11:03 am EST. 8 of 11 members were present. Quorum was established.

Approval of Agenda

K. Merz (MN) requested the committee discuss scheduling the next meeting date and a request for a new ex-officio member to be added under new business. Motion to accept the agenda as amended made by K. Winckler, seconded by W. Rankin. Agenda was approved.

Approval of Minutes

Motion to approve the September 8, 2008 minutes made by M. Gilliam, seconded by D. Ege. Minutes were approved.

Motion to approve the September 10, 2008 minutes made by D. Ege, seconded by M. Gilliam. Minutes were approved.

Committee Reports

Rules:

- At its upcoming meeting on November 4th, the committee plans to discuss proposals for the 2009 business meeting.
- W. Rankin noted there are currently no members from the South Region, the East is represented by only one Commissioner from NJ and the ex-officio member, Victim’s Rep P. Tuthill, is being replaced by a representative from the National Attorney General’s Association. G. Tullock indicated he will reach out to the South Region to solicit members.

Training & Education:

- D. Ege announced an ICAOS workshop took place on September 17th in Billings, MT and on October 7th in Sun Valley, ID.
- On-demand stats were reported including announcing a new module on the ICOTS Privacy Policy which has seen high usage since its launch, late September.
- D. Ege is finalizing the committee’s membership and plans to have a meeting on November 13th.

Information/Technology:

- K. Winckler indicated she is experiencing challenges establishing members for the committee and until the members are identified, no meeting will be scheduled. L. Janes indicated Keven Pellant expressed interest in serving on the committee. G. Tullock
indicated he will reach out to the South Region, K. Merz to the East Region, D. Ege to the West to solicit members.
  o K. Winckler stated she has a meeting scheduled with H. Hageman and A. Hassan later in the week to be briefed on the current technology issues.

**Compliance:**

  o K. Merz indicated new chair, M. McAlister, is in the process of assembling the committee.

**DCA Liaison:**

  o K. Merz announced the new chair for this committee is W. Emmer.

**Finance:**

  o K. Kempf stated the members for the Finance Committee are approved and is tentatively scheduling a meeting for November 6th.

**Executive:**

  o K. Merz expressed appreciation for the committee and region chairs to serve in their positions.
  o K. Merz indicated he recently met with H. Hageman and the previous Commission Chairs to discuss the Commission’s direction and goals.
  o The three newly elected officers were in Lexington, KY at the National Office for the past two days meeting with staff and CSG directors for an orientation.
  o K. Merz mentioned scheduling dates for the Spring Executive Committee meeting and asked committee members to send him availability for late April early May.
  o The Committee discussed the issues surrounding the four rules intended to become effective upon implementation of ICOTS and the concern of legacy data.
    • **Motion to make the effective date of Rule 3.107, as amended on September 13, 2005, for October 6, 2008 made by W. Rankin, seconded by D. Ege. Motion carried.**
    • The Committee decided not to take action on the remaining three rules until pending cases and legacy data are loading into ICOTS. Communication clarifying this issue will go out with the announcement of the amended rule.

**Region Reports**

**South:**

  o G. Tullock indicated he is planning a meeting and will recruit for the Rules and Technology Committees.

**Mid-West:**
L. Janes indicated she is planning a meeting for late November.

West:

D. Ege indicated there is a meeting scheduled on October 29 with discussion items around ICOTS and recruiting for committees.

Executive Director’s Report

H. Hageman announced that this year’s annual meeting expenses are anticipated to be under budget and that A. Hassan is currently looking at locations for 2010.

The National office is shopping for a new web hosting vendor and that currently some functionality is disabled, most prevalent the directory search.

With the recent Juvenile Compact’s passage, H. Hageman and A. Hassan will be attending and presenting at their upcoming meeting in Las Vegas on ICOTS and State Councils.


X. Donnelly attended the National Association for Justice Information Systems in Las Vegas in September in regards to Data Sharing.

ICOTS Update

- New Privacy Policy Module released.
- Weekly update to Commission on current issues and announcements
- A Web page is set up to display legacy data load status
  - W. Rankin indicated that reassigning legacy data was time consuming.
- Training Bulletin was released to prevent duplicate data being entered into the system.
  - H. Hageman indicated it will take significant effort to clean up the duplicate offender and case information and that most of the errors experienced so far have been more user errors than system errors.
- A few users experienced issues logging in due to firewall and email server restrictions.
- H. Hageman updated on activity stats from the first two days of operation
  - 212 tickets were submitted; 54 additional tickets are enhancement requests which are currently out-of-scope and the Technology Committee will have to look into in the future.
- Upcoming development includes
  - Public Portal Page
  - Merging Data
  - Password aging (CJIS Requirement)
- W. Rankin indicated there are training issues regarding where instant offense details are attached in the system.

Legal Counsel Report
R. Masters indicated he received much positive feedback from the training he conducted in Idaho recently.

R. Masters updated the committee on the Stanton Case (WI).

**Old Business**

There was no Old Business.

**New Business**

The committee discussed the letter received from the Conference of State Court Administrators requesting ex-officio status.

**Motion to approve the Conference of State Court Administrators with designation of ex-officio status made by L. Janes, seconded by D. Ege. Motion carried.**

The committee will not meet in November due to the Veteran’s Day Holiday and to give the region and committee chairs time to convene meetings. The next meeting will convene on December 9th, 2008 at 11:00 am EST.

**Adjourn**

Motion to adjourn made by G. Tullock, seconded by D. Ege. Meeting adjourned at 12:16 pm EST.