Interstate Commission for Adult Offender Supervision  
Executive Committee Meeting Minutes  

October 14, 2014  
2:00pm ET  
WebEx

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Members in Attendance:
1. Sara Andrews       Chairman, OH
2. Chris Norman       Vice-Chair, AL
3. Charlie Lauterbach  Treasurer, IA
4. Gary Roberge       CT
5. Chris Moore        GA
6. Jane Seigel        IN
7. Anne Precythe      NC
8. Cathy Gibson-Beltz NE
9. Jeremiah Stromberg  OR
10. Geri Miller-Fox   UT
11. Dale Crook        VT
12. Anmarie Aylward   WA
13. Milt Gilliam      Ex-Officio
14. Rick Masters      Legal Counsel

Members not in Attendance:
1. Pat Tuthill       Ex-Officio

Guests:
1. Elizabeth Powell   DC
2. Charles Placek     ND
3. Sally Reinhardt-Stewart NE

Staff:
1. Harry Hageman
2. Sam Razor
3. Barno Saturday
4. Kevin Terry
5. Xavier Donnelly
Call to Order
Chairwoman S. Andrews (OH) called the meeting to order at 2:01 pm ET, twelve voting members were present, establishing the quorum.

Agenda
Commissioner A. Precythe (NC) moved to approve the agenda. Commissioner G. Roberge (CT) seconded.

Agenda approved as presented.

Minutes
Commissioner C. Gibson-Beltz (NE) moved to approve the minutes from August 25 and August 27, 2014. Commissioner A. Precythe (NC) seconded.

Minutes approved as written.

Discussion
Rules Committee Report: Commissioner J. Seigel (IN) stated that the Rules Committee is scheduled to meet on November 16, 2014.

Commissioner J. Seigel (IN) reminded the Committee that the deadline to submit the rule proposals is Jan 31, 2014. She encouraged all committee chairs to put it on their meeting agenda.

Training Committee Report: Commissioner A. Precythe (NC), Training Committee chair, presented her report to the Committee:

Training Committee News
• Committee Membership
  o Committee members will concentrate on developing curriculum and will not be leading trainings sessions.
  o If anybody interested in participating in the Training Committee or being a trainer, contact Commissioner Precythe.
  o Commissioner A. Precythe (NC) will report on the Committee’s goals at the next meeting.

Training Stats
• Ondemand-Last 30 days
  o Over 150 unique attendees

Upcoming Trainings
• General Rules October 21st
• Eligibility October 23rd
• Violation Report Review (ICOTS recap for Compact Staff) October 27th
Mandatory Retaking for Sign Violations October 28th
Mandatory Retaking for Felony or Violent Crimes & Absconders October 29th
Probable Cause Hearing October 30th

DCA Liaison Committee Report: Commissioner G. Miller-Fox (UT) will be connecting with former committee members to shape the constitution of the present committee.

Technology Committee Report: Commissioner G. Roberge (CT), Technology Committee Chair, presented his report to the Committee:

- ICOTS Help Desk
  - 238 tickets were created in September 2014, a 33% increase from August 2014

- ICAOS Website
  - All website visits:
    - September 2014: 42,400
      - Decreased 8.2% from August 2014
  - Mobile visits:
    - September 2014: Over 12,000
      - Down 13% from August 2014
      - Accounted for 28% of all website traffic

- ICOTS Security Release
  - Statement of work was finalized in September and signed
  - Part 1 was launched on Wednesday October 8, 2014
  - First of 2 releases to bring ICOTS into compliance with current CJIS security standards
    - Decreased timeout period from 2 hours to 30 minutes
    - Prohibits users from concurrently logging into ICOTS on multiple machines
  - Part 2 will launch around the beginning of November
    - Adds security questions to user’s password reset procedure
    - Encourages disabling users with accounts inactive over 90 days

- ICOTS Enhancements
  - The statement of work was finalized and signed
  - Development will begin after the final changes for the User Security release are complete
  - Scheduled for summer 2015

- FBI N-Dex Data Sharing
  - Final tests of the export process ran successfully
  - Regular scheduled exports began on Monday 10/13, and will continue on a weekly basis

Commissioner G. Roberge (CT) invited the commissioners to join the Technology Committee.
Compliance Committee Report: Commissioner J. Stromberg (OR) is working on the Compliance Committee membership list. He plans to schedule a meeting by the end of the year.

Finance Committee Report: Commissioner C. Lauterbach (IA) presented his report to the Committee. The Commission is on track with 3.73% under budget. ABM expenses are still coming in. The Finance Committee will need to meet in the upcoming months to discuss the long term investment portfolio and its recommendations to the Executive Committee.

Executive Committee Report: Chairwoman S. Andrews (OH) thanked the Committee members for agreeing to serve on the Executive Committee. She thanked Commissioner Gilliam for his leadership in the past years. Chairwoman S. Andrews (OH) is looking forward to working with all Committee members to move the Commission forward.

Region Reports:
East Region: The East Region met briefly to elect its chair - Commissioner D. Crook. The region will be meeting in the upcoming month to discuss the new rule proposals.

South Region: Commissioner C. Moore (GA) will set up the region meeting in the upcoming months.

Midwest Region: The Midwest Region will be meeting on Oct 15, 2014 to discuss rule proposals and locations for the ABM 2016.

Executive Director Report
Executive Director H. Hageman presented his report to the committee:

Commissioners Changes/Vacancies
- Jill Carlson, MN is retired at the end of Sept.
- Lloyd White, PA Parole Board Chair

Complaints, Conflict Resolution and Misc. calls
- H. Hageman received a call of a citizen complaining that a CA offender is living in CA outside the Compact. H. Hageman contacted CA and the offender was immediately ordered to return and is back in CA.
- H. Hageman worked with SC and AL to resolve an informal complaint regarding a retaking.
- H. Hageman is working with NJ and TX on a problem regarding a case rejected by Texas.

Dues
- All the states are update to date on their dues.

Compliance Audits
• The national office completed the compliance audit for AZ, NE, NJ and TN.
• The national office received the corrective action plans from DC and LA.
• Received a progressive report from MD – CAP seems to be on target.

**Technology**
• NC agreed to join the fusion center project and they are working on establishing the connection.

• H. Hageman is working with NY on their concerns about sharing data on youthful offenders adjudicated as adults. To be on November’s agenda.

• K. Terry is exploring new ways for the DCAs to collaborate/interact via the website. The DCA forum function isn’t used.

• Staff provided an ICOTS demo for the Association of Administrators of the Interstate Compact on the Placement of Children (AAICP.)

**Other**
• M. Spring and M. Thompson will deliver field training in MD next month

• NM requested judicial training for a December Judicial Conference

• X. Donnelly developed special ICOTS reports for LA and UT

• H. Hageman travelled to CO for an orientation meeting with Commissioner Pesterfield and the State Council. He discussed at length an issue regarding municipal courts.

The Committee reviewed the results of the ABM survey:

The Committee decided to reschedule its next meeting for November 6, 2014.

**Old Business**
The Committee discussed ND vs GA complaint.

Commissioner C. Placek (ND) his perspective on this situation.

The Committee reviewed the Compliance Committee recommendation:

*Commissioner G. Roberge (CT) moved to find Georgia in default for failing to issue a nationwide warrant subsequent to May 1, 2014 conviction of probationer Towns. Commissioner J. Rubitschun (MI) seconded.*

*Motion passed unanimously.*

Approved 11/11/2014. B.S.
Commissioner C. Gibson-Beltz (NE) moved that the Compliance Committee recommends to the Executive Committee that Georgia be fined within a range of $100-150K as a result of its default and be required to participate in technical assistance and remedial training in regard to nationwide warrants and retaking obligations the completion of which will result in said fine being abated. Such training must include but not limited to members of judiciary, attorney general office, governor’s office, sheriff department, and other stakeholders as deemed appropriate. Commissioner G. Roberge (CT) seconded.

Motion passed unanimously.

Commissioner C. Gibson-Beltz (NE) moved to find Georgia in default in failing to issue a nationwide warrant. Commissioner J. Seigel (IN) seconded.

Motion passed.

Commissioner C. Lauterbach (IA) moved to accept the recommendation from the Compliance Committee. Commissioner J. Stromberg (OR) seconded.

Motion withdrawn.

Commissioner C. Lauterbach (IA) moved to fine Georgia $100K as results of its default and to be required to participate in technical assistance and remedial training in regards to nationwide warrants and retaking obligations the completion of which will result in said fine being abated. Such training may include members of judiciary, attorney general office, governor’s office, sheriff department, and other stakeholders as deemed appropriate. Georgia shall outline in a correction action plan, the steps it intends to take to remedy the default and shall implement the plan within six months. Commissioner C. Gibson-Beltz (NE) seconded.

Motion passed.

New Business
Chairwoman S. Andrews (OH) suggested updating the bylaws with new ex-officio members and recognizing and defining the role of committees’ vice-chair. She plans to have a discussion with Victims Representative P. Tuthill about her representation and status at the Committee.

Executive Director H. Hageman stated that ICJ (Interstate Commission for Juveniles) and Conference of State Court Administrators (COSCA) ex-officios are not listed in the bylaws. Association of Prosecuting Attorneys (APA) expressed their interested to serve as Commission’s ex-officio.

Chairwoman S. Andrews (OH) spoke about committee’s structure, membership, and budget. She will be working with H. Hageman on guidance to present to the Committee for review and discussion at its next meeting.
She encouraged the Committee to think about the ABM workgroup and its budget to discuss at its next meeting.

Chairwoman S. Andrews (OH) encouraged the chairs to be forward thinking and set committee goals.

ICAOS Policies: Executive Director H. Hageman informed the Committee that he is in the process of reviewing administrative policies. He presented three policies that are no longer needed – 1-2004, 3-2004, and 4-2004.

Commissioner G. Roberge (CT) moved to rescind the administrative policies 1-2004, 3-2004, and 4-2004. Commissioner J. Stromberg (OR) seconded.

Commissioner G. Miller-Fox (UT) requested reviewing the policies.

Commissioner J. Seigel (IN) moved to table CT motion. Commissioner G. Miller-Fox (UT) seconded.

Commissioner G. Roberge (CT) withdrew his motion.

Commissioner J. Seigel (IN) withdrew her motion.

Commissioner M. Gilliam (OK) thanked the national office and committee members in planning the Annual Business Meeting in OKC.

Adjourn
Commissioner C. Gibson-Beltz (NE) moved to adjourn. Commissioner G. Roberge (CT) seconded.

The meeting adjourned at 3:39 pm ET.