Interstate Commission for Adult Offender Supervision
Executive Committee Meeting Minutes

November 6, 2014
2:00pm ET

WebEx

Members in Attendance:
1. Sara Andrews  Chairwoman, 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. Geri Miller-Fox  UT
10. Dale Crook  VT
11. Anmarie Aylward  WA
12. Milt Gilliam  Ex-Offício
13. Rick Masters  Legal Counsel

Members not in Attendance:
1. Jeremiah Stromberg  OR
2. Pat Tuthill  Ex-Offício

Guests:
1. Regina Grimes  TX
2. Tom Verplank  NE
3. Sally Reinhardt-Stewart  NE

Staff:
1. Harry Hageman
2. Sam Razor
3. Barno Saturday
4. Kevin Terry  
5. Xavier Donnelly  
6. Mindy Spring  

Call to Order  
Chairwoman S. Andrews (OH) called the meeting to order at 2:00 pm ET, eleven voting members were present, establishing the quorum.  

Agenda  
Commissioner A. Precythe (NC) moved to approve the agenda. Commissioner A. Aylward (WA) seconded.  

Agenda approved as presented.  

Minutes  
Commissioner A. Aylward (WA) moved to approve the minutes from October 14, 2014 as presented. Commissioner A. Precythe (NC) seconded.  

Minutes approved as written.  

Discussion  
Rules Committee Report: Commissioner J. Seigel (IN) sent an email with the rule proposals survey results and Rules Committee meeting information to all Commission members who expressed their interest to serve on her Committee as well as past Rules Committee members. The Rules Committee is scheduled to meet on November 16, 2014.  

Training Committee Report: Commissioner A. Precythe (NC), Training Committee chair, plans to keep the Training Committee membership small. She is looking for East Region representation and reached out to East Region Chair Dale Crook for recommendations. The Committee members will be different from actual trainers.  

The national office is researching more engaging on-demand trainings and Commissioner A. Precythe (NC) will present the final details at the next Executive Committee meeting.  

Commissioner A. Precythe (NC) explained the difference between introductory training for new staff vs old staff and suggested having different types of training for both groups to suit their needs.  

The Committee reviewed the training stats:  

Training Stats  
• On-demand-Last 30 days  
  o Over 190 unique attendees  

Recent Trainings  
• General Rules October 21st- 128 attendees
• Eligibility October 23rd - 112 attendees
• Violation Report Review (ICOTS recap for Compact Staff) October 27th - 130 attendees
• Mandatory Retaking for Sign Violations October 28th-93 attendees
• Mandatory Retaking for Felony or Violent Crimes & Absconders October 29th - 82 attendees
• Probable Cause Hearing October 30th - 67 attendees

Upcoming Trainings
• Early December 2014

Chairwoman S. Andrews (OH) inquired how the Training Committee decides on training topics.

Commissioner A. Precythe (NC) stated that training topics come from the committee’s recommendations, feedback from training surveys, questions received by the national office, and ABM information.

M. Spring stated the structure of the trainings had changed in the last two years. Before that, most of the trainings were General Rules sessions lasting four hours. Two years ago, the Committee switched to topic based trainings and hosted fewer and shorter general rule trainings. Based on the previous Training Committee’s input, starting in December, M. Spring plans to add more topic-based trainings and stop the General Rules sessions. She stated that the Violation Report training that took place last month was an application based training with real-life scenarios.

Chairwoman S. Andrews (OH) inquired about the general profile of the audience.

M. Spring stated that she captures name, title, city, state, and email information from the attendees and can collect more information via registration form if requested.

Commissioner A. Precythe (NC) suggested collecting information for a report on attendees’ position, compact office, probation/parole, etc. She stated that this information can be used as a tool for trouble states.

DCA Liaison Committee Report: Commissioner G. Miller-Fox (UT) is waiting to hear from more people to finalize the committee membership. Once the membership is completed, she will be contacting the national office to schedule a meeting.

Chairwoman S. Andrews (OH) stated that she plans to attend some of the region and committee meetings.

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

• ICOTS Help Desk
  o 209 tickets were created in October 2014, a 12% decrease from September 2014
• ICAOS Website

Approved on 12/09/2014. B.S.
• All website visits:
  • October 2014: 41,100
  • Decreased 3% from September 2014
• Mobile visits:
  • October 2014: Over 11,500
  • Down slightly from September 2014
  • Accounted for 28% of all website traffic

• ICOTS Security Release
  • Part 2 was launched on Wednesday October 29, 2014
  • Second of 3 releases to bring ICOTS into compliance with current CJIS security standards
    ▪ Added user security questions to the password reset process
    ▪ Added notifications to state admins regarding users inactive for more than 90 days
  • National Office created FAQ articles in knowledge base to address questions with new functionality
  • Planning for Part 3 of the security release provides an opportunity for proposed changes to the ICOTS Public Web Portal (PWP)

• ICOTS Enhancements
  • Development will begin after the final User Security release is complete

• FBI N-Dex Data Sharing
  • The FBI is still ironing out a couple small bugs in the transfer process
  • When resolved, the exports will continue on a weekly basis

• ICOTS VINEWatch
  • The VINE Advisory Council raised privacy concerns about allowing national victim self-registration. Based on this feedback, it has suspended the investigation of adding this feature to ICOTS VINEWatch.

Commissioner G. Roberge (CT) stated that there are six commissioners on the Technology Committee and he is looking for representation from the West. He plans to schedule a meeting in the upcoming month.

Compliance Committee Report: Executive Director H. Hageman stated that Commissioner J. Stromberg (OR) is working on the Compliance Committee membership list.

Finance Committee Report: Commissioner C. Lauterbach (IA) presented his report to the Committee. The Commission is on track with expenses 3% under budget. The Commission has $1.1 million in the long-term investment portfolio, $2.1 million cash on hand with CSG, resulting in $3.2 million in total assets.

There are two new members on the Finance Committee – Commissioners S. Sharp and K. Graves. Commissioner C. Lauterbach (IA) is looking for representation from the West and East. The Finance Committee will be meeting in December to discuss the budget, long-term investment portfolio, and its recommendations for the Executive Committee.

Region Reports:

Approved on 12/09/2014. B.S.
East Region: The East Region had a brief meeting today. Commissioner D. Crook (VT) will be addressing the poor East Region representation at its next region meeting.

Chairwoman S. Andrews (OH) complemented D. Crook on achieving the quorum at his region meeting.

South Region: Commissioner C. Moore (GA) stated that the South Region will be meeting on November 18, 2014. The Region will discuss rule proposals from Florida and others, the ABM planning committee, and the rule proposal deadline.

Midwest Region: The Midwest Region met on Oct 15, 2014 and discussed rule proposals and locations for the ABM 2016. The Region voted to forward a proposal on reporting instruction to the Rules Committee for review.

West Region: Commissioner A. Aylward (WA) stated that the West Region met last month and voted on a few rule proposals. The West Region will be working on additional rule proposals at its next meeting.

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

Commissioner Changes/Vacancies
- MN vacant commissioner position
- MT commissioner retired in October
- MD commissioner will retire at the end of December

Complaints, Conflict Resolution and Misc. calls
- No complaints received
- H. Hageman received a letter from Commissioner R. Maccarone (NY) expressing his concerns regarding the fusion center data sharing project. Commissioner R. Maccarone also suggests that participating commissioners should be a signatory of the MOU and adding implementing indicators in ICOTS to identify individuals with a youthful offender designation. Executive Director H. Hageman stated that the last issue cannot be addressed under the current project design and would require work beyond the scope of the project.

After receiving the NY letter, the national office removed New York’s interstate compact data from all three of the Commission’s exchanges and will exclude New York from all future exchanges unless otherwise instructed.

Previously, NY was a pilot state for this program for three years.

The Committee decided in favor of commissioners as a signatory of MOUs.
The national office sent MOUs to NC and GA requesting that the commissioners sign the document.

Chairwoman S. Andrews (OH) stated that opting out of the program is the sufficient response to the matter.

Chairwoman S. Andrews (OH) stated that if Commissioner Maccarone wants to make a rule change, he can pursue it via the East Region channel. The Committee agreed.

Commissioner C. Gibson-Beltz (NE) suggested writing the formal response to New York.

Executive Director H. Hageman will write a response on behalf of the Executive Committee.

Other

- MD postponed the on-site training scheduled for the first week in November.
- NM requested judicial training for a December Judicial Conference.
- Executive Director H. Hageman is in the process of reviewing all administrative policies. He stated that AP 01-2004, 04-2004 are outdated and 03-2004 is supposed to be a resolution and not a policy.

Commissioner A. Precythe (NC) moved to rescind administrative policies 1-2004, 3-2004, and 4-2004. Commissioner A. Aylward (WA) seconded.

Motion passed.

Executive Director H. Hageman informed the Committee about another letter from Commissioner R. Maccarone. The letter is a challenge to the Advisory Opinion 1-2014.

Legal Counsel R. Masters and Executive Director H. Hageman agreed that the opinion speaks for itself and no changes are necessary.

The Committee agreed.

Commissioner A. Aylward (WA) moved to have legal counsel provide a written response to Commissioner Maccarone. Commissioner G. Miller-Fox (UT) seconded.

Commissioner J. Seigel (IN) requested the letter to include the process to make rule changes. She also stated that Commissioner Maccarone expressed his interest to serve on the Rules Committee.

Motion passed.

Other

Approved on 12/09/2014. B.S.
• Executive Director H. Hageman informed the Committee that Todd Box recently published a book about the Commission and Executive Director on www.Amazon.com website. The book’s title is Blood Bureau of Kidnap, Rape, Torture, and Murder. Todd Box lives near a former Compact offender who he claims disturbs his life. The book has defamatory statements about the Commission.

• Executive Director H. Hageman emailed the copy of the book to the Executive Committee members prior to the meeting.

Chairwoman S. Andrews (OH) informed the Committee that she exchanged emails with R. Masters and H. Hageman about this issue and advised Legal Counsel to proceed with requesting Amazon to remove the book from its website.

Other

• Executive Director H. Hageman presented the Committee with the Executive Committee’s budget from FY2010-FY2015. He asked for the Committee’s recommendation on revising the distribution of money. Committee chairs will contact Chairwoman Sara Andrews if they need to amend their committee’s budget.

<table>
<thead>
<tr>
<th>Committee</th>
<th>FY10</th>
<th>FY11</th>
<th>FY12</th>
<th>FY13</th>
<th>FY14</th>
<th>FY15 Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>72000 Technical and Training Assist.</td>
<td>14,612.22</td>
<td>31,880.75¹</td>
<td>10,845.61</td>
<td>9,460.20</td>
<td>7,390.82</td>
<td>20,000.00</td>
</tr>
<tr>
<td>11356 Executive Committee Meetings</td>
<td>24,959.81²</td>
<td>11,797.15</td>
<td>10,994.42</td>
<td>13,176.12</td>
<td>32,201.02³</td>
<td>10,000.00</td>
</tr>
<tr>
<td>11364 Compliance Committee</td>
<td>92.66</td>
<td>67.83</td>
<td>91.51</td>
<td>2,287.68</td>
<td>1,251.14</td>
<td>7,500.00</td>
</tr>
<tr>
<td>11365 Finance Committee</td>
<td>8.98</td>
<td>32.27</td>
<td>8.88</td>
<td>14.75</td>
<td>6.73</td>
<td>1,000.00</td>
</tr>
<tr>
<td>11366 Rules Committee</td>
<td>9,601.43</td>
<td>10,040.01</td>
<td>6,712.22</td>
<td>21,404.27⁴</td>
<td>187.78</td>
<td>15,000.00</td>
</tr>
<tr>
<td>11367 Technology Committee</td>
<td>2,821.39</td>
<td>1,666.86</td>
<td>215.82</td>
<td>132.88</td>
<td>214.64</td>
<td>5,000.00</td>
</tr>
</tbody>
</table>

Approved on 12/09/2014. B.S.
1. Rule Translations and Oregon statewide training (face-to-face)
2. Retaking ad hoc committee
3. ABM Working Group and Ad hoc on Border Issues Committee
4. Two face-to-face meetings fell in single FY, no meeting in the following year (FY14)

The National Office along with the Treasurer developed Committee budgets based on past years expenditure and anomalies.

Executive Director H. Hageman stated that the Commission has a healthy reserve.

Chairwoman S. Andrews (OH) stated that there is no budget for the ABM Workgroup meeting and the Executive Committee will need to find a way to fund the workgroup.

Chairwoman S. Andrews (OH) asked for recommendations from Treasurer C. Lauterbach to be discussed at the next meeting.

Victim’s Representative Report: P. Tuthill is still on medical leave.

Legal Counsel Report: Legal Counsel R. Masters reiterated the information about the need to remove Todd Box’s book from Amazon. Legal Counsel R. Masters is expecting a response from Amazon by the next meeting.

Legal Counsel R. Masters is going to host a one-day training for judges at the judge conference in New Mexico.

Old Business
Bylaws: At the last Executive Committee meeting, the members reviewed changes to bylaws reflecting new ex-officio members and recognizing and defining the role of the vice-chair within committees.

Commissioner A. Precythe (NC) spoke for the changes.

Commissioner A. Aylward (WA) moved to forward the bylaws changes to the Rules Committee. Commissioner A. Precythe (NC) seconded.

Commissioner J. Seigel (IN) advised to verify the specific names for the ex-officios organizations.

Approved on 12/09/2014. B.S.
Motion passed.

ABM Planning Group: Commissioner C. Norman (AL) sent out a membership request to the Commission. He plans to have two commissioners and two DCAs from each region. He plans to finalize the list by November 21. He stated that any suggestion for the workgroup is appreciated.

New Business
ABM 2016: Executive Director H. Hageman presented preliminary ABM 2016 budget. The Committee needs to decide whether it will include both DCAs from bifurcated states and add an additional training day.

<table>
<thead>
<tr>
<th>ABM2016 Preliminary Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
<tr>
<td>DCAs</td>
</tr>
<tr>
<td>No DCAs</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

Commissioner C. Gibson-Beltz (NE) moved to include both DCAs from bifurcated states and an additional training day to the ABM 2016 budget. Commissioner A. Aylward seconded.

Motion passed.

Face-to-face meeting: Executive Director H. Hageman presented dates for the face-to-face Executive Committee meeting in the Brown Hotel, Louisville, KY:

- Thursday, April 2
- Tuesday, April 7
- Wednesday, April 8
- Wednesday, April 22
- Thursday, April 23

Commissioner C. Gibson-Beltz (NE) moved to have a face-to-face meeting on April 8, 2015 with travel days April 7 and April 9. Commissioner A. Precythe (NC) seconded.

Motion passed.

NC Quick Dip Program: Commissioner A. Precythe (NC) informed the Committee about the NC Quick Dip program: 1-18 days’ sanction recommended by probation officers and authorized by their supervisors. The sanction is not reviewed by a judge.
She requested issuing an advisory opinion to clarify the issue whether North Carolina can impose the same condition on interstate compact officers. The issue is supported by Rules 4.101, 4.103 (a), and 4.109-5.

Legal Counsel R. Masters agreed to issue the advisory opinion and suggested that the Rules Committee review the matter.

Legal Counsel R. Masters also suggested making an amendment to the NC statute that would spell out and express a provision that would be applicable to offenders under the Compact.

Chairwoman S. Andres (OH) stated that this discussion was timely, since many states participate in Hope Model.

Commissioner J. Seigel (IN) moved for legal counsel to draft an advisory opinion regarding state authority to apply programs like NC’s Quick Dip program to Compact offenders. Commissioner G. Roberge (CT) seconded.

Motion passed.

Justice Reinvestment Ad Hoc: Commissioner A. Precythe (NC) suggested creating an ad hoc group to look into rules as they relate to justice reinvestment.

Commissioner A. Precythe (NC) moved to create an ad hoc committee to review the rules as they relate to the justice reinvestment initiative across the nation. Commissioner A. Aylward (WA) seconded.

Commissioner A. Precythe agreed to chair the ad hoc committee.

Commissioner J. Seigel (IN) inquired whether the group will have enough time to submit rule proposals with a Jan 31 deadline.

Commissioner A. Precythe (NC) amended the motion “to create a workgroup an ad hoc committee”.

Motion passed.

Commissioner S. Andrews (OH) stated that some states, including Ohio and Oregon, have received the Hope Model grants. She will send the information to A. Precythe.

S. Andrew, A. Precythe, J. Stromberg, A. Aylward will be traveling to a conference in San Diego in the near future.

Commissioner C. Moore (GA) moved to extend the deadline for rule proposal to March 15, 2015. Commissioner C. Gibson-Beltz (NE) seconded.

Motion passed.
Adjourn
Commissioner J. Seigel (IN) moved to adjourn. Commissioner A. Precythe (NC) seconded.

The meeting adjourned at 3:44 pm ET.

Approved on 12/09/2014. B.S.