Interstate Commission for Adult Offender Supervision
Executive Committee Meeting Minutes
November 13, 2012
2:00 pm ET
WebEx

Members in Attendance:
1. Milt Gilliam   Chairman, OK
2. Charlie Lauterbach   Treasurer, IA
3. Dori Ege   AZ
4. Cathy Gibson-Beltz   NE
5. Kathie Winckler   TX
6. Cheryl Marlow   HI
7. Jane Seigel   IN
8. Kim Madris   NV

Members not in Attendance:
1. Sara Andrews   Vice-Chair, OH
2. Chris Norman   AL
3. Scott McCaffery   ME
4. Mike McAlister   NH
5. Pat Tuthill   Ex-Officio, FL

Guests:
1. Regina Grimes   TX

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

Call to Order
Chairman M. Gilliam called the meeting to order at 2:05 pm ET.
**Agenda**
Commissioner M. Gilliam (OK) requested to move the *Rules Committee Report* to the end of the agenda.

Commissioner D. Ege (AZ) moved to approve the agenda as amended. Commissioner C. Marlow (HI) seconded. Agenda approved as amended.

**Minutes**
Commissioner K. Winckler (TX) moved to approve the minutes from October 9, 2012. Commissioner C. Gibson-Beltz (NE) seconded.

Commissioner K. Winckler (TX) suggested making the following change – page 3 paragraph 2- “to test a function on a live system”.

Minutes approved as amended.

**Discussion**
Chairman M. Gilliam (OK) announced that Commissioner J. Seigel was appointed as the new Rules Committee Chair.

*Training Committee Report:* Commissioner D. Ege (AZ) presented her report to the Committee:

- Training Committee News
  - Parole Board Guide/Training

- Training Sessions
  - Ondemand-
    - Over 200 unique attendees in the last 30 days
  - Rules trainings
    - October 16th (54 attendees)
  - Mini-Trainings
    - Eligibility for Transfer & Reporting Instructions October 17th (41 attendees)
    - Significant Violations October 23rd (47 attendees)
    - Violent Offenders/Absconders October 24th (51 attendees)
    - Probable Cause Hearing October 25th (34 attendees)

- Upcoming Trainings
  - Rules training
    - November 19th
  - Mini-Trainings –Eligibility for Transfer & Reporting Instructions, Significant Violations, Violent Offenders/Absconders & PC Hearings
    - November 20th, 27th, 28th & 29th
**DCA Liaison Committee:** The DCA Liaison Committee met on October 11, 2012. The Committee discussed possibility of a DCA training day before the annual business meeting and implementation of a DCA mentoring program.

The DCA Liaison will continue holding DCA region meetings.

**Technology Committee Report:** Commissioner K. Winckler (TX) presented her report to the Committee:

- **ICOTS Help Desk**
  - 170 tickets were created in September, a 23% decrease from August
  - 253 tickets were created in October, a 48% increase from September
  - 9 known ICOTS issues are documented in the Knowledge Base
- **Public Web Portal** had 1,064 clicks in September, a 12.7% decrease from August. There were 1,138 clicks in October, a 7% increase from September.
- **Violation Report ICOTS Enhancement** launched date is projected for May 2013

Commissioner D. Ege (AZ) inquired about training opportunities before the launch of the enhancement.

Assistant Director S. Razor stated that the National Office will provide detailed screen shots for training purposes.

- Victim Notification Project is in progress
- ICAOS Website
  - All website visits:
    - September: Over 33,000
      - Down 10% from August
    - October: Over 33,000
      - No change from September
  - Mobile visits:
    - September: Over 1,300
      - Down 13% from August
      - Accounted for 3.9% of all website traffic
    - October: Over 1,300
      - No change from September
      - Accounted for 3.9% of all website traffic

Website Analyst K. Terry stated that the newsletter format was changed to plain text format to reach more users.

**Finance Committee Report:** Commissioner C. Lauterbach (IA) stated that the Commission is 6.7% under the budget. The Finance Committee met on November 7, 2012 to discuss Vanguard long-term investment fund.

The Finance Committee passed the following motion:
K. Winckler (TX) moved to recommend to the Executive Committee that the amount of money invested monthly be increased by $10k to $30k per month to be invested in the same manner which we are currently investing. D. Duke (TN) seconded.

Motion passed.

Commissioner C. Lauterbach (IA) moved to continue investing in the CSG long-term portfolio at a rate of $30K per month for the next 12 months. Commissioner K. Winckler (TX) seconded. Motion passed unanimously.

Region Reports:
Midwest Region: The Midwest Region met on October 1, 2012.

West Region: The West Region will be meeting on November 15, 2012.

Executive Director Report

- Commissioners Changes/Vacancies
  - California: Commissioner M. Perez retired
  - Oregon: State Council will be meeting in November 2012
  - Tennessee: H. Hageman attempted to contact G. Tullock’s replacement - Terence Davis
  - Idaho: Senator Denton Darrington is the new commissioner

- 2014 ABM
  - The National Office received a proposal from Renaissance Hotel in Oklahoma City, OK with per diem rate of $81.

Commissioner K. Winckler (TX) moved to proceed with a site visit to Oklahoma City for the 2014 Annual Business Meeting location. Commissioner C. Gibson-Beltz (NE) seconded. Motion passed unanimously.

- Compliance
  - Commissioner W. Chapman (VI) is planning to contact Legal Counsel R. Masters to discuss the VI compliance status.
  - The National Office received a dispute regarding a retaking between PA and GA.

Commissioner C. Gibson-Beltz (NE) moved to forward the PA and GA dispute to the Compliance Committee for review. Commissioner K. Madris (NV) seconded. Motion passed.

  - CO vs. NJ  Dispute regarding a DUI case that was not transferred through the Compact
  - CT and NY  Dispute regarding a non-eligible misdemeanor offender
  - NV vs. CO  Dispute regarding a retaking
o WI  Commissioner J. Cavanaugh contacted the National Office regarding a retaking issue with GA.
o AZ  Commissioner D. Ege contacted Legal Counsel seeking clarification regarding probable cause hearings. Issue is resolved.

Other
- Clemmons case – Washington State settled with the families of the slain officers for $12.5 million.
- Completed four compliance audits in October; IL, IN, OK and OR. The following states being audited in November - CT, ID, MD and NY.
- JIDS, the ICJ tracking system, went live on November 5, 2012
- CSG will be closed from Christmas to New Years.
- The National Office received a letter from an offenders’ mother who is trying to bill the Commission for cost she incurred due to her son’s delayed transfer from Idaho to California. H. Hageman suggested she contacts the involved states’ compact offices.
- H. Hageman attended the annual conference for the National Association of Justice Information Systems (NAJIS) in Portland, ME.
- H. Hageman is working with the APPA on drafting a governance document for the Fusion Center project.
- H. Hageman spoke with the National Conference for State Legislators regarding the ex-officio appointment.

Legal Counsel Report: Legal Counsel R. Masters stated that during the annual audit of CSG affiliates, including ICAOS, he noticed that the accounting firm has been reporting the tax status of the Interstate Commission for Adult Offender Supervision to the IRS as if it was a not for profit corporation exempt from federal and state income taxes under δ 501 (c) (3) of the Internal Revenue Code. While it is not clear that filing this form will ‘do any harm,’ the Commission is not the same as a not-for-profit, corporate entity since it is instead a governmental organization created by the statutes enacted by the member states and which is tax exempt because of its governmental status.

Commissioner C. Lauterbach (IA) moved that R. Masters be authorized to investigate alternative to the tax reporting status of the Interstate Commission as a not for profit corporation exempt from federal and state income taxes under 501 (c) and also to report back to the Executive Committee regarding his findings.

Commissioner K. Winckler (TX) amended the motion by adding the following to the end of the sentence “and any cost that might be entailed.”

Commissioner J. Seigel (IN) seconded. Motion passed unanimously.

Rules Committee Report: Commissioner J. Seigel (IN) presented Rules Committee report to the Committee.
The Rules Committee met on November 1, 2013 and discussed amendments to the following rules - Rule 3.105 (c), 3.104-1, 3.103, 3.106, 2.110 (c), 5.103, 5.105, 5.108, 3.101-1, 4.105, and 4.109.

The Rules Committed agreed to have its face-to-face meeting on in February 20-21, 2013 in Indianapolis, IN.

Commissioner J. Seigel (IN) reminded the members that the deadline to submit rule amendments is January 31, 2013.

**New Business**
Commissioner K. Madris (NV) stated that at the last DCA Liaison meeting, the Committee discussed possibility of establishing a DCA training day before every annual business meeting. The day will be filled with trainings, region break-outs, discussions and networking.

Commissioner C. Gibson-Beltz (NE) underlined the importance to bring both DCAs from bifurcated states to annual business meetings.

After discussion, the Committee decided to find out the rooms and rate availability at the Boston Renaissance Hotel and continue the discussion at its next meeting.

**Adjourn**
Commissioner C. Gibson-Beltz (NE) moved to adjourn. Commissioner K. Madris (NV) seconded. The meeting adjourned at 3:34 pm ET.