Members in Attendance:

1. Warren Emmer  Chair
2. Genie Powers  Vice-Chair
3. Scott Taylor  Treasurer
4. Rich Bitel  NY
5. Dori Ege  AZ
6. Ann Clarke  SC
7. William Rankin  WI
8. Gary Tullock  TN
9. David Guntharp  AR
10. Pat Tuthill  Ex-Officio

Members not in Attendance

1. Milt Gilliam  OK
2. Robert Guy  NC
3. Ken Merz  MN

Staff:

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

Chair W. Emmer (ND) called the meeting to order at 11:03 am EDT. Nine out of twelve members were present. Quorum was established.

Approval of Agenda

Commissioner S. Taylor (OR) made a motion to approve the agenda. Commissioner A. Clarke (SC) seconded. The agenda was approved.

Approval of Minutes

Commissioner D. Ege (AZ) made a motion to approve the minutes from September 24, 2007. Commissioner G. Powers (LA) seconded. Legal Counsel R. Masters proposed clarifications on p. 5, paragraphs 1, 2 and 3. The minutes were approved with the proposed changes.

Committee Reports

Rules Committee: Commissioner W. Rankin (WI) informed the Committee about the upcoming Rules Committee meeting in December 2007.

Training & Education: Commissioner A. Clarke (SC) informed the Committee that the Training Committee had met two times since annual meeting 2007. At these meetings they discussed the compact office staff trainings that would take place on December 12-13, 2007.

Commissioner A. Clarke informed the Committee about the ongoing WebEx and on-site trainings. The Training Committee was also involved in the updating process of on-demand modules, training curriculums, Bench Book for Judges and the ICAOS forms. The Committee’s additional tasks were drafting a Hearing Officers’ Guide and assisting the Technology Committee in ICOTS training plans.

Executive Director H. Hageman stated that the Training Committee, along with the National Office, was working on revising on-demand modules with a professional speaker, pictures, and short videos.

Technology Committee Meeting: Commissioner D. Guntharp (AR) presented the first day’s statistics from the launch of the Commission’s new website.
Commissioner D. Guntharp (AR) mentioned that MIS Project Manager S. Razor had readiness meetings with forty seven (47) states in a two month period. S. Razor received promising information for ICOTS about the potential users in different states.

Commissioner D. Guntharp (AR) made a motion to expand the ICOTS web-service after ICOTS implementation. Commissioner R. Bitel (NY) seconded. Motion carried.

Finance Committee: Commissioner S. Taylor (OR) stated that the Dues Formula needed to be addressed as a result of discussion at the annual meeting 2007.

Executive Committee Report: The following Ad Hoc Committees proposed at the annual meeting 2007 were discussed:

Dues Formula: The Ad Hoc Committee would be composed of the existing Finance Committee and additional commissioners as needed, to look at the dues formula.

Treatment Providers (MD and DC and VA): The Committee decided to establish an Ad Hoc Committee. Commissioner W. Rankin (WI) was assigned to examine proposed issue and Rule 3.106 and report the results back to the Executive Committee.

Tribal Reservations: The Committee decided to appoint Commissioner J. Miller (CO) as the chair of this Ad Hoc Committee and include the following states as its members: New Mexico, Utah, North Dakota, Colorado and Arizona. Chairman W. Emmer (ND) indicated he would follow up with Commissioner J. Miller (CO).

Region Reports

East Region: Commissioner R. Bitel (NY) scheduled an East Region meeting for December 11, 2007. One of the issues to be discussed was the Sex Offender Rule and its implementation by Probation offices.

Commissioner R. Bitel mentioned to the Committee Commissioner A. Swan (VI) and Commissioner A. Bird’s (PR) concerns on the increased dues and their request for assistance on this matter.

South Region: Commissioner G. Tullock (TN) informed the Committee about the scheduled South Region meeting in January 2008.

West Region: West Region had a meeting on November 6, 2007. The Region discussed ICOTS preparation and implementation issues. Commissioner D. Ege (AZ) informed the Committee that West Region also discussed the training issues with the implementation of the new rules and activation of state councils. West Region’s next meeting is scheduled for January 15, 2008.

Executive Director Report
Executive Director H. Hageman requested the Committee’s approval to publish the Annual Report on the fiscal year rather than the calendar year. The Committee agreed.

Executive Director H. Hageman mentioned that the National Office email distribution caused concern of overloading Commission member’s email inbox. To minimize concerns, the Committee decided to send specific emails to specific groups only.

Executive Director H. Hageman informed the Committee that the National Office applied for a grant with BJA via Commissioner R. Guy (NC). He mentioned ICOTS implementation funding possibilities within the private sector.

Executive Director H. Hageman informed the Committee that the final budget for ABM 2007 was $125,447.23, which was $56,092.77 less than the proposed budget.

The Committee decided that the Disposal of Assets Policy Forms should be signed and sent to the Treasurer for approval.

Executive Director H. Hageman reported on the initiatives of the Strategic Plan: the Mentoring Program, the Speaker’s Bureau program, Best Practices Publications, the Self–Assessments project, the design of in-service training for annual meetings, and the orientation manual for new Executive Committee members and state councils.

**Victim’s Report**

Victim’s Representative P. Tuthill (FL) informed the Committee about the upcoming Victim’s Representative WebEx meeting in January 2008.

She requested the Committee reconsider the Sex Offender Rule 3.101-3 and remove the victim’s name requirement from the Application for Transfer.

Victim’s Representative P. Tuthill (FL) mentioned the NC Criminal Justice Seminar that Commissioner W. Emmer (ND), Commissioner G. Powers (LA) and she had attended as speakers. She also mentioned the airing of a TV-program titled “Extended Stay” that she had worked on with MSNBC.

**Legal Counsel Report**

Legal Counsel R. Masters (KY) informed the Committee that the Softscape settlement was completed and all the confidentiality materials were destroyed.

Legal Counsel R. Masters (KY) mentioned the recently issued Advisory Opinion (4-2007). He informed the Committee about his work on assisting with Bench Book updates and the training opportunities to the judiciaries in Chicago, IL. He also mentioned he assisted in Kansas federal case referencing Compact Rules.

**Sex Offender Ad Hoc Committee**
The Sex Offender Ad Hoc Committee was dissolved after the Sex Offender Ad Hoc Committee Report at the Annual Meeting 2007. The Committee discussed the work of the Sex Offender Ad Hoc Committee and completion of its goals.

**New Business**

*Annual Meeting 2008:* Executive Director H. Hageman informed the Committee that Commissioner W. Theriault (ME) had recommended speaker G. Kiser (NIC) for the general session of the annual meeting 2008. After discussion, the Committee agreed that the ABM general session was for business purposes only and decided to invite G. Kiser to speak at the commissioners’ trainings instead.

*ABM 2008 Agenda Options:* The Committee discussed the Annual Business Meeting 2008 agenda options and decided on having regional meetings prior to a one-day-long general session.

*Spring Executive Committee Face-to-Face Meeting:* After discussion, the Committee favored a two-day agenda for the Spring Executive Committee meeting and participation at the CSG’s 75th anniversary celebration.

*Peyton Tuthill Award Recipients:* Commissioner W. Rankin (WI) made a motion to award $500 gift to the Peyton Tuthill Award recipient to be donated to a victim’s services organization of the recipient’s choice. Commissioner G. Tullock (TN) seconded. Motion carried.

*Tuition Reimbursement for the National staff:* Executive Director H. Hageman informed the Committee about the Council of State of Government’s policy on staff tuition reimbursement that could be extended to an affiliate (i.e. ICOAS National Office), if the affiliate chose to adopt it.

*Commissioner A. Clarke (SC) made a motion to adopt the Tuition Reimbursement Policy for ICAOS National Office staff. Commissioner G. Powers (LA) seconded. Motion carried.*

*Committee Appointments:* Chair W. Emmer (ND) approved the following committee appointments:

- Compliance Committee - M. Walsh to replace W. Theriault
- Training and Education - W. Theriault
- DCA Liaison - W. Theriault

Finance Ad Hoc Committee appointments of A. Swan and W. Theriault were discussed previously at this meeting.
Technical Assistance and Training Policy: Executive Director H. Hageman advised the Committee on the recommended implementation date for Technical Assistance and Training Policy.


The Committee had discussion concerning the structure of this policy. Executive Director H. Hageman would make necessary changes to the policy.

The Committee decided to have next Executive Committee meeting on January 8, 2008.

Adjourn

Commissioner G. Powers (LA) made a motion to adjourn. Commissioner B. Rankin (WI) seconded. Meeting was adjourned at 12:50 pm EDT.