Interstate Commission for Adult Offender Supervision
Executive Committee Meeting Minutes
December 9, 2008
11:00 am EST

WebEx

Members in Attendance:
1. Ken Merz  Chair, MN
2. Milt Gilliam  OK
3. Kathie Winckler  TX
4. Bill Rankin  WI
5. Kevin Kempf  ID
6. Gary Tullock  TN
7. Dori Ege  AZ
8. Linda Janes  OH
9. Mike McAlister  NH
10. Ed Gonzales  NM
11. Warren Emmer  ND

Members not in Attendance
1. Pat Tuthill  Ex-Officio

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

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

Approval of Agenda
Commissioner D. Ege (AZ) made a motion to approve the agenda. Commissioner K. Winckler (TX) seconded. The agenda was approved.

Approval of Minutes
Commissioner M. Gilliam (OK) made a motion to approve the minutes from October 14, 2008. Commissioner W. Emmer (ND) seconded. The minutes were approved.

Committee Reports

Rules Committee (Commissioner W. Rankin, WI):
- Commissioner P. Barnes (NJ) was recently appointed to serve on the Rules Committee as an East Region representative.
- There are currently no members from the South Region.
- N. Alexander (DC) was recently approved to serve on the Rules Committee as an Ex-Officio member from the National Association of Attorney Generals (NAAG).
- At the November 4th meeting, the Rules Committee approved proposed language revising the definition of supervision, as requested by the West Region.
- Since the annual business meeting is in November, the Committee modified its business calendar extending the deadline for the proposals to March 31, 2009.

Training & Education Committee (Commissioner D. Ege, AZ):
- The Committee met on November 13, 2008.
- On-site training
  - November 19-21, 2008. ICAOS Judicial Workshop/ICOTS Training/State Council, Oklahoma City, OK
  - October 28, 2008. ICAOS Workshop at Military Compact Conference, Mesa, AZ
- Upcoming trainings
  - ICAOS Rules Training on December 16 & 17, 2008. The curriculum was revised with 3.107 amendment.
- Commissioner D. Ege (AZ) presented to the Committee on demand modules usage by month, ICOTS Private Policy modules and ICOTS training bulletins.

Information/Technology Committee (Commissioner K. Winckler, TX):
- The Technology Committee met on November 18, 2008.
- The ICOTS legacy data load deadline was December 5, 2008.
- Legacy Data Migration Report as of December 5, 2008 prepared by the National Office:
  - Every state has submitted at least a portion of their legacy data. Not all the data files are production ready and some files represent only a portion of the state’s legacy data.
  - Thirty of the 53 member states/territories submitted production ready files prior to the December 5, 2008 deadline.
  - Twenty-four of the 30 production ready files represent a complete dataset. The six remaining production files will need to be supplemented with additional data.
  - Of the remaining 23 states or territories, 12 are considered to be close to being production ready.
• Eight of the 23 are not production ready because the file was either lost or mishandled by the vendor. The remaining three of the 23 states or territories submitted a file which still requires substantial work.
• The legacy data of the states with legacy data not in production, was not uploaded. Of these states, eight were either lost or somehow mishandled by the vendor.

Commissioner K. Winckler (TX) moved for Executive Committee to notify states that are not in compliance to submit the valid data by January 1, and should they fail these states would be referred to the Compliance Committee. Commissioner W. Emmer (ND) seconded.

Commissioner D. Ege (AZ) made an amendment to change the date to January 2, 2009, since January 1 is a national holiday.

The Committee discussed the motion.

Commissioner K. Winckler made an amendment to the motion to change the date from January 2, 2009 to February 1, 2009.

The Committee decided to postpone this discussion until the next meeting.

Commissioner K. Winckler (TX) withdrew her motion.

Commissioner K. Winckler (TX) requested to have a similar report on legacy data for the next committee meeting discussion.

Executive Director H. Hageman, per Chairman request, will send this report to all the members of the Executive Committee.

Compliance Committee (Commissioner M. McAlister, NH):
  o The Compliance Committee will have its first meeting on December 10, 2008. The main agenda item is the incident report process.

DCA Liaison (Commissioner W. Emmer, ND):
  o Commissioner W. Emmer (ND) suggested the following objectives for DCA Liaison Committee with the established mission to optimize the effectiveness of compact staff that performs the duties of ICAOS deputy compact administrator.
    • Propose efficiency measures that will maximize the flow of work within compact offices.
    • Strengthen the knowledge base of all Deputy Compact Administrators concerning the ICAOS – recommend training programs, organize and support an annual CA/DCA Training Institute at the off-rules years.
    • Encourage participation of all ICAOS Commissioners in the work of the commission.

Approved on January 13, 2009. B.S.
All action steps of the plan will be subject to the scrutiny and approval of the Executive Committee of ICAOS - Commissioners are responsible for the Commission’s work.

- The DCA Committee members - DCA C. Schindewolf (NJ), DCA P. Malone (MA), DCA D. Babby (CA), DCA A. Precythe (NC), DCA K. Rumbaugh (NE), and DCA C. Placek (ND).

The Committee decided to continue DCA training institute discussion at the next Committee meeting.

**Finance Committee (Commissioner K. Kempf, ID):**

- At its meeting on November 20, 2008, the Finance Committee agreed to meet every quarter to discuss the budget.

  Commissioner K. Kempf (ID) made a motion to move the ICOTS funds of $187,559 out of **Remaining Undedicated Reserve Funds** and $11,300 from **Designated Legal Funds** back to the main budget. Commissioner D. Ege (AZ) seconded. Motion passed.

**Executive Committee (Chairman K. Merz, MN):**

- Chairman K. Merz expressed appreciation for the committee and region chairs to serve in their positions.
- The National Office is expecting an appointment letter for the new commissioner of New York.
- Chairman K. Merz (MN) is planning to schedule an East Region meeting to elect a new region chair.

**Region Reports**

**Midwest Region (Commissioner L. Janes, OH):**

- The Midwest Region will be meeting later today, December 9, 2008.

**West Region (Commissioner E. Gonzales, NM):**

- The West Region met on October 29, 2008 to discuss ICOTS implementation and its training issues.

**Executive Director’s Report**

- Executive Director H. Hageman informed the Committee that the website hosting agreement was signed and it migration was completed.
- Shop ICAOS migration is in process
- Advisory Opinion 3-2008 MA released
- David Atkins, new Executive Director for CSG
- Juvenile Compact Inaugural Meeting – Week of 12/15/2008
- Audit Policy - User agreements
- Release 2.0 scheduled for January
- Survey on expanding web service
- Annual Meeting 2010: RFP’s sent to 19 cities. Eight possible locations were presented.

Approved on January 13, 2009. B.S.
Commissioner D. Ege (AZ) made a motion to narrow the sites to Cleveland, OH, San Antonio, TX and Minneapolis, MN. Commissioner K. Winckler (TX) seconded.

Commissioner W. Rankin (WI) made an amendment to the motion to add Saint Louis, MO as well. Commissioner K. Winckler (TX) seconded.

Motion passed.

**Legal Counsel Report**
- Legal Counsel R. Masters informed the Committee about the details of the Advisory Opinion 3-2008 MA that was recently posted on the website.
- Legal Counsel R. Masters updated the Committee on the Stanton Case (WI).

**Old Business**
There was no Old Business.

**New Business**
The Committee will meet again on January 13, 2009.

**Adjourn**
Meeting adjourned at 12:41 pm EST.