Interstate Commission for Adult Offender Supervision
Executive Committee Meeting Minutes
December 10, 2013
WebEx

Members in Attendance:
1. Milt Gilliam   Chairman, OK
2. Sara Andrews   Vice-Chair, OH
3. Charlie Lauterbach  Treasurer, IA
4. Dori Ege   AZ
5. Ed Gonzales   NM
6. Cathy Gibson-Beltz NE
7. Chris Moore   GA
8. Chris Norman AL
9. Jane Seigel IN
10. Anne Precythe NC
11. Rick Masters Legal Counsel
12. Pat Tuthill Ex-Officio, FL

Members not in Attendance:
1. Michael Potteiger PA
2. Mike McAlister NH

Guests:
1. Sally Reinhardt-Stewart NE

Staff:
1. Harry Hageman
2. Sam Razor
3. Barno Saturday
4. Mindy Spring
5. Kevin Terry
6. Xavier Donnelly
Call to Order
Chairman M. Gilliam (OK) called the meeting to order at 2:00pm ET. Ten voting members were present establishing the quorum.

Agenda
Chairman M. Gilliam (OK) moved the New Business and Old Business items to the beginning of the agenda.

Commissioner C. Gibson-Beltz (NE) moved to approve the agenda as amendment. Commissioner D. Ege (AZ) seconded. Agenda approved as amended.

Minutes
Commissioner S. Andrews (OH) moved to approve the minutes from November 12, 2013. Commissioner C. Norman (AL) seconded. Minutes approved as written.

Discussion
Chairman M. Gilliam (OK) welcomed Commissioner A. Precythe (NC) – new Technology Committee Chair.

Old Business
Ad Hoc Committee on Border Issues: Commissioner S. Andrews (OH) stated that the Ad Hoc Committee on Border Issues will be meeting on Jan 22, 2014 in Columbus, OH.

Face-to-face meeting dates: The Committee decided to have its face-to-face Executive Committee meeting on Tuesday, March 18, 2014 in Louisville, KY.

Commissioner S. Andrews (OH) moved to have the face-to-face Executive Committee meeting on March 18, 2014 in Louisville, KY. Commissioner A. Precythe (NC) seconded. Motion passed.

New Business
Commissioner S. Andrews (OH) suggested the Committee forms an ABM planning workgroup with the vice-chair to be the chair of the workgroup and the liaison between the Executive Committee and the workgroup. She suggested having a face-to-face workgroup meeting in February 2014. The cost of the meeting will be about $8,000-10,000.

The Committee had discussion on this matter.

Commissioner A. Precythe (NC) moved to appoint the ABM planning committee with the Vice-chair as the chair of the committee. Commissioner C. Gibson-Beltz (NE) seconded. Motion passed.

Rules Committee Report: Commissioner J. Seigel (IN) plans to schedule a Rules Committee meeting in January 2014.

Approved on 01/14/2014. B.S.
DCA Liaison Committee: Commissioner C. Moore (GA) informed the Committee that the DCA Liaison Committee will be meeting on Feb 13, 2014.

Finance Committee Report: Commissioner C. Lauterbach (IA) stated that the Commission is about 1% under budget for FY2014. Finance committee will be meeting on February 15, 2014 to discuss its recommendation for the Commission’s long term investment.

Technology Committee Report: Commissioner A. Precythe (NC) presented her report to the Committee:

- ICOTS Help Desk
  - 129 tickets were created in November 2013, a 36% decrease from October 2013
  - 13 known ICOTS issues are documented in the Knowledge Base

- ICAOS Website
  - All website visits:
    - November 2013: Over 30,000
    - Down 18% from October 2013
  - Mobile visits:
    - November 2013: Over 6,200
    - Up 17.5% from October 2013
    - Accounted for 19% of all website traffic

- DCA Dashboards
  - Project is moving forward with dashboard design and hardware setup
  - Dashboards will provide DCAs and Commissioners a high level look at how their state is performing against compliance standards

- Server Migration
  - The national office is in the process of migrating their website and database servers to a faster and more scalable hosting platform

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

Training Committee News
- Updates to training materials/publications
- New training for addendum usage

Training Stats
- Ondemand-Last 30 days
  - Over 100 unique attendees
- Compact Office Amendment Training
  - December 3rd, 4th & 5th
  - 49 states attended

Upcoming Trainings
• OVR transition training/Addendum training – tentatively scheduled for late January/early February
• General Rule & Mini-Trainings - resume in February

**Region Reports:**

*Midwest Region:* The Midwest Region has not met since the last Executive Committee meeting.

*South Region:* The South Region will be meeting on January 16, 2014.

*West Region:* The West Region met on November 19, 2013.

**Executive Director Report**

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

*Commissioners Changes/Vacancies*
  - Roberto Rodriguez, Director of Parole and Probation is the new KY Commissioner.

*Compliance Audit*
  - December – Illinois
  - January – Indiana

*Technology*
  - The dashboard development is on track for a January 2014 roll-out.
  - Later this month Vine is scheduled to hold three training sessions on the victim notification application. Twenty seven states expressed interest in attending.
  - Kevin is working with Mindy to convert the bench book to an EBook which we plan to release on March 1, 2014 along with the rules amendments.
  - In January we will be moving the website and SQL data servers to a new hosting facility that will provide better hardware for less money. The move will save the Commission about $1200 annually.
  - Connecticut is exploring the possibility of building a connector that will give them the ability to exchange ICOTS data with the CT probation system.

*Other*
  - Billed ICJ 250.00 for services for the month of October
  - The ex-officio orientation packet has been updated.

*Victims’ Representative Report:* Victims’ Representative P. Tuthill informed the Committee regarding the successful testing of the VINE project.

The Committee reviewed VINE brochure.
Victims’ Representative P. Tuthill will be writing a letter regarding the implementation of the National Automated Notification System to the Victim Representatives.

*Legal Counsel Report:* Legal Counsel R. Master suggested entering an executive session to discuss California litigation case.

*Commissioner C. Gibson-Beltz (NE) moved to enter the executive session. Commissioner E. Gonzales (NM) seconded. Motion passed.*

*Commissioner E. Gonzales (NM) moved to exit the executive session. Commissioner C. Norman (AL) seconded. Motion passed.*

The subcommittee plans to meet with California representatives in January 2014 in Lexington, KY.

Legal Counsel R. Masters informed the Committee that he received three requests for an advisory opinion from Texas regarding ICOTS Records, from Vermont regarding warrants and bail, and from Massachusetts regarding a condition of supervision. R. Masters will present two advisory opinions for Committee review at the next meeting.

**Adjourn**

*Commissioner E. Gonzales (NM) moved to adjourn. Commissioner C. Norman (AL) seconded.*

The meeting adjourned at 2:55 pm ET.