Interstate Commission for Adult Offender Supervision
Executive Committee Meeting Minutes
December 14, 2010
2 pm EST
WebEx

Members in Attendance:
1. Milt Gilliam   Chair, OK
2. Wayne Theriault  Vice-Chair, ME
3. Charles Lauterbach  Treasurer, IA
4. Mike McAlister   NH
5. Sara Andrews    OH
6. William Rankin  WI
7. Kathie Winckler  TX
8. Ed Gonzales     NM
9. Ken Merz        Ex-Officio

Members not in Attendance
1. Mark Conrad    MA
2. Dori Ege       AZ
3. Chris Norman   AL
4. Pat Tuthill    Ex-Officio

Guests
1. Regina Grimes
2. Darwin Bliss
3. Ethel White

Staff:
1. Harry Hageman
2. Sam Razor
3. Rick Masters, Legal Counsel
4. Kevin Terry
5. Barno Saturday
6. Xavier Donnelly
7. Mindy Spring
Call to Order
Chair M. Gilliam (OK) called the meeting to order at 2:03 p.m. EST. Eight voting members were present, a quorum was established.

Approval of Agenda
Commissioner S. Andrews (OH) moved to approve the agenda. Commissioner K. Winckler (TX) seconded. Agenda approved as drafted.

Approval of Minutes
Commissioner W. Theriault (ME) moved to approve the minutes from November 9, 2010. Commissioner K. Winckler (TX) seconded. Minutes approved as drafted.

Discussion
Rules Committee Report: The Rules Committee met on November 18, 2010 and discussed committee membership and the committee calendar for 2011.

The Committee is recruiting new members to represent the East and South regions. Commissioner W. Rankin (WI) solicited commissioners in his search for a vice-chair.

The Rules Committee discussed the recently adopted advisory opinions and found no conflict with the current Rules.

Regarding the newly adopted rules, on November 22, 2010, the National Office sent the Chair’s technical corrections to the Commission. If no objections are received, the revisions will take place on December 22, 2010.

The Committee will meet face-to-face in Phoenix, AZ on February 17, 2011.

Commissioner W. Rankin (WI) reminded the Committee that proposals from standing committees and regions for new or amended rules are due to the National Office by January 31, 2011.

Training Committee Report: M. Spring presented the Training Committee report:
- Trainings:
  - Rules Training (WebEx)  
    - Resume in February 2011
  - DCA Amendment Training (WebEx)  
    - January 2011
  - Oregon Request to train on Website Navigation
  - TTA  
    - Utah ICOTS training 1/month via WebEx
    - Oregon ICOTS Training Jan 31-Feb 3

The Training Committee is working on updating ICAOS training materials with recently adopted rules.
The Committee reviewed monthly on demand usage chart.

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

*Release 11C* will be published before the end of 2010 and will include the following issues:
- Gang affiliation drop-down field
- 4 additional contract-required reports
- Majority of remaining bugs

*Technical assistance for November 2010*
- 2 ICOTS trainings hosted for states via WebEx
- 2 x for Florida

Per Commissioner K. Winckler’s request at the last Technology Committee meeting, the Public Portal link was added to the main page of the ICAOS website. Since November 2010, there was a heavy increase in Public Portal usage.

The Committee reviewed ICOTS External Report Usage and ICOTS Support Contacts charts.

If SEARCH’s recommendation for the new Appriss contract is adopted, the National Office will be handling all support calls. The National Office is not currently seeking to open a new position for the additional support calls.

Commissioner K. Winckler (TX) presented a *Mobile Website Plan* to the Committee. Based on the website statistics, more and more website users are using a mobile device to access the appropriate information. K. Terry suggested reformatting existing content with mobile limitations in mind. The project will require testing on leading mobile platforms and operations systems and will take about four months to complete.

*SEARCH Update:* The Executive Committee discussed the final SEARCH report and its recommendation regarding the Appriss situation. H. Hageman and K. Winckler met with Appriss to discuss the report.

*ICAOS Rules in HTML:* K. Terry will be working on the *Converting ICAOS Rules in HTML* project that is scheduled to be completed in Spring 2011.

Chairman M. Gilliam (OK) expressed his appreciation to K. Winckler, H. Hageman and S. Razor for their diligence in working to resolve the Appriss situation.

*Compliance Committee Report:* The Compliance Committee met on December 13, 2010.

Commissioner M. McAlister (NH) reported on California’s nonpayment of dues. In accordance with ICAOS policy, informal steps were taken by the Committee to resolve the issue and were
unsuccessful. Subsequently, the Compliance Committee unanimously passed the motion to find the State of California in default for nonpayment of their annual dues.

Legal Counsel R. Masters suggested that the Committee go into an executive session to discuss the litigation.

**Commissioner W. Theriault (ME) moved to go into Executive Session. Commissioner M. McAlister (NH) seconded. Motion passed.**

**Commissioner W. Theriault (ME) moved to exit the Executive Session. Commissioner M. McAlister (NH) seconded. Motion passed.**

**Commissioner M. McAlister (NH) made a motion requesting that the Executive Committee authorize Legal Counsel to pursue collection of annual fees from the State of California through any necessary means and recoup any associated legal cost. Commissioner W. Theriault (ME) seconded.**

The Committee voted on the motion and the **motion passed unanimously.**

Commissioner M. McAlister (NH) reported that after a year of ongoing communication with the State of Vermont, a Commissioner has not been appointed.

Legal Counsel R. Masters suggested that the Committee go into an executive session if they intended to discuss possible litigation.

**Commissioner W. Theriault (ME) moved to go into Executive Session. Commissioner M. McAlister (NH) seconded. Motion passed.**

**Commissioner W. Theriault (ME) moved to exit the Executive Session. Commissioner M. McAlister (NH) seconded. Motion passed.**

Commissioner M. McAlister (NH) reported that the Compliance Committee unanimously passed a motion to find the State of Vermont in default for failing to appoint a Commissioner and recommends that the Executive Committee take legal actions against the State of Vermont, if it fails to appoint the Commissioner by January 1, 2011. The National Office sent a letter to Vermont to notify them of the Compliance Committee decision.

**Commissioner M. McAlister (NH) made a motion recommending that the Executive Committee take the necessary legal action to require the State of Vermont to appoint a Commissioner. Commissioner W. Theriault (ME) seconded. The Committee voted and the motion passed unanimously.**

*Finance Committee Report:* Commissioner C. Lauterbach (IA) presented his report to the Committee: Currently the Commission is 3.9% under the budget YTD. The Annual Business Meeting expenses are expected to be under budget.
Executive Committee Report: Chairman M. Gilliam (OK) contacted three commissioners regarding the open position of DCA Liaison Chair. None were able to commit. He will continue working on finding a chair for the DCA Liaison Committee.

South Region: Chairman M. Gilliam (OK) informed the Committee that the South Region meeting was postponed until January 18, 2011.

Midwest Region: Commissioner S. Andrews (OH) informed the Committee that the Midwest Region will be meeting on January 19, 2011 to discuss the audit and other issues.

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

Based on the ABM 2012 site search survey that was distributed to the Executive Committee members, the list of cities was narrowed to the following: Chicago, Philadelphia, Madison, Minneapolis and St. Croix.

The Committee chose March 30 and March 31 as the dates for the spring face-to-face Executive Committee meeting. The meeting will take place in Lexington, KY. The new officers’ orientation will take place the day before the meeting.

The Rules and training materials were translated into Spanish and sent to Commissioner Colón (PR) for review.

APPA is putting together a workgroup on sharing data:
- ICAOS recommended members:
  - Harry Hageman
  - Sam Razor
  - Kathie Winckler, TX
  - John Scott Blonien, WA
  - Leaann Bertsch, NDAPPA

- BJA Recommended Members:
  - Jim Douglas, SEARCH
  - Randy Tirado, AZ Courts
  - Malcolm Sloan, TN
  - Doug Keyer, NY Fusion Center
  - Steve Hewitt, TN
  - Lee Miller, VA
  - Gloria Brewer, NY State Police
  - Randy Tirado, AZ Superior Courts
  - Bob May, ASCA
  - Carl Wicklund, APPA
  - Pat Bancroft, APPA Staff Support
Dispute Resolutions:
- WI and OR is pending
- ND and PR is resolved

Incident Report between the State of Arizona and the State of New York has been resolved.

D. Giles, P. Tuthill Award winner selected the Southern Maine Center on Aging to receive the $500 donation that is part of the award.

CSG Offices will be closed the week between Christmas and New Year’s Day.

Assistant Director S. Razor updated the Committee on the potential relocation of the National Office.

Legal Counselor Report: Legal Counselor R. Masters updated the Committee on the dispute resolutions process between WI and OR, and ND and PR.

R. Masters expressed his concerns regarding the constitutionality and legality of the Complete Transfer proposal. He will present his findings at the Rules Committee meeting in February 2011.

Commissioner W. Rankin (WI) thanked H. Hageman and R. Masters for their work on the dispute resolution between OR and WI.

Adjourn
Commissioner W. Theriault (ME) made a motion to adjourn. Commissioner S. Andrews (OH) seconded. The motion passed.

The Committee adjourned at 3:24 pm EST.