Interstate Commissioner for Adult Offender Supervision
South Region Meeting Minutes

February 5, 2009
3:00 pm EST/2:00 pm CST
WebEx

Members in Attendance:

1. Gary Tullock Chair, Tennessee
2. Adrienne Poteat District of Columbia
3. Bruce Grant Florida
4. David Morrison Georgia
5. Lelia VanHoose Kentucky
6. Melanie Brock Maryland (proxy)
7. Milt Gilliam Oklahoma
8. James Camache Virginia
9. Chris Norman Alabama
10. Kathie Winckler Texas

Guests:

1. Angela Tolley
2. Karen Tucker
3. Jim Sisk
4. Peg McClure
5. Regina Grimes
6. Ethel White
7. Wanda LaCour
8. Steve Turner
9. Daphnia Denney
10. Jody Tracey
11. Deborah Duke
12. Chris Harris

Approved on 08.06.09. B.S.
13. Julie Johnson  
14. Regina Grimes  
15. Richie Spears  
16. Vickie Jakes  
17. Walt Pulliam  
18. Donna Cayer  
19. Pam Levine  
20. Gregg Smith  
21. Lee Ishman  

Members not in Attendance:  

1. David Guntharp Arkansas  
2. Genie Powers Louisiana  
3. Christopher Epps Mississippi  
4. Henry Lowery West Virginia  
5. Steve Long Missouri  
6. Samuel Glover South Carolina  

Staff:  

1. Harry Hageman  
2. Ashley Hassan  
3. Mindy Spring  
4. Sam Razor  
5. Xavier Donnelly  
6. Barno Saturday  
7. Kevin Terry  

Call to Order  

South Region Chair G. Tullock (TN) called the meeting to order at 3:02 p.m. EST. Ten out of sixteen members were present. Quorum was established.  

Approval of Agenda  

Commissioner G. Tullock (TN) proposed to add Rule 4.106 under New Business. Commissioner M. Gilliam (OK) made a motion to approve agenda as amended. Commissioner A. Poteat (DC) seconded. Agenda was approved as amended.  

Approval of Minutes  

Commissioner C. Norman (AL) made a motion to approve the minutes from December 1, 2008. Commissioner D. Morrison (GA) seconded. The minutes were approved.

2

Approved on 08.06.09. B.S.
Discussion

South Region Meeting Minutes: Chair G. Tullock (TN) suggested publishing meeting’s minutes on the South Region Forum. In this case, the Region has opportunity to discuss and make appropriate modifications prior to its next meeting.

Commissioner B. Grant (FL) made a motion to post meeting minutes on the South Region Discussion Forum for review prior to the next scheduled meeting. Commissioner K. Winckler (TX) seconded. The motion was approved.

ICOTS Update:

- **Alabama, Commissioner C. Norman**
  - AL was technologically ready for ICOTS, since it already used another electronic system
  - ICOTS was well received
  - AL is working on duplicate offender cases and user’s audit
  - Need some advanced ICOTS training and new officers’ ICOTS training
- **District of Columbia, J. Tracey**
  - Working on duplicate offenders cases
  - Good communication with neighbors
  - Sign up for upcoming WebEx trainings
- **Florida, Commissioner B. Grant**
  - In the beginning experienced major problems with ICOTS legacy loads
  - 800 officers are using the system
  - Had number of discussions with the National Office about the necessary fixes
  - P. Levine is working on establishing training for about 800 new users
  - Working on second legacy load
- **Georgia, Commissioner D. Morrison**
  - Working on second legacy load
  - Main issue is training field officers to get used to working with ICOTS
- **Kentucky, A. Tolley**
  - Working on duplicate offender cases and user audit
  - Being a pilot state, KY had opportunity to provide extensive training
- **Louisiana, G. Smith**
  - Experiencing problems with the work flow of the cases
  - Reassigning cases – time consuming
  - Problems with email’s subject lines
Commissioner K. Winckler (TX) informed the Region she was noting the reported problems to address them with the Technology Committee.

S. Razor informed the Region that the Technology Committee approved the email subject’s line enhancement.

- **Maryland, M. Brock**
  - Problems with email notifications and the workflow
  - MD progressing slowly
- **Mississippi, Richie Spears**
  - Issues with the emails
- **Missouri, Peg McClure**
  - Completing the first legacy load
  - Staff shortage
  - 500 ICOTS users
  - Problems with ICOTS notices
  - Setting up ICOTS trainings
- **Oklahoma, Commissioner M. Gilliam**
  - Short on staff
  - Field staff – excited about ICOTS, but frustrated because it’s a new system
  - Working on the second load
- **South Carolina, V. Jakes**
  - Main concerns – incorrect reports
  - Concerned about complying with Rules, because of the incorrect reports.
- **Tennessee, D. Duke**
  - Thankful for the DCAs and the National Office cooperation
  - Officers are positive, but frustrated with the email issues
  - Working on the subsequent load
- **Texas, R. Grimes**
  - Three legacy subsequent loads were submitted to Appriss
  - Working on the fourth load
  - This morning had Parole and Probation Officers training – 70+ ppl
  - Training for advance ICOTS users
  - Two ICOTS WebEx trainings scheduled every month until the rest of the year
  - 1300 ICOTS users
  - Working on duplicate offenders records and auditing users
- **Virginia, Julie Johnson,**
  - Has another offender management system for Parole and Probation that was launched in the same timeframe as ICOTS
  - 2400 ICOTS users
  - Just completed 700 cases legacy load
  - Will start working on the second legacy load
Biggest issue – withdraw button; *Warning* sign would be appreciated
- Used Training type model
- Phone support training works the best
- Having issues with monthly data report

**Status of Self-Assessment Process for Individual States:** Chair G. Tullock (TN) suggested completing the self-assessment process – it does not take a lot of time and well worth it.

**Old Business**

There was no Old Business.

**New Business**

The Region had discussion on proposed addition to Rule 4.106 initiated by Compact Administrator P. Levine (FL):

> (c) The receiving state shall provide the progress report within ten (10) business days of receiving the request.

**Commissioner B. Grant (FL) made a motion to adopt the proposed change to Rule 4.106 Progress reports amending language to “30 calendar” days. Commissioner M. Gilliam (OK) seconded. The motion passed.**

The National Office will send the proposed Rule change to the Rules Committee for consideration.

Chair G. Tullock (TN) inquired how other states dealt with temporary out of state travel.

DCA A. Tolley (KY) requested to add *withdraw* to the ICOTS Enhancement Items list.

Commissioner K. Winckler (TX) informed the Region that all the enhancements requests would be referred to the Technology Committee.

Compact Administrator P. Levine (FL) suggested adding *Warning* sign for the Withdraw Case action to the enhancement list.

The Region will meet again on May 7, 2009 at 3:00 pm EST.

**Adjourn**

**Commissioner B. Grant (FL) made a motion to adjourn. Commissioner J. Camache (VA) seconded. The motion passed.**

The meeting was adjourned at 4:28 pm EST.