INTERSTATE COMMISSION FOR ADULT OFFENDER SUPERVISION
WEST REGION MEETING MINUTES

Tuesday, January 27, 2009
2:00 p.m. EST
WebEx

Members in Attendance:
1. Edward Gonzales Chair, New Mexico
2. Mark Cadotte Oregon
3. Pamela Bunke Montana
4. Brent Butcher Utah
5. Les Pozsgi Wyoming
6. Bernard Curtis Nevada
7. Janice Yamada Hawaii
8. Donna White Alaska

Guests:
1. William Dodds
2. Shane Sconce
3. Kathryn Luth
4. Maurice Reichelt
5. David Babby
6. Cathy Gordon
7. Max Otani
8. Carla Oakes
9. Marjorie Owens
10. Jim Ingle
11. Denise Sitler
12. Roberta Cohen
13. Terri Kirchner
14. Lynda Hamilton
15. Kimberly Pena
16. Sydney Nakamoto
17. Mickey Garvey
18. Shawn Arruti

Approved on 03.25.2009. B.S.
19. Devon Whitefield
20. Holly Sharer

Members not in Attendance
1. Dori Ege  Arizona
2. Kevin Kempf  Idaho
3. Robert Ambroselli  California
4. Lin Miller  Washington
5. Jeaneene Miller  Colorado

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

Call to Order
Commissioner E. Gonzales (NM) called the meeting to order at 2:03 pm EST. Eight out of thirteen members were present. Quorum was established.

Approval of Agenda
Commissioner M. Cadott (OR) made a motion to approve the agenda. Commissioner D. White (AK) seconded. The agenda was approved.

Approval of June 10, 2008 Minutes
Commissioner M. Cadotte (OR) made a motion to approve the minutes from October 29, 2008. Commissioner D. White (AK) seconded. The minutes were approved.

Executive Director H. Hageman gave an update on Committees activities:

• Training Committee
  o Finalizing a training bulletin for ICOTS on Subsequent State Transfers.
  o Looking at additional ICOTS training for compact offices.
  o Developing training ideas for Annual Business Meeting.

• National Office
  o User Agreement Audit mailed to the States
  o Offender Data Audit mailed to the States
  o Sally A. Holewa, Center for State Court Administrators representative, was appointed as an Ex-Officio
  o Working on Records Retention policy
  o Legal Counsel R. Masters is writing a memo how to handle Closed Session minutes
• Technology Committee
  o March 30, 2009 deadline for legacy data
  o ICOTS Version 2.0 release in productions
  o Appriss developed a schedule for the next three releases
  o Public search page
  o Committee defined priority enhancements, and the executive committee approved funding:
    ▪ Increase character limit to 1024 on comment fields
    ▪ Case note initiation without ownership/registered interest
    ▪ Comment field character counters
    ▪ Detailed notifications
    ▪ Assigning a case within the RI Reply
    ▪ National Office reports

• DCA Liaison Committee
  o Established goals for the upcoming year
  o Planning a training institute for DCAs in non-rule making years. Training institute for 2010 – summer months before the ABM.

• Rules Committee
  o The new deadline to submit rule changes to the committee is March 31.
  o Rules Committee calendar is available on the website.
  o The Committee will have a face-to-face meeting this April in Lexington, KY.

• Compliance Committee
  o Working on finalizing a Voluntarily National Incident Report

DCA J. Ingle (UT) expressed his appreciation towards Executive Director and the National Office for help with WebEx and trainings.

States ICOTS Update

• Alaska, Commissioner D. White
  • Have difficult time appointing State Council
  • Setting up Juvenile Compact – trying to establish one State Council for both compacts

Executive Director H. Hageman suggested checking with the state statute prior to taking any actions.

• California, D. Babby
  • Concerned about March 30 legacy data upload deadline, due to other states delay responses
  • Concerned that other states had been uploading CA offenders creating a lot of duplicate offender files
Executive Director H. Hageman suggested contacting the National Office to clarify the legacy data upload issue.

- **Colorado, C. Oakes**
  - Concerned about March 30 deadline
  - Field officers – growing frustration with ICOTS

- **Hawaii, Commissioner J. Yamada**
  - Expressed her appreciation to S. Nakamoto, M. Otani and M. Garvey for handling ICOTS issues

- **Montana, Commissioner P. Bunke**
  - Staff very cooperative
  - Field Officers do not have access to ICOTS yet

- **New Mexico, Commissioner E. Gonzales**
  - Before upload, audited every offender’s file - cleared over 1000 cases

- **Nevada, Commissioner B. Curtis,**
  - Strong staff works on ICOTS - S. Arruti, K. Madris, and M. Reichelt
  - Field training is scheduled for February 2009

- **Oregon, Commissioner M. Cadotte**
  - ICOTS – statewide
  - Initial training was completed in Fall
  - Spring – follow up training
  - State Council has its meeting next Friday. They will discuss two bills related to compact.

- **Utah, J. Ingle**
  - Field officers do not have access to ICOTS yet
  - Three potential rule changes:
    1. The Definition of residency on transfer requests and the definition of residency on reporting instructions
    2. Mandatory cases – “three strike” rule on mandatory cases
    3. Lifetime supervision for probationers in the states that do not have the lifetime supervision implemented

DCA J. Ingle will email the proposed Rules changes to the Region for review.

- **Washington, M. Owens**
  - Commissioner is dealing with legislative issues: one of the issues – reporting on supervised offenders

- **Wyoming, Commissioner L. Pozsgi**

Approved on 03.25.2009. B.S.
Had initial training for ICOTS
preparing for second wave of training
Strong staff works on ICOTS – S. Sconce, T. Kirchner and others.

New Business
The Region will meet again on Wednesday, March 25, 2009 at 2:00 pm EST to discuss Rules changes proposed by DCA J. Ingle (UT).

Old Business
There was no Old Business.

Adjourn
Commissioner B. Curtis (NV) made a motion to adjourn. Commissioner B. Butcher (UT) seconded. The meeting was adjourned at 3:04 PM EST.