ICAOS  
West Region  
May 24, 2005  
2:00 p.m. (EST)  
Teleconference: 888-387-8686  
Room: 7389593

Call to Order

The meeting was called to order at 2:06 pm EST by D. Ege.

Roll Call

1. Dori Ege (AZ)  
2. Sharon Jackson (CA)  
3. Ron Haijime, Colin Fukunaga (HI)  
4. Amy Wright (NV)  
5. Denise Sitler (OR)  
6. Leo Lucey (UT)  
7. Lei Tupou (AK)  
8. Doreen Geiger, Denis Johnston (WA)  
9. Shane Sconce (WY)  
10. Les Pozsgi (WY)  
11. Mike Ferriter, Cathy Gordon (MT)  
12. Sally Skiver (CO)  
13. Ed Gonzales (NM)

Idaho was not in attendance

Guests

1. Harry Hageman (OH)  
2. Genie Powers (LA)  
3. Joe Kuebler (GA)
Staff

1. Ashley Kenoyer
2. Sheila Perry
3. Mindy Spring
4. Kelli Price
5. Xavier Donnelly

Additions to Agenda

- D. Ege requested that a NACIS update be added to the agenda for discussion, accepted.
- S. Jackson requested an update on California Interstate Compact be added to the agenda, accepted.
- S. Sconce requested a clarification of Rules be added and also express comments for the bench book.

Approval of Agenda

- Motion to approve the agenda made by S. Sconce, seconded by E. Gonzales. Motion passed.

Discussion

- NACIS update-Harry Hageman
  - Construction of NACIS is moving forward
  - Implementation is December 1, 2005
  - Rule changes are being addressed by the Commission to allow for use of the system that was mandated during the creation of the Commission.
  - JAD members will assist in testing the system in a few weeks.
  - Training is tentatively scheduled for October and will be a “train-the-trainer” type session.
  - Demonstrations of NACIS have taken place in six states, H. Hageman currently in New Jersey invited by the New Jersey Supreme Court.
  - Discussion of integration concerns. H. Hageman will send out Specification Integration Document V 1.0 that was sent out at the national web-conference in January. Minor changes to document may take place before implementation.
  - H. Hageman stressed that NACIS is a web-enabled application.
  - Discussion of work-flow and scanning attachments.
    - J. Kuebler noted that fields are populated which leads to less workflow.
    - H. Hageman suggested S. Perry send out screen shots to show information that will need to be entered.
H. Hageman noted that major issues with NACIS are going to be related to workflow, not technical issues.

- S. Perry noted that training for picture taking and uploading will be addressed during NACIS training.
- S. Perry stated the national office has posted a recommendation for a scanner of the website. Please S. Perry for more information.

- Proposed 2% Dues increase-Genie Powers
  - The Executive Committee is proposing a 2% increase in dues for member states. 1% next year and 2% to be implemented for the following year if passed at the annual meeting.
  - Hosting, maintenance, and upgrades for NACIS were never entered into formula for dues.
  - Commission had 2 lawsuits last year that were unanticipated and should set up a legal defense fund.
  - National Office Savings:
    - Indirect costs with CSG down to 13 ½ % from 27 %
    - Committee meetings held in Lexington at national office.
    - Annual meeting hotel room costs $75/night
    - Office rent $12/square foot from $15.
  - NACIS will be able to provide more accurate statistics to base the dues on.
  - A. Kenoyer noted that the national office is working with sponsors and reaching out to political ties to assist the Commission with receiving grants.

- Annual Meeting-Dori Ege
  - Turn in registrations ASAP Extra nights at $75/night.
  - New Commissioner training scheduled for September 11.
  - Regional rep elections will be held at Annual meeting.

- Awards-Dori Ege
  - Award nominations request went out to Commissioners May 16th for the Executive Director’s Award and the Peyton Tuthill Award.

- Rules
  - D. Ege stated that ideas and input regarding rules be sent to Milt Gilliam. The Rules Committee will be sending out drafts of the new proposed rules to Commissioners mid-June for comment.
  - S. Sconce requested clarification on Rule 3.101 as to if the rule applies to probation only or both parole and probation. D. Ege stated it applies to both parole and probation and that the Rule is currently being redrafted by the Rule Committee.
S. Sconce requested clarification on Rule 3.103. D. Ege noted that it applies to probation offenders living in the receiving state at the time of sentencing and is being redrafted by the Rules Committee.

D. Ege stated that the Rules Committee is redrafting Rule 2.109 regarding the rule making process and states that David Guntharp will be making a motion at the annual meeting to set aside accepting floor amendments.

D. Ege announced that the Rules Committee will be sending out drafts of all the proposed new rules/amendments in June to all Commissioners for comments and feedback and final drafts will be sent prior to the Annual business meeting.

- California-Sharon Jackson
  - Probation and parole compact offices in California are going to be combined and should be implemented in July
  - A new Compact Administrator will be appointed.

- Bench book Comments-Shane Sconce
  - Suggests the bench book is too lengthy and quick reference guide should be expanded.

**New Business**

- Next West Region Meeting scheduled for July 19th at 2:00 pm EST/ 11:00 am PST.

**Adjourn**

- Motion to adjourn made by E. Ligtenberg, seconded by L. Lucey. Meeting adjourned at 12:16 pm PST.