D. Guntharp, Chair, called the meeting to order at 2:35 p.m. EST. 8 members were present, establishing a quorum.
• A motion for approval of the agenda was made by J. Kuebler and seconded by G. Powers.

• A motion for approval of the October 25th and December 13th minutes was made by M. Gilliam and seconded by A. Hyde. Minutes approved unanimously.

**Rules**

• M. Gilliam announced the Rules Committee meeting scheduled for March 8-9th in Lexington, Kentucky. R. Stroker from NIC will be attending to discuss risk factors of offenders being transferred.

• D. Guntharp suggested that the Rules Committee look at different approaches to approving rules at the Annual Meeting. The change is necessary in order to allow other committees time to do their reports.

• M. Gilliam stated that rule modifications for the new database are a goal of the Rules Committee.

• M. Gilliam suggested that the Rules Committee take input from Commissioners about Rules through their regional reps.

• D. Guntharp suggested that Committee minutes be approved via email by the Chairs and Committee members, then sent to the Executive Committee.

• R. Masters announced that the National Office has many advisory opinions that are great resources of information on Compliance, Rules, and the Commission.

**Training**

• A. Hyde stated the Puerto Rico is wanting to train their officials, but there is a language barrier. One issue with this is that it is expensive to get training materials translated and Puerto Rico has not paid their dues.

• Ben Martinez offered to assist with sending some of his staff since they were fluent in Spanish. There was also discussion on doing the training for Puerto Rico in the states.

• D. Blackburn announced that the national office will be surveying states to find out their fiscal years.

**Technology**

• J. Kuebler stated the Technology Committee met on January 4th. The Committee has entered a new phase in the creation of the NACIS system. S. Perry will be phased in as the new project manager and will be working directly with SoftScape. D. Erwin will be phased out and DIS contract will be terminated. D. Blackburn stated that there have been communication problems with SoftScape after the last JAD in Phoenix. Roles are being redefined because of budget and communication issues. The national office is currently seeking IT staff.

• The next Technology meeting will be on February 3rd. The issues to be addressed are going to be training dates and rules changes.
• D. Blackburn stated that the project BRT needs to be signed first before developing a timeline for training.

**Compliance**

• W. Emmer stated that the Compliance Committee met on December 13th in Lexington, Kentucky to develop a role and a strategic plan. W. Emmer requested that the Strategic Plan be sent out to the Executive Committee.
• R. Master stated that the injunction hearing with Tennessee will most likely be late February in Lexington District Court.
• D. Blackburn addressed the dispute between NE and WA. The letter to WA has not been responded to yet.
• D. Blackburn also stated that OR is attempting to pass legislation to supervise misdemeanants.

**Finance**

• G. Powers gave an overview on the December trip to Lexington to meet with CSG and go over budget. G. Powers complimented D. Blackburn on the budget.
• A. Kenoyer sent out draft of financial policy to G. Powers for review.

**East Region**

• B. Martinez had nothing to report.

**West Region**

• D. Ege reported to the committee that the West region would have a teleconference meeting on January 31, 2005. All but 1 state will be attending.

**South Region**

• J. Kuebler reported that the South region would have a teleconference meeting the last week of January.

**Midwest Region**

• E. Ligtenberg was not in attendance. Mid-West Region meeting scheduled for January 21st.

**Executive Committee**

• Discussion of appointment letters for Commissioners. W. Emmer mentioned that ad hoc members provide resources for Committees. M. Gilliam stated that only Commissioners be voting members of Committees. R. Masters stated that only
decision makers to be “at the table.” If a Commissioner is unable to attend, the person appointed to vote will need proper documentation

**New Business**

- Next Executive Committee meeting scheduled for February 8th, 2005 at 11:00 am. EST.

**Adjourn**

Motion to adjourn made by W. Emmer, seconded by G. Powers. Meeting adjourned at 3:35 p.m. EST