Members in Attendance:
1. Ken Merz  Chairman, MN
2. Milt Gilliam  Vice-Chair, OK
3. Kevin Kempf  Treasurer, ID
4. Kathie Winckler  TX
5. Ed Gonzales  NM
6. William Rankin  WI
7. Dori Ege  AZ
8. Gary Tullock  TN
9. Mike McAlister  NH

Members not in Attendance
1. Warren Emmer  ND
2. Linda Janes  OH
3. Pat Tuthill  Ex-Officio

Staff:
1. Ashley Hassan
2. Barno Saturday
3. Mindy Spring
4. Xavier Donnelly
5. Kevin Terry
6. Rick Masters  Legal Counsel

Call to Order
Chairman K. Merz (MN) called the meeting to order at 2:04 pm EST. Nine out of eleven members were present. Quorum was established.

Approval of Agenda
Agenda was approved by acclamation.
Approval of Minutes
Commissioner D. Ege (AZ) made a motion to approve the minutes from January 13, 2009. Commissioner K. Winckler (TX) seconded. The minutes were approved.

Committee Reports

Rules Committee: Commissioner W. Rankin (WI) informed the Committee about January 22, 2009 Rules Committee meeting:
- Membership
  - Commissioner P. Barnes (NJ) was replaced by Commissioner Y. Ross (NJ)
  - Commissioner D. Morrison (GA) is seeking approval to join the Rules Committee.
  - The Rules Committee would like one more person from the South Region
- The Committee discussed the relationship between the Rules and ICOTS
- The Committee discussed the Furlow case referred by the Executive Committee and agreed that the particular case was not eligible for transfer under Compact.
- All rules proposals must be submitted to the National Office by March 31, 2009.
- The Committee will meet again on April 22, 2009 in Lexington, KY.

Training Committee: Commissioner D. Ege (AZ) informed the Committee about:
- Upcoming ICOTS Training for Compact Offices
  - March 2, 3, 4, 9 & 12 – these two hour sessions will be facilitated by S. Razor and M. Spring. The Training Committee members will sit in on all sessions
- ICAOS Rules Trainings:
  - February 11-12, 2009
  - February 25-26, 2009
  - March 18-19, 2009
  - March 25-26, 2009
- Recently released
  - Subsequent State Transfers Training Bulletin
- Commissioner D. Ege (AZ) met with A. Hassan and M. Spring to draft an agenda for ABM 2009 training opportunities

Technology Committee: Commissioner K. Winckler (TX) presented to the Committee her report:
- Legacy data:
  - Appriss is working on uploading NY Probation, Vermont and Missouri’s legacy load
  - A new file has been received from each state and is being scheduled for testing by Appriss

Approved on 03/10/2009. B.S.
Five states submitted subsequent files for loading or reloading
Final date to upload is March 30, 2009

- Release 3.0 will be posted on 2/25/2009
  - Major issues addressed: Duplicate Action Items and Deactivating User Accounts Issue
  - Expanding Activity History Entries – these entries will now include reply disposition
  - Dual Supervision on Legacy Cases Issues
  - Activity Initiation Issues – Particularly NOD and NOA
  - Reporting Instructions will be hidden in the PDF until the Reply is finalized by the compact office.
  - There are 37 additional items that are scheduled for this release.

- Approved Enhancements - Enhancements will not be addressed until all fixes are completed.
  - 1024 Comment field character Limit and character stop
    - All Comments that are currently restricted to less than 1024 characters will be increased to that threshold.
    - Fields that currently allow more than the 1024 limit will not be changed.
    - Character stop will be implemented so that fields will not allow the user to continue typing once the limit has been reached.
  - Detailed Email Notifications
    - All email notification will now include the ICOTS Case #, ICOTS Offender # and link to the offender’s profile.
  - Assigning a case within the RI Reply
    - When RIs are approved the user will be automatically prompted with option to reassign the case to another user
  - National Office Reports
    - Will expand the number of reports that the National Office can run without the need for individual database views.

- The Technology Committee will meet again on February 11, 2009.

The Committee members will email their ICOTS development comments and concerns to Commissioner K. Winckler (TX).

Compliance Committee: Commissioner M. McAlister (NH) informed the Committee that the Compliance Committee would meet in the upcoming months.

Commissioner M. McAlister (NH) worked with the National Office on the Incident Report Form.

Finance Committee: Commissioner K. Kempf (ID) informed the Committee that New York submitted its state dues. Puerto Rico is delinquent in paying their dues; Michigan will pay by the deadline.

Approved on 03/10/2009. B.S.
Commissioner K. Kempf (ID) provided a report on Interstate Compact activities to the Senate Rules Committee by Senator D. Darrington’s (ND) request.

Executive Committee: Chairman K. Merz (MN) informed the Committee that New York still did appoint its Commissioner.

Chairman K. Merz (MN) advised the Committee to submit their comments on Incident Report Form to the National Office by February 20, 2009.

Chairman K. Merz (MN) will convene the East Region meeting to elect a new region chair.

South Region: Commissioner G. Tullock (TN) informed the Committee that the South Region met on February 5, 2009:
- Since the Region meets only once in three months, it was decided to post the minutes after each meeting on the South Region Forum for comments.
- The most reported problem in ICOTS – email notifications
- Suggested for states to complete self-assessment
- Amendment to Rule 4.106 was submitted to the Rules Committee
- The Region meeting was well attended
- The South Region expressed its appreciation for help with ICOTS to the National Office, and S. Razor in particular

Midwest Region: The Midwest will meet on February 11, 2009.

West Region: Commissioner E. Gonzales (NM) reported that the West Region met on January 27, 2009:
- The meeting was well attended
- The Region will meet again on March 25, 2009 to discuss three Rules proposals
- The Executive Director gave an outstanding report about the Committees’ activities

Executive Director Report: Assistant Director A. Hassan presented the report to the Committee:
- A. Hassan and B. Saturday visited two possible locations for the business meeting – Cleveland, OH and San Antonio, TX. They will be visiting two more locations (Minneapolis, MN and St. Louis, MO) in the upcoming weeks.
- Dues Update
  - New York submitted its dues
  - Puerto Rico was officially informed about its delinquent status
- K. Terry is working on website user surveys
- Every Friday, A. Hassan sends out states’ audit information to Appriss
- Spring Executive Meeting held in conjunction with Rules Committee
- Send the face-to-face Rules and Executive Committee agenda items to A. Hassan or B. Saturday
- H. Hageman and S. Razor are attending the APPA Winter Institute

Approved on 03/10/2009. B.S.
Commissioner W. Rankin (WI) invited Technology and Compliance Committees chairs to participate in the Rules Committee’s afternoon discussion on relationship with ICAOS Rules during its face-to-face meeting in April, in Lexington, KY.

**Victims’ Representative:** Victims’ Representative P. Tuthill (FL) attended the APPA Winter Institute, where she discussed victims’ issues with A. Seymour. They agreed to write a White Paper on ICOTS victim notifications to receive federal funding for ICOTS.

Victims’ Representative P. Tuthill (FL) will report on the status of this project at the next Executive Committee meeting.

**Legal Counsel:** Legal Counsel R. Masters updated the Committee on the Stanton Case (WI). Court adopted the argument presented by R. Master on behalf of the Commission.

**New Business**
There was no New Business.

**Old Business**
There was no Old Business.

**Adjourn**
Commissioner G. Tullock (TN) made a motion to adjourn. Commissioner W. Rankin (WI) seconded. The motion passed.

The meeting was adjourned at 3:14 pm EST.

Approved on 03/10/2009. B.S.