Members in Attendance:
1. Milt Gilliam  Chairman, OK
2. Sara Andrews  Vice-Chair, OH
3. Charlie Lauterbach  Treasurer, IA
4. Chris Norman  AL
5. Ed Gonzales  NM
6. Cathy Gibson-Beltz  NE
7. Mike McAlister  NH
8. Chris Moore  GA
9. Anne Precythe  NC

Members not in Attendance:
1. Jane Seigel  IN
2. Dori Ege  AZ
3. Michael Potteiger  PA
4. Pat Tuthill  Ex-Officio, FL
5. Rick Masters  Legal Counsel

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

Call to Order
Chairman M. Gilliam (OK) called the meeting to order at 2:02 pm ET. Nine voting members were present, establishing the quorum.
**Agenda**
Commissioner A. Precythe (NC) moved to approve the agenda. Commissioner S. Andrews (OH) seconded. Agenda approved as presented.

**Minutes**
Commissioner S. Andrews (OH) moved to approve the minutes from January 11, 2014. Commissioner A. Precythe (NC) seconded. Minutes approved as written.

**Discussion**
*Rules Committee Report:* The Rules Committee will be meeting later this month to discuss its calendar.

*DCA Liaison Committee Report:* Commissioner C. Moore (GA) indicated that the DCA Liaison Committee will be meeting later this month.

*Training Committee Report:* M. Spring presented the Training Committee Report:

**Training Committee News**
- Updates to training materials/publications are now available

**Training Stats**
- On demand-Last 30 days
  - Over 100 unique attendees

**Upcoming Trainings**
- OVR transition training/Addendum training – 3 sessions  41 states attended
- General Rules (3 hrs) - Feb 24 & Mar 11
- Eligibility (90 min) - Feb 25 & Mar 12
- Mandatory Retaking for Sign Violations - Feb 26 & Mar 25
- Probable Cause Hearing - Feb 27 & Mar 27
- Mandatory Retaking for Felony or Violent Crimes & Absconders - Mar 26

**TTA Trainings**
- PA-2 sessions
- KS-3 sessions
- CA-2 sessions

**Pending Surveys**
- Ad Hoc on Border Issues
- Federal Indian Reservations

*Technology Committee Report:* Commissioner A. Precythe (NC) presented her report to the Committee:

- ICOTS Help Desk
  - 266 tickets were created in January 2014, almost identical to December 2013

Approved on 3/18/2014. B.S.
• ICAOS Website
  o All website visits:
    • January 2014: Over 44,200
    • Up 28% from December 2013
  o Mobile visits:
    • January 2014: Over 7,200
    • Up 24.1% from December 2013
    • Accounted for 16% of all website traffic

• Performance Dashboards
  o Project launched on Friday January 31, 2014
  o Allows summary view of compliance standards and detailed view of each
    standard along different date ranges
  o Feedback from Commissioners and DCAs has been positive
  o The national office provided the demonstration of the Dashboard use

Executive Director H. Hageman informed the Committee that both Ad Hoc on Border Issues
Committee and ABM Workgroup members expressed their desire to see other state’s compliance
status and compare it to their own state.

• Server Migration
  o The national office is in the process of migrating their website and database
    servers to a faster and more scalable hosting platform

• Rule Amendment Release
  o Release is still scheduled for Wednesday February 26, 2014

• Approved ICOTS Enhancement List
  o Technology Committee is reviewing current enhancement list and will discuss at
    the March meeting

The Executive Committee decided to discuss the Enhancement List at its face-to-face meeting in
Louisville.

• eBook Project
  o K. Terry is working on an eBook version of the ICAOS Bench Book. He
    demonstrated the features of the eBook to the Executive Committee. The eBook
    will be available with the launch of the new rules on March 1, 2014.

• VINE Watch Project
  o Only 30 users registered
  o There have been no notifications delivered

Compliance Committee: Commissioner M. McAlister (NH) sent out a memo to the Committee
members advising about California situation and Kansas compliance progress status.

Approved on 3/18/2014. B.S.
**Finance Committee Report:** Commissioner C. Lauterbach (IA) stated that the Commission is about 1% under budget for FY2014. The Finance Committee met on January 15, 2014 to discuss its recommendation for the Commission’s long term investment. The Committee made recommendation to the Executive Committee to continue to invest $30K per month in the same manner that the Commission is currently investing.

Commissioner C. Lauterbach (IA) moved to continue to invest $30k per month in the same manner that the Commission is currently investing. Commissioner S. Andrews (OH) seconded. Motion passed unanimously.

**Region Reports:**

**East Region:** The East Region met this week. It had quorum and lively discussion.

**Midwest Region:** The Midwest Region will be meeting on February 29, 2014.

**South Region:** The South Region met on January 16, 2014. The next meeting is scheduled for April 16, 2014.

**West Region:** The West Region will be meeting on February 18, 2014.

**Executive Director Report**

Executive Director H. Hageman presented his report to the committee:

**Commissioners Changes/Vacancies**

The national office received the correct appointment letter for Dan Stone, CA.

**Complaints, Conflict Resolution and Misc. calls**

MN is requesting a dispute resolution with AK regarding the denial of a mandatory transfer case.

**Compliance Audits**

Completed the IN audit in January and the AK, PR and CT in February. H. Hageman and M. Spring are scheduled to do an on-site audit in MD on March 4, 2014.

**Technology**

The migration of the SQL and Webservers from a local vendor to the Amazon’s Government Cloud is scheduled to be complete at the end of this month.

We are also still working on bids for our internet and phone providers and looking at the feasibility of going wireless

**Other**

S. Razor and B. Saturday presented the results of their site visit to Portland, OR.
Commissioner C. Gibson-Beltz (NE) moved to have 2015 Annual Business Meeting in Hilton Portland Executive Tower Hotel on October 3-7, 2015. Commissioner A. Precythe (NC) seconded. Motion passed unanimously.

The national office received state council membership from 35 states.

R. Masters completed its revisions to the white paper on retaking. It has been posted on the website.

The national office mailed a letter regarding the late fees on dues to Puerto Rico.

R. Masters, M. Gilliam, and H. Hageman will be traveling to California to discuss CA default status in March 2014.

R. Masters made changes to the Advisory Opinion as requested by the Committee.

Commissioner C. Norman (AL) moved to approve the Advisory Opinion 1-2014 as presented. Commissioner S. Andres (OH) seconded. Motion passed unanimously.

Commissioner S. Andrews (OH) stated that Ad Hoc Committee on Border Issues and the ABM Planning Workgroup met and had productive meetings in Columbus, OH. She will provide a detailed report at the face-to-face meeting in Louisville.

**New Business**  
The Committee discussed agenda items for its upcoming face-to-face meeting:

- FY2016 Budget
- Compliance dashboard
  - Compare results with other states, not only nationally
  - Compliance level at 80% or higher?
- Compliance audit /scheduled for FY 2015
- Ad hoc committee on Border Issues Report
- ABM Planning Workgroup Report
- ABM and ABM trainings
- Personnel
- Goals
- Projects for upcoming year
- California legal issues
- Status on Kansas Corrective Action Plan
- ICOTS enhancements/budget

**Adjourn**  
Commissioner E. Gonzales (NM) moved to adjourn. Commissioner S. Andrews (OH) seconded.

Approved on 3/18/2014. B.S.
The meeting adjourned at 2:40 pm ET.