Call to Order

- D. Guntharp called the meeting to order at 11:07 a.m. EST. Nine of the eleven Committee members were present establishing a quorum.
Approval of Minutes

- Motion to approve the January 10, 2006 minutes made by H. Hageman, seconded by K. Merz. Motion carried.

Rules Committee Milt Gilliam

- The first face-to-face Rules Committee Meeting is scheduled in Lexington on February 28 and March 1, 2006. This meeting is scheduled to prepare for the 2007 Annual Business Meeting. Mike Buenger may be able to attend on the first to assist with Chapter 5 revisions. The Committee will meet in June to prepare the final draft.

Training Ann Hyde

- A. Hyde shared with the committee the recent trainings that have taken place utilizing WebEx. On February 8, training was conducted with several states that proved to be well accepted. This new tool (WebEx) is enabling the trainers to decrease travel, conduct trainings from their offices, and allow attendees to interact via this new medium. Check out the website for more information on the upcoming March trainings.
- D. Blackburn will be traveling to Illinois in March for Judicial Training.

IT Joe Kuebler

- NACIS is back on track after a successful meeting with Softscape the latter part of January in Lexington, KY. This meeting allowed both parties to go through the operational process and provide substantial feedback for improvement. Softscape will get back with ICAOS next week with the updated Technical Specifications Document. Once changes to the system have been made, we will then begin with testing. J. Kuebler is still uncomfortable setting a date for implementation but the goal is to have it by year’s end.
- As everyone is aware, Sheila Perry is no longer with the National Office. In an effort to keep the project running smoothly, J. Kuebler, D. Guntharp, H. Hageman and D. Blackburn discussed the options. Rob Miller assisted the commission in the very beginning of the project and is very familiar with our goals.
- D. Blackburn shared with the committee the type of individual needed for the position. As the National Office began to interview for the position we realized that two skill sets are necessary:
  - Technical
  - Administrative
To acquire both skill sets would be costly to the commission. Once the project is completed, one skill set would no longer be needed. The CSG Information Officer suggested looking at two different people for the position. Rob Miller has a great deal of experience, past and present and would be beneficial to bring on board this project as a consultant. Then as the project draws to a close, bring on someone else with administrative skills to fill the position.
• D. Blackburn would like the committee to consider hiring Rob Miller as a consultant for the NACIS project at $90 - $95 an hour not to exceed $50,000. H. Hageman made a motion with G. Powers seconding it. After a brief discussion, the motion carried.

Finance Genie Powers

• G. Powers shared with the committee that the commission is in great financial shape.

Executive Committee Harry Hageman

• D. Guntharp reminded the committee of the face-to-face meeting being held in Lexington KY on Tuesday, April 11, 2006. This is a one day meeting and could run over, so please do not make any flight arrangements on this day.

East Mike DePietro

• M. DePietro has an East Region Meeting scheduled for Thursday, February 16, 2006. The region will be discussing any proposals on rules. It has come to M. DePietro’s attention that any member of the region can bring forth proposals/changes but only the Commissioners of the Region can vote them out. If you do not have a quorum of commissioners then the proposals/changes cannot be sent up to the Rules Committee. Massachusetts and New York have proposals on the Rules and hope that a quorum will be established at Thursday’s meeting.

South Robert Oakes

• The South Region recently had a meeting on February 7, 2006. Another one is planned for April.
• R. Oakes shared with the committee M. Depietro’s comments on Region quorums. He suggested that the National Office stress the importance of the Commissioners attendance at these meetings. R. Oakes region has excellent state representation, but not all of the Commissioners are attending.
• D. Blackburn stated that the National Office will be posting the opinion with a letter stressing the importance of Commissioners attending Region Meetings based on the findings of the opinion.

Midwest Ken Merz

• The Midwest held their first meeting in mid-January with excellent attendance (one state absent). Issues within the regions were discussed concerning incomplete paperwork and interstate fees discussions. Two major themes in the state updates consisted of NACIS and Sex Offenders. The next meeting is scheduled for April 13, 2006.

Legal Counsel Report Rick Masters

• Continue to field questions and opinions. One of particular has already been discussed by M. DePietro concerning region voting. The intent is to make sure that
our Commissioners are voting. We must maintain the integrity of the process. Region Chairs need to make sure Commissioners attend to vote their proposals out of their region and pass along to the Rules Committee.

- There is an upcoming mediation between New York and New Jersey. It is good that we are setting a pattern showing others that there is in fact a way to deal with disputes.
- Plan on attending Judicial Training with D. Blackburn in Illinois in March.
- Coordinating with M. Buenger on the updates of the Benchbook.

**Executive Director’s Report Don Blackburn**

- Four months ago the National Office presented WebEx to facilitate web conferences and trainings. The Executive Committee approved a four month trial, which ends this week. WebEx offers ICAOS two modules.
  
  - Live interactive instructor led Training Center
    - Use for conducting training on Rules, NACIS, state trainings, etc and holding meetings for committees, state councils, etc.
    - Over 10 states have expressed interest in utilizing WebEx for various reasons (training, meetings)
  - On demand self-paced Presentation Studio five modules.

These modules will enable the National Office to train on Rules, NACIS, etc. WebEx can be used to make quizzes, tests and certification.

  - Both modules are recommended to train states on rules and NACIS
  - Allows states to offer more than what we are currently able to do and allows us to reach more people.
  - Keeps training consistent

We have learned through train-the-trainer that it is not effective in reaching a large number of people. We have also realized that most of the trainers did not go back and train their state. It is highly recommended by consultants that this method of training is ineffective for the implementation of NACIS and is recommended to use a system such as WebEx for consistency and reliability.

Currently the budget allows $50,000 for training each year. It is important to take into the consideration the rising cost of travel and the turnover rate with PO’s. The total cost per year for this WebEx tool is $24,000 a year. D. Blackburn would like to recommend purchasing this for the Commission.

- A. Hyde made a motion based on D. Blackburn’s recommendation to purchase WebEx yearly. M. Gilliam seconded the motion. After discussion, the committee voted and the motion carried.

**Adjourn**

- Motion to adjourn made by M. DePietro, seconded by K. Merz. Meeting adjourned at 12:05 p.m.