Members in Attendance:
1. Milt Gilliam   Chair, OK
2. Wayne Theriault  Vice-Chair, ME
3. Charles Lauterbach  Treasurer, IA
4. William Rankin   WI
5. Kathie Winckler   TX
6. Chris Norman   AL
7. Mike McAlister   NH
8. Ed Gonzales   NM
9. Ben Martinez   PA
10. Dori Ege   AZ
11. Pat Tuthill   Ex-Officio

Guests:
1. Ethel White   TX

Members not in Attendance
1. Sara Andrews   OH
2. Ken Merz   Ex-Officio
3. Rick Masters   Legal Counsel

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

Call to Order
Chair M. Gilliam called the meeting to order at 2:01 p.m. EDT. Ten voting members were present, a quorum was established.

Approval of Agenda
Commissioner W. Theriault (ME) moved to approve the agenda. Commissioner C. Norman (AL) seconded. Agenda approved as drafted.

**Approval of Minutes**
Commissioner B. Martinez (PA) moved to approve the minutes from March 8, 2011. Commissioner C. Norman (AL) seconded. Minutes approved as drafted. Commissioner K. Winckler (TX) abstained.

**Discussion**
*Rules Committee Report:* The Rules Committee will be meeting on April 21, 2011 to discuss an East Region proposal that was approved by the Region at its October meeting but not forwarded to the Rules Committee until later. The Committee also plans to discuss probable cause hearing waiver and HTML Rules web page.

*Training Committee Report:* Commissioner D. Ege (AZ) presented her report to the Committee:
- Modifying Rules Training (WebEx)
  - March 9 & 10 (155)
  - March 29 & 30 (87)
  - April 13 &14
  - May 3 & 4
- Mini Sessions April (Rules & ICOTS)
  - Rose Ann Bisch (MN) & Kari Rumbaugh (NE)
  - ICOTS Helpdesk Training
- Training Bulletin on Supervision Definition
- Reminder for Training Bulletin 3-2008
  - Reporting Significant Violations
  - Rewrite of workshop description

*Technology Committee Report:* Commissioner K. Winckler presented the Technology Committee report to the Committee.
- H. Hageman and S. Razor attended the APPA information sharing work group in Orlando, FL.
- Data sharing survey:
  - 30 states responded (52%)
  - 4 out of 30 states share offender information with a private vendor
  - 60% were against and 40% were for sharing offender information with a private vendor
- Appriss contract update:
  - The contract was signed for 12 months.
- In the next 12 months, SEARCH along with the National Office will put together an RFP to find a new vendor.

Release 12.0 was launched on February 23, 2011 and included the following issues:
- Issues introduced in releases 11A, 11B, & 11C
- Issues pushed out of 11 releases based on our priorities

Approved on 5/25/2011.B.S.
Release 13.0 was launched March 30, 2011 and included the following:
  – Addressed various incorrect error messages throughout ICOTS
  – Removed returned RFRIs and TREQs from overdue reports

Release 14.0 is scheduled for July 2011 and will include the following:
  – Detailed email notifications
  – Assign case within RFRI-Reply
  – Increase character limit to 1024 on all comment fields
  – Allow compact offices to add case notes w/o ownership
  – Instant offense attachments

ICOTS Helpdesk
• Effective 5/1/2011 National Office will be sole provider of helpdesk support to the states
• Benefits:
  – Single point of contact for compact offices
  – Automated problem reporting, tracking and follow-up
  – Improved communication with users
• Training compact offices week of 4/18

The Committee reviewed external ICOTS reports usage chart and Support Contacts for the last month.

The Committee reviewed ICAOS website statistics.

Compliance Committee Report: The Compliance Committee will be meeting on May 4, 2011 to discuss commissioner vacancies and audits results.

Finance Committee and Ad Hoc on Dues Formula Report: The Ad Hoc Committee on Dues Formula will prepare a report for the face-to-face Executive Committee meeting in Lexington, KY.

Executive Committee Report: Chairman M. Gilliam (OK) informed the Committee that Vice-Chair W. Theriault volunteered to chair DCA Liaison Committee.

East Region: The East Region will be meeting in May 2011.

South Region: The South Region met on March 17, 2011 and will be meeting again on June 16, 2011.

Executive Director H. Hageman informed the Committee that Ad Hoc on Risk Assessment Committee had a meeting scheduled for April 19, 2011.

Executive Director Report: Executive Director H. Hageman presented his report to the Committee.
- The National Office moved to a new location on March 19, 2011.
- Update CSG MOU - Indirect cost was reduced by 3.5%

Commissioner W. Theriault (ME) made a motion to authorize Executive Director Hageman to sign CSG Memorandum of Understanding on behalf of Chairman Gilliam. Commissioner K. Winckler (TX) seconded. Motion passed unanimously.

- Testing helpdesk software
  - X. Donnelly will take over the help desk duties by May 1st.
- Commissioner vacancies
  - VA
  - UT
  - HI
  - VI
- Executive Director H. Hageman presented the results of the TN Research Project on TN number of exporting and importing offenders at TN State Council’s meeting.
- Quarterly Incident Report was sent to the Executive and Compliance Committees

The Committee decided to discuss this item at its upcoming face-to-face Executive Committee meeting in Lexington, KY.

- Quarterly Audit Report was sent to the Executive and Compliance Committees
- APPA Bid Specifications workgroup
- 2012 ABM Site Selection

Commissioner D. Ege (AZ) made a motion to choose Madison, WI as the first choice and Louisville, KY as the second choice for the 2012 Annual Business Meeting. Commissioner K. Winckler (TX) seconded. Motion passed.

- Dues
  - Added 2010 Census data
  - ICOTS Offender Numbers
  - IL and MD went down one tier
  - GA went up one tier
  - Budget reduced by $8,022.50
- Html Rules Project was launched in the end of March and became one of the top most visited pages on the website. The Committee had many positive comments regarding the project.

Legal Counselor Report: Executive Director H. Hageman updated the Committee on CA litigation case.

Commissioner W. Theriault (ME) moved to go into Executive Session. Commissioner E. Gonzales (NM) seconded. Motion passed.
Commissioner D. Ege (AZ) moved to exit the Executive Session. Commissioner K. Winckler (TX) seconded. Motion passed.

New Business

The Committee decided to cancel the Executive Committee meeting on May 10, 2011, since they have a face-to-face meeting on May 25, 2011.

The Committee discussed the face-to-face meeting’s agenda. The following topics were mentioned:
- Inactive commissioners
- Compliance Issues
- Commissioner goals and objectives for the next 2-5 years
- State Compliance Audit results and their use
- FY 2012 Budget recommendation
- ABM 2011 agenda discussion
- ABM 2012 site selection
- Personnel

Commissioner D. Ege (AZ) suggested submitting the committee reports in writing, so the Committee can devote more time for discussion of issues.

Adjourn
Commissioner W. Theriault (ME) made a motion to adjourn. Commissioner E. Gonzales (NM) seconded. The motion passed.

The Committee adjourned at 3:41 pm EDT.