Members in Attendance:
1. Milt Gilliam  Chairman, OK
2. Charlie Lauterbach  Treasurer, IA
3. Kathie Winckler  TX
4. Ed Gonzales  NM
5. Chris Norman  AL
6. Mike McAlister  NH
7. Gary Tullock  TN
8. Pat Tuthill  Ex-Officio, FL

Members not in Attendance:
1. Ben Martinez  PA
2. Dori Ege  AZ
3. Sara Andrews  OH
4. Vacant  Vice-Chair
5. Vacant  DCA Liaison Committee Chair
6. Ken Merz  Ex-Officio, MN

Guest:
1. Ethel White  TX

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

Call to Order
Chairman M. Gilliam called the meeting to order at 2:02 pm EDT. Seven voting members were present, establishing the quorum.
**Agenda**
Chairman M. Gilliam proposed to move the Executive Committee Report to the top of the agenda. **Commissioner K. Winckler (TX) made a motion to adopt the agenda as amended. Commissioner G. Tullock (TN) seconded. Motion passed.**

**Minutes**
Commissioner C. Norman (AL) made a motion to approve the minutes from March 25, 2011 as written. Commissioner M. McAlister (NH) seconded. Motion passed.

**Discussion**
*Executive Committee Report:* Chairman M. Gilliam informed the Committee that Vice Chair Wayne Theriault (ME) recently accepted a new position for the Department of Corrections and was no longer responsible for Interstate Compact for the State of Maine. At the Annual Business Meeting in September, the full commission will need to elect a commissioner to fill the remaining portion of the unexpired term for the Office of Vice-Chair. Until then, the Executive Committee will decide if there is a need to appoint a commissioner to serve as Vice Chair from now until the election.

Chairman M. Gilliam requested the Committee members to send him their recommendation for the Vice-Chair’s appointment.

Chairman M. Gilliam stated that Commissioner D. Ege agreed to serve as interim chair for the DCA Liaison Committee.

*Rules Committee:* Commissioner G. Tullock received an email from the newly appointed commission of Maine requesting to serve on the Rules Committee.

*Training Committee Report:* Commissioner D. Ege was not in attendance at the meeting. She sent her Committee update via email:
- The Training Committee will have a joint meeting with the DCA Liaison Committee to finalize ABM trainings details.
- Final versions of the one-hour mini-WebEx sessions regarding Rule 5.103 and Probable Cause Hearings are ready and are launched in July 2011.
- The Training Committee is working on finalizing the A-Z Rules PowerPoint to resume full Rules WebEx sessions September/October 2011.

*Technology Committee:* Commissioner K. Winckler presented her report to the Committee:
- Upcoming ICOTS Releases
  - Release 14.0: Enhancement release scheduled for end of June, to include five approved enhancements. The enhancements include:
    - Detailed email notifications
    - Increase character limit to 1024 on all comment fields
    - Allow compact office users to add case notes without taking ownership of a case
    - Assign a case within the RFRI-Reply
- Instant offense attachments
  - Release 15.0: Bug fix release scheduled for late fall, to include approximately 10 outstanding items.
- ICOTS Help Desk transitioned over to the national office as of May 1, 2011.
  - 4 trainings held between 4/18 and 4/20. Users from 43 out of 65 compact offices attended at least 1 training.
  - 240 tickets were received in April (pre-ICOTS Help Desk), a 31% decrease from March.
  - 264 tickets were created in May, a 10% increase from April.
  - 8 pending tickets are currently awaiting resolution or documentation as a known bug by Appriss.
- Public Web Portal had over 1,100 clicks each for both April and May, a 96% increase from April 2010 and a 72% increase from May 2010.
- ICAOS Website
  - Page views for May: Over 90,000 (-8% from April)
  - Mobile page views for May: Over 2,900 (+27% from April)
  - Over 25,000 visits to the website came from an ICAOS email newsletter since Sept 1, 2010. Newsletters account for over 8% of all website traffic.

Finance Committee Report: The Commission is currently operating under the budget.

Region Reports:
South Region: The region will be meeting on June 16, 2011.

West Region: The region will be meeting on June 28, 2011.

Executive Director Report
Executive Director H. Hageman presented his report to the Committee.

- Completed FY 2011 Compliance Audits and began preparing for FY 2012 Audit for about 14 states.
- Commissioner Vacancies include HI, ME, MD, VA, VI, WI and WY
  - ME vacancy is filled
  - Concerned about VA
  - MD and WY commissioners will retire at the end of June
- Assisting ICJ with RFP and Website Development
- Executive Director H. Hageman met with Commissioner Thomas (SC) for the new commissioner orientation. She volunteered to serve on the DCA Liaison committee.
- ABM registration is scheduled for July 1, 2011
- New Appriss president offered ICAOS to collaborate for the Justice Exchange Application by sharing offenders’ data.

Victims’ Advocate Report: P. Tuthill presented her report to the Committee.
• Ad hoc committee has a WebEx meeting on June 29, 2011 to discuss survey results, final report and recommendations to Commission at the upcoming Annual Business Meeting.

• P. Tuthill gave Criminal Justice and Victim Outreach Presentations.

• P. Tuthill serves on BJA/IJIS SAVINE Information Exchange Committee. The Committee met in June at IJIS Institute to establish national victim notification standards.

Legal Counselor Report: Legal Counselor R. Master presented his report to the Committee.

R. Masters suggested amending ICAOS Dues Policy 5-2004 § D 2 with the following language:

_Interest shall accrue on the balance of the unpaid dues after thirty (30) days at the rate of one percent (1%) per annum which shall begin to accrue on the thirty-first (31st) day after which such dues remain unpaid._

After discussion, the Committee decided to add the following to the revised sub-session: _1% per month not to exceed twelve percent (12%) per annum, which shall begin to accrue on the thirty-first (31st) day after which such dues remain unpaid._ The changes will be effective of FY 2012.

Commissioner K. Winckler (TX) made a motion to amend ICAOS Policy 5-2004 with _1% per month not to exceed twelve percent (12%) per annum; which shall begin to accrue on the thirty-first (31st) day after which such dues remain unpaid_ with effective date of FY 2012. Commissioner G. Tullock (TN) seconded. Motion passed.

Chairman M. Gilliam asked the National Office to notify the states about the approved change to the policy.

The Committee reviewed GA incident reports compliance’s issue. Commissioner M. McAlister informed the Committee that Commissioner James (GA) submitted a report with corrective plan.

Commissioner M. McAlister (NH) made a motion to defer actions against Georgia until the Compliance Committee review of this issue. Commissioner C. Norman (AL) seconded. Motion passed.

Legal Counsel R. Masters suggested entering the Executive Session to discuss litigation that the Commission was involved. No motion was taken during the Executive Session.

Commissioner M. McAlister (NH) made a motion to move to the Executive Session to discuss Commission’s litigation. Commissioner G. Tullock (TN) seconded. Motion passed.

Commissioner G. Tullock (TN) made a motion to move out of the Executive Session. Commissioner K. Winckler (TX) seconded. Motion passed.

Old Business
Commissioner K. Winckler (TX) made a motion to amend Minutes from May 25, 2011 with the following: “Commissioner K. Winckler (TX) made a motion to enter Executive Session for the discussion of personnel matters.” Commissioner C. Lauterbach (IA) seconded. Motion passed.

Adjourn
Commissioner G. Tullock (TN) moved to adjourn. Commissioner C. Norman (AL) seconded. Motion passed. The meeting adjourned at 3:24 pm EDT.