Members in Attendance:
1. Milt Gilliam   Chairman, OK
2. Charlie Lauterbach  Treasurer, IA
3. Dori Ege       AZ
4. Ed Gonzales    NM
5. Chris Norman  AL
6. Mike McAlister NH
7. Ken Merz       Ex-Officio, MN
8. Pat Tuthill    Ex-Officio, FL

Members not in Attendance:
1. Sara Andrews    OH
2. Gary Tullock    TN
3. Kathie Winckler TX
4. Vacant    East Region Chair
5. Vacant    Vice-Chair
6. Vacant    DCA Liaison Committee Chair

Guest:
1. Regina Grimes  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 2:04 pm EDT. Six voting members were present, establishing the quorum.

**Agenda**
Commissioner E. Gonzales (NM) made a motion to adopt the agenda as written. Commissioner D. Ege (AZ) seconded. Motion passed.

**Minutes**
Commissioner D. Ege (AZ) made a motion to approve the minutes from June 16, 2011 as written. Commissioner C. Norman (AL) seconded. Motion passed.

**Discussion**

*Training Committee Report:* Commissioner D. Ege presented her report to the Committee.
- The Training Committee is working on revising the WebEx Rules trainings.
  - The complete Rules trainings will resume in August/September 2011
  - Mini Rules Sessions in July 2011
    - Topic - Retaking for Significant Violations

- PC Hearings
  - A. Precythe is working on rewriting the ICAOS workshop’s description
  - ABM Workshops on Tuesday, September 13, 2011
    - Rule Amendment Training (Joint Session - Commissioners and DCAs)
      - Rules Committee
      - Compact Issues (Joint session – Commissioners and DCAs)
      - ICOTS Best Practices (DCAs only)
        - Survey requesting topics by July 2011
        - Liability Training (Commissioners only)
          - Rick Masters, Legal Counsel

- The Committee reviewed monthly on-demand training usage chart for 2010-2011.

*Technology Committee:* Commissioner K. Winckler was not present; X. Donnelly presented the Technology Committee report to the Committee:
- **ICOTS Releases**
    - 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
  - A couple issues arose as a result of release 14.0. They were either resolved the next day or on July 6 with release 14.2.
  - Release 15.0: Internal Appriss release affecting performance and maintenance. Scheduled in the next couple months.
• Release 16.0: Bug fix release scheduled for late fall, to include approximately 10 outstanding items.

• **ICOTS Help Desk**
  o 270 tickets were created in May, a 10% increase from April.
  o 269 tickets were created in June, no significant change from May.
  o 9 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**
  o Page views for May: Over 90,000 (-8% from April)
  o Mobile page views for May: Over 2,900 (+27% from April)
  o 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.

**Compliance Committee Report:** Commissioner M. McAlister informed the Committee that the majority of the Compliance Committee indicated that Georgia response to its incident reports was sufficient and requires no further corrective actions to be taken against Georgia.

**Commissioner M. McAlister (NH) made a motion to withdraw the Compliance Committee motion to enforce corrective actions against Georgia. Commissioner C. Norman (AL) seconded.**

After the discussion, the Committee decided to review Georgia response and postpone its discussion until the next meeting.

**Commissioner M. McAlister (NH) withdrew the motion. Commissioner C. Norman (AL) concurred.**

**Finance Committee Report:** Commissioner C. Lauterbach informed the Committee that the Finance Committee met on June 11, 2011 to discuss the investment options for the Commission. At its meeting, the Finance Committee passed the following motion: *M. Buscher (IL) moved for the Finance Committee to make a recommendation that the Commission invests $20K a month in the Council of State Governments’ long term investment fund with the ratio of 60% into the total stock market index fund and 40% into the intermediate term bond index fund with the investment total of $240K over the course of the year effective upon approval by the Executive Committee. J. Ingle (UT) seconded. Motion passed.*

The Committee decided to review the investments funds and postpone its decision until the next meeting.
**Executive Committee Report:** Chairman M. Gilliam informed the Committee that K. Winckler indicated her interest to serve as the Vice-Chair.

B. Martinez (PA) was not reappointed to the Pennsylvania Board of Parole, therefore Pennsylvania has no commissioner at this point and the East Region will hold the chair’s election in the near future. Meanwhile, Chairman M. Gilliam will need to appoint an interim chair.

Commissioner Jenna James of Georgia indicated her interest in serving as the DCA Liaison Committee Chair.

Since there are so many newly appointed commissioners, the national office will put together a lunch for the new commissioners and the Executive Committee members on Tuesday, September 13 in Montgomery, AL.

**Region Reports:**

**South Region:** The region had a meeting on June 16, 2011.

**West Region:** The region met on June 28, 2011 to discuss the rules amendments.

**Executive Director Report**

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

- Preparing for the FY 2012 Audits
- HI and ME appointed new commissioners. Vacancies remain in MD, CO, VA, WI, WI and WY.
- ABM registration was launched on July 1, 2011 – 27 people registered.
- Victims in the Clemmons case filed suit against WA DOC; H. Hageman listed as a witness in the case.
- Signed the hotel contracts for the 2012 ABM in Madison, WI
- CA has not yet responded to the request for a corrective action plan.
- S. Razor met with Commissioner James, GA for new commissioner orientation
- The revised dues policy went out to the states that had not yet paid their dues. Twenty-one states have paid as of last week.
- Adjusted the travel policy to include the current mileage reimbursement of 55.5 cents per mile.
- Issued the Quarterly Report on Incidents
- Received four incident reports in June. Two involved retaking and other two were about communications and departure notices.
- The Executive Committee needs to contact the National Office if they plan to arrive on Sunday, instead of Monday in Montgomery, AL.

**Victims’ Advocate Report:** P. Tuthill informed the Committee that the Ad hoc committee met via WebEx on June 29, 2011 to discuss survey results, final report and recommendations to Commission at the upcoming Annual Business Meeting.

**Legal Counselor Report:** Legal Counselor R. Master presented his report to the Committee.
Legal Counselor R. Masters is assisting the DC Compact office with its legal case of an offender transferring from FL to DC.

Legal Counsel R. Masters suggested entering the Executive Session to discuss actual or pending litigation cases that the Commission was involved.

**Commissioner C. Norman (AZ) made a motion to move to the Executive Session. Commissioner M. McAlister (NH) seconded. Motion passed.**

**Commissioner C. Norman (AZ) made a motion to move out of the Executive Session. Commissioner M. McAlister (NH) seconded. Motion passed.**

No action was taken during the Executive Session.

**Old Business**
Commissioner D. Ege stated that E. Gonzales, R. Masters and she had not finalized the white paper on non-compliance yet.

**Adjourn**
Commissioner E. Gonzales (NM) moved to adjourn. Commissioner M. McAlister (NH) seconded. **Motion passed.** The meeting adjourned at 2:57 pm EDT.