Members in Attendance:
1. Milt Gilliam  Chairman, OK
2. Charlie Lauterbach  Treasurer, IA
3. Sara Andrews  OH
4. Dori Ege  AZ
5. Kathie Winckler  TX
6. Ed Gonzales  NM
7. Mike McAlister  NH
8. Ben Martinez  PA

Members not in Attendance:
1. Chris Norman  AL
2. Gary Tullock  TN
3. Pat Tuthill  Ex-Officio, FL
4. Ken Merz  Ex-Officio, MN
5. Vacant  Vice-Chair
6. Vacant  DCA Liaison Committee Chair

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 (OK) called the meeting to order at 2:02 pm EDT. Eight voting members were present, establishing the quorum.

Agenda
Commissioner D. Ege (AZ) made a motion to adopt the agenda as written. Commissioner S. Andrews (OH) seconded. Motion passed.

Minutes
Commissioner M. McAlister (NH) made a motion to approve the minutes from July 12, 2011 as written. Commissioner D. Ege (AZ) seconded. Motion passed.

Discussion
Rules Committee Report: The Rules Committee had a face-to-face meeting in Nashville, TN. The final rule amendments are posted on the website.

Training Committee Report: Commissioner D. Ege (AZ) 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 and August 2011 with over 120 participants in each session. Topics:
    - Retaking for Significant Violations
    - PC Hearings
- 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
  - Liability Training (Commissioners only)
    - Rick Masters, Legal Counsel
  - Best Practices/ Spirit Sightings during the General Session
    - Interactive session
    - Chairman M. Gilliam will lead this session.

Commissioner K. Winckler (TX) suggested Appriss representatives present about their data exchange project from 11:00am to noon during the General Session on Wednesday, September 14, 2011.

The Committee moved the Best Practices agenda item to 1:00pm – 1:30pm time slot.

Technology Committee: Commissioner K. Winckler (TX) presented the Technology Committee report to the Committee:
- ICOTS Releases
  - Release 15.0: Internal Appriss release affecting performance and maintenance scheduled for September 2011.
  - Release 16.0: Bug fix release scheduled for late fall, to include approximately 10 outstanding items.
- ICOTS Help Desk
  - 269 tickets were created in June, no real change from May (270).
228 tickets were created in July, a 15.2% decrease from June.

19 pending tickets are currently awaiting resolution or documentation as a known bug by Appriss.

- External ICOTS Reports issue has been resolved and all reports are now showing current data.

- Rule Amendments
  - Potential changes to ICOTS based on rule proposals are being reviewed by Appriss to develop a quote for each.

- ICAOS Website
  - Page views for July: Over 90,000 (-4.3% from June)
  - Mobile page views for July: Over 3,600 (+16.1% from June), which accounts for over 2.4% of all website visits.
  - Website New User Registrations (Jan - July 2011)
    - Non-Government: 1,069 (52%)
    - Government: 991 (48%)

- Ad Hoc Committee
  - Commissioner K. Winckler (TX) was unable to find commissioners who were willing to serve on this Committee and suggested to redirect the assignment to the National Office. Commissioner D. Ege (AZ) expressed her interest to serve on this Ad Hoc Committee. The project was postponed to be started after the Annual Business Meeting.

*Compliance Committee Report:* Commissioner M. McAlistor (NH) had nothing new to report.

*Finance Committee Report:* Commissioner C. Lauterbach (IA) informed the Committee that no new budget numbers were available for the month of June 2011. At the end of May, the Commission was 13.9% under budget.

*Executive Committee Report:* Chairman M. Gilliam (OK) informed the Committee that there are about ten new commissioners appointed since the last Annual Business Meeting and five more states are waiting to appoint their commissioner. The Executive Committee will host a lunch for new commissioners on Tuesday, September 13, 2011.

*Region Reports:*

*East Region:* Commissioner B. Martinez (PA) will serve as the East Region Chair until September 2011. At its next meeting, the Region will elect a new chair.

*Midwest Region:* Commissioner S. Andrews (OH) will not be able to attend the Annual Business Meeting. Commissioner J. Seigel will chair the meeting in September.

Commissioner L. Bertsch (ND) on behalf of S. Andrews (OH) will present the Ad Hoc on Needs and Risk Assessment report to the full Commission at the Business Meeting.

*West Region:* Commissioner E. Gonzales (NM) reported the region would meet face-to-face on September 13, 2011.
**Executive Director Report**

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

- Started FY 2012 Audits
  - CA request for an eight month delay (minimum)

**Commissioner M. McAlister (NH)** moved to send an official letter to California requesting to provide reasons for delay of their audit within 30 business days. **Commissioner B. Martinez (PA)** seconded. Motion failed with the vote six to two.

The Executive Committee rejected California’s request for delay of its audit.

- New Commissioner appointments
  - Patricia Vale, MD
  - Kim Madris, NV
  - Cari Taylor, WI
- Commissioner vacancies include AK, CO, WY, VI and VT
- States with unpaid dues – DE, IL, MN, NH, PR and WV
- Docket Book will be published on August 12, 2011
- Ex-Officio Manual is in the working process
- ABM registrants:
  - 38 Commissioners
  - 50 DCA
  - 6 Designee
  - Ex-Officio
  - 10 Other
- The National Office is drafting the Annual Report for FY 2011
- The National Office received three incident reports in June: one involved retaking and other two involved departure notices.
- ABM Award Nominations
  - H. Hageman requested to send him nominations for the Executive Director Award by August 12.

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

Legal Counselor R. Masters recommended legal action against the Virgin Islands due to their being in default for failure to appoint their commissioner.

**Commissioner M. McAlister (NH)** made a motion to send a letter to the Virgin Islands requesting action to appoint their commissioner within 10 days. **Commissioner D. Ege (AZ)** seconded. Motion passed.

**Old Business**

**Georgia Incident Reports:** The Committee had discussion on the previously withdrawn motion on Georgia’s response to its incident reports. Commissioner M. McAlister (NH) informed the Committee that the majority of the Compliance Committee indicated that Georgia’s response to the incident reports was sufficient and required no further corrective actions against Georgia.
Commissioner D. Ege (AZ) recommended for Georgia to develop a training plan as a response to the incident reports.

The Legal Counsel will send a letter to Georgia with suggesting their action plan include trainings.

Investment Options: Commissioner C. Lauterbach informed the Committee that the Finance Committee met on June 11, 2011 to discuss the investment options for the Commission.

Commissioner C. Lauterbach (IA) moved that the Executive Committee adopt the Finance Committee 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. Commissioner K. Winckler (TX) seconded. Motion failed with the vote six to two.

The Committee decided to submit the motion to the full Commission for decision at the Business Meeting.

California Incident Reports: The Committee decided to postpone the issue until its next meeting.

Adjourn
Commissioner E. Gonzales (NM) moved to adjourn. Commissioner S. Andrews (OH) seconded. Motion passed. The meeting adjourned at 3:54 pm EDT.