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

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

Guests:
1. Chuck Placek  ND
2. Tim Hand  CO
3. Susan White  CO

Staff:
1. Harry Hageman
2. Sam Razor
3. Risk Masters  Legal Counsel
4. Barno Saturday
5. Kevin Terry
6. Xavier Donnelly
7. Mindy Spring
Call to Order
Chairman M. Gilliam (OK) called the meeting to order at 3:03 pm CDT. Nine voting members were present, a quorum was established.

Agenda
Commissioner G. Tullock (TN) made a motion to adopt the agenda as written. Commissioner C. Norman (AL) seconded. Motion passed.

Minutes
Commissioner D. Ege (AZ) requested to add “Training and DCA Liaison Committees’ Report” on p. 2.

Commissioner D. Ege (AZ) made a motion to approve the minutes from August 9, 2011 as amended. Commissioner G. Tullock (TN) seconded. Motion passed.

Discussion
Chairman M. Gilliam (OK) informed the Committee that there are 15 new commissioners attending this Annual Business Meeting. He emphasized the importance of involving new commissioners into the Commission’s work.

The Committee members will present their main reports at the General Session.

Rules Committee Report: The Rules Committee had a face-to-face meeting in Nashville, TN. The final rule amendments will be voted on during the General Session. G. Tullock will put together a committee calendar for the next year.

Training and DCA Liaison Committees’ Report: Commissioner D. Ege (AZ) stated that the Training and DCA Liaison Committees worked very closely this year on the Annual Business Meeting’s trainings. She will be working on recruiting new members for both of the committees as well as finding new DCA Liaison Committee Chair.

Technology Committee: Commissioner K. Winckler (TX) thanked the National Office for its hard work throughout the year.

Commissioner K. Winckler (TX) informed the Committee about the upcoming Appriss presentation.

Commissioner D. Ege (AZ) inquired about the status of the ad hoc committee on violation reports.

Compliance Committee Report: The Committee will review some compliance issues under the Old Business.

Finance Committee Report: Commissioner C. Lauterbach (IA) presented the Finance Committee report to the Commission.
The Council of State Government recommends that the Commission maintain a reserve fund that is equal to its budget. The reserve amount includes $50,000 allotted for defense litigation.

The Finance Committee made a recommendation to invest in the Council of State Governments’ long term investment portfolio.

Commissioner C. Lauterbach (IA) presented the Dues Formula Ad Hoc Committee Report to the Committee.

The Ad Hoc Committee proposed to use 2010 census numbers and ICOTS offender numbers in the new formula. These recommendations were adopted and have been enacted by the ICAOS Executive Committee. No consensus was achieved among the Committee members regarding further changes to the compact dues formula.

**Region Reports:**

*South Region:* The South Region meeting has not met since the last Executive Committee meeting.

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

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:* The West Region has not met since its last region meeting.

**Executive Director Report**

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

- Incident Reports
  - AZ and IN
- FY 2012 Audit
  - CT Parole did not provide repeatedly requested by the National Office ICOTS user agreements

Commissioner D. Ege (AZ) moved to cut off Connecticut Parole Office’s ICOTS access as the result of violations of the user agreement if they do not provide proof of signed new ICOTS user agreements by Monday, September 19, 2011. Commissioner K. Winckler (TX) seconded. Motion passed unanimously.

*Victims’ Representative Report:* P. Tuthill shared with the Committee her General Session Report. She plans to discuss the result of the victims’ notification survey.

*Legal Counselor Report:* Legal Counselor R. Master presented his report to the Committee.
Legal Counselor R. Masters, Commissioners D. Ege and E. Gonzales have finished the white compliance paper that will be distributed during the General Session.

**Old Business**

*Georgia Incident Reports:* The Legal Counsel sent a letter to Georgia suggesting their action plan include trainings.

*California Incident Reports:* The Committee discussed California’s incident reports and its response.

**Commissioner D. Ege (AZ) made a motion to require California to further explain how they will fix discussed by Legal Counsel issues. Commissioner G. Tullock (TN) seconded. Motion passed.**

Legal Counselor will send a letter to California notifying them of the Executive Committee’s decision.

**New Business**

The Committee postponed the decision on how to handle FY12 audit results until its next meeting.

**Adjourn**

**Commissioner E. Gonzales (NM) moved to adjourn. Commissioner K. Winckler (TX) seconded. Motion passed.**

The meeting adjourned at 5:09 pm CDT.