Members in Attendance:
1. Ken Merz          Chair, MN
2. Milt Gilliam     Vice-Chair, OK
3. Kevin Kempf      Treasurer, ID
4. Chris Norman     AL
5. Sara Andrews     OH
6. Dori Ege         AZ
7. William Rankin   WI
8. Kathie Winckler  TX
9. Charles Lauterbach  IA
10. Wayne Theriault ME
11. Ed Gonzales     NM

Members not in Attendance:
1. Mike McAlister   NH
2. Pat Tuthill      Ex-Officio, FL

Guests:
1. Regina Grimes, TX
2. Ethel White, TX

Staff:
1. Sam Razor
2. Rick Masters, Legal Counsel
3. Kevin Terry
4. Barno Saturday

Call to Order
Commissioner K. Merz (MN) called the meeting to order at 2:02 p.m. EDT. Eleven out of twelve voting members were present, quorum was established.

Agenda
The agenda was approved by acclamation as written.

Minutes
Commissioner D. Ege (AZ) made a motion to approve the minutes from August 17, 2010 as presented. Commissioner W. Theriault (ME) seconded. The motion passed.

Opening Remarks
Chair K. Merz (MN) informed the Committee that Executive Director H. Hageman and X. Donnelly were attending the ICJ Annual Business Meeting in San Antonio, TX and would not be present at the meeting.

Committee Reports
Rules Committee Report
Commissioner W. Rankin (WI) reported that the Rules Committee met on August 19 via WebEx to review the Commission comments on the rules proposals. The Committee prepared amendments for the final 30 day posting prior to the Annual Business Meeting and posted the notice of Public Hearing. Secretary Vail will be speaking at the Public Hearing.

The Rules Committee has lost two members Y. Ross (NJ) and D. Morrison (GA).

The Rules Committee received the East Region proposal about complete transfer. The proposal will be voted on at the 2011 Annual Business Meeting.

Technology Committee Report
Commissioner K. Winckler (TX) presented her report to the Committee:

Release 10.7
- Launched July 28, 2010
- Release 10.7 included the following:
  - Improvement of end user experience
    - Intelligent queuing of requests
    - Browser caching
    - Compression of all documents
  - Issues:
    - Some states reported issues viewing PDFs
    - Upgrading Internet Explorer resolved most issues

Upcoming - Release 11.0
- Scheduled for end of 2010
- 11.0 will include the following:
  - Majority of remaining outstanding items
    - Offender residence issues
    - Display data correctly on various PDFs
    - CCN issues on third state transfers
    - Vacation functionality
    - Assigning activities to deactivated users
    - User lockout after bad password attempts
    - Employees ‘at a glance’ section

ICOTS Performance
• 2nd load test ran on August 26, 2010
  – Sized for less than 450 concurrent users
  – Some improvements over previous load test
• Performance monitoring
  – Daily monitoring shows much better average page load times since mid-August

External ICOTS data
• Appriss expanded external ICOTS data to include:
  – Responses to violation reports with recommendations
  – Offender residences
  – Case closures and reasons
  – Reasons for transfer from RFRI and TREQ

SEARCH Contract
• Appriss began posting technical documents for review by SEARCH Consultants
• SEARCH consultants meeting with the National Office and Appriss, Inc the week of Sept. 27, 2010
• APPA received a BJA Grant to expand ICOTS data exchange

The Committee reviewed Public Portal usage, External ICOTS Reports usage and Support Contacts for the last five months.

Training Committee Report
• Commissioner D. Ege (AZ) reported the following training statistics:
  o Rules Training
    ▪ August 17 & 18 (36 attendees)
    ▪ September 8 & 9 (63 attendees)
      – Upcoming
        o October 26 & 27
    ▪ Commissioner Training at ABM
      – 51 Attendees
      – Curriculum is finalized
  o Monthly On-Demand Usage comparison 2009 through 2010 continues to increase

The Committee reviewed the Commissioner Training agenda. The Committee chairs will not be presenting. Commissioner W. Rankin will present on the rule proposals and have a Q&A session. The training session was revised from four hours to three hours.

DCA Liaison Committee Report
• Commissioner C. Lauterbach (IA) informed the Committee that the DCA Liaison Committee will be meeting after the Annual Business Meeting 2010.

Finance Committee Report
• Commissioner K. Kempf (ID), Commission Treasurer, stated that the Commission was running under the planned budget. K. Kempf encouraged everyone to help identify possible candidates for the Treasurer position.

Region Reports

East Region
• The East Region has not met since the last Executive Committee meeting. Commissioner W. Theriault (ME) requested the Region members to submit their discussion items.

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

Midwest Region
• Chair K. Merz (MN) reported about the Midwest Region meeting from August 18, 2010.

Executive Director Report
• Assistant Director S. Razor updated the Committee on the following National Office activities:
  Audits
  • Thirteen audits will be completed by the end of September. Once final, the results will be sent to the Compliance Committee.
  • The Committee discussed whether the audit results should be posted and available for public view. R. Masters will examine this issue and report back to the committee at its next meeting.
  • Staff developed a “Compliance Audit Guide” to be used as a reference and to train the National Office Staff on the audit process.

2010 Annual Business Meeting
• 67 people have registered on the website
• Equipment will be shipped in the upcoming weeks
• Due to Food and Beverage requirement, the Commission will be providing lunch on Wednesday, Oct 13, 2010.
• The Docket book has been posted on the website.
• The National Office has not received the following commissioners appointment letters
  – Vermont; Keith Tallon
  – Utah; Brent Butcher

2010 Annual Report
• The Annual Report was sent for print.

Other
• Chip Barton is the new Director of the Human Resources at CSG.

Legal Counsel Report
R. Masters, Legal Counsel informed the Committee that previous B. Butcher’s appointment issue would be resolved with a new appointment letter. Based on UT statute, the commissioner must be appointed by the State Council or the Governor.
R. Masters checked Appriss’ business condition by H. Hageman’s request. No tax liens, judge liens or pending lawsuit were found.

**NEW Business**
Ad Hoc Committees reports were postponed until the next meeting.

Commissioner K. Winckler (TX) emphasized how important it was for commissioners to be able to reach other commissioners by phone. She suggested talking about this issue at the Commissioner Training.

**Adjourn**
Commissioner E. Gonzales (NM) made a motion to adjourn. Commissioner K. Winckler (TX) seconded. The motion passed. The meeting adjourned at 2:52 p.m. EDT.