Call to Order
Chairman M. Gilliam (OK) called the meeting to order at 2:02 pm EDT. Nine voting members were present, establishing the quorum.
Agenda
Commissioner D. Ege (AZ) made a motion to adopt the agenda as written. Commissioner K. Winickler (TX) seconded. Motion passed.

Minutes
The following changes were made to the minutes from September 12, 2011:
- E. Gonzales attended the meeting
- P. 3, paragraph 2 should be “The Finance Committee made a recommendation to invest in the CSG’s long term investment portfolio.”
- P. 2, paragraph 11 should be “Commissioner D. Ege (AZ) inquired about the status of the ad hoc committee on violation reports.”

Commissioner K. Winickler (TX) made a motion to approve the minutes from September 12, 2011 as amended. Commissioner G. Tullock (TN) seconded. Minutes approved as amended.

Commissioner C. Norman (AL) made a motion to approve the minutes from September 14, 2011 as written. Commissioner M. Cadotte (OR) seconded. Minutes approved as written.

Chairman M. Gilliam (OK) welcomed new members of the Executive Committee. Chairman M. Gilliam (OK) expressed his appreciation towards K. Merz for serving on the Committee as the past Chair.

Discussion
Rules Committee Report: Commissioner G. Tullock (TN) will be reaching out to the commissioners who expressed their interest in serving on the Rules Committee. He plans to send out the Rules Committee calendar in the upcoming weeks.

Training Committee Report: Commissioner D. Ege (AZ) presented her report to the Committee.
- ABM workshop
  - Rule Amendment Training (Joint Session)
  - Compact Issues (Joint session)
    - Recommendations presented at General Session
    - List distributed; Survey to prioritize items
  - ICOTS Best Practices (DCA Session)
  - Liability Training (Commissioner Session)
    - Rick Masters, Legal Counsel
- Trainings
  - September 27
    - Mini Training-Significant Violations Rule 5.103
      - 108 Participants
  - September 28
    - Mini Training-PC Hearings Rule 5.108
      - 79 Participants
  - September 29

Approved on 11/08/2011. B.S.
- General Rules Training
- 80 Participants

- Upcoming trainings
  - Oct 18: Mini Session- Retaking for Significant Violations Rule 5.103
  - Oct 19: Mini Session- Probable Cause Hearings Rule 5.108
  - Oct 20: ICAOS Rules Training
  - Nov 15: Mini Session-Retaking for Significant Violations Rule 5.103
  - Nov 16: Mini Session-Probable Cause Hearings Rule 5.108
  - Nov 17: ICAOS Rules Training
  - Dec 6: Mini Session- Retaking for Significant Violations Rule 5.103
  - Dec 7: Mini Session- Probable Cause Hearings Rule 5.108
  - Dec 8: ICAOS Rules Training

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

The Committee reviewed the topics of concern as discussed by the Commission members at the Annual Business meeting in Montgomery, AL.

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. Launched on 9/7/2011.
  - Release 16.0: Bug fix release scheduled for late fall, to include approximately 20 outstanding items.

- ICOTS Help Desk
  - 291 tickets were created in August, a 29% increase from July.
  - 258 tickets were created in September, an 11% decrease from August.
  - 5 pending tickets are currently awaiting resolution or documentation as a known bug by Appriss.

- Rule Amendments – Appriss has scheduled a fixed date of 2/29/2012 to release the ICOTS rule amendment changes approved at the ABM. Amendments become effective 3/1/2012.

- Public Web Portal had 1,452 clicks in August (+23.5% from July) and 1,278 clicks in September (-12% from August).

- ICAOS Website
  - All website pageviews:
    - August - Over 105,000 (+11% from July)
    - September - Over 94,000 (-10% from August)
  - Mobile pageviews:
    - August: Over 4,000 (+11% from July), which accounts for over 2.7% of all website visits.
    - September: Over 3,600 (-10% from August), which accounts for 2.8% of all website visits.
Finance Committee Report: Commissioner C. Lauterbach (IA) informed the Committee that Vanguard account was set and will start functioning in November 2011. No new budget numbers were available for the month of September 2011. Commissioner C. Lauterbach (IA) approached one commissioner who indicated his/her interest in serving on the Finance Committee.

Executive Committee Report: Chairman M. Gilliam (OK) asked the Committee chairs to designate a vice-chair for their committee. Chairman M. Gilliam (OK) reached to one of commissioners to serve as the DCA Liaison Chair and waiting on the response.

Region Reports:
East Region: Commissioner S. McCaffery (ME) will be scheduling a meeting in the near future. Pennsylvania has a new commissioner – L. White.

South Region: Commissioner C. Norman (AL) is working on South Region’s meeting schedule. Commissioner C. Norman (AL) will be working on improving the region’s attendance.

Midwest Region: Commissioner S. Andrews (OH) will be scheduling a meeting in the upcoming months.

West Region: Commissioner M. Cadotte (OR) will be reaching out to new commissioners in the Region. The next meeting is scheduled for November 15, 2011.

Executive Director Report
Executive Director H. Hageman presented his report to the Committee.
  • Only one commissioner’s vacancy – Kansas

M. Spring presented ABM evaluation survey’s results to the Committee.

B. Saturday presented options for a joint meeting between commissioners and DCAs in 2012.

Commissioner G. Tullock (TN) made a motion to move 2012 Annual Business Meeting date to August 26-31, 2011 in Madison, WI. Commissioner D. Ege (AZ) seconded. Motion passed unanimously.

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

He reminded to the Committee that incident reports were intended to have educational purposes without legal actions unless a state files a formal complaint. Compliance Committee chair M. McAlister will be making a specific recommendation at committee’s next meeting.

Old Business
Longevity Bonus for Employees:
Commissioner G. Tullock (TN) moved to go to the Executive Session to discuss the longevity bonus for employees. Commissioner K. Winckler (TX) seconded. Motion passed.

The Committee came out of the Executive Session.
Commissioner K. Winckler (TX) moved to approve the 15 year longevity plan for all National Office employees with the exception for the Executive Director with implementation date of January 1, 2012. Commissioner D. Ege (AZ) seconded. Motion passed unanimously.

Handling 2012 Audit Results: Executive Director H. Hageman explained the Committee the rating process for the Compliance Audit FY2012.


Commissioner G. Tullock (TN) motioned to reject Appriss, Inc Justice Xchange Proposal as presented. Commissioner K. Winckler (TX) seconded. Motion passed unanimously.

The Executive Director will inform Appriss, Inc. about the Executive Committee’s decision listing its reasons for rejection.

Retaking Statistics: The Committee reviewed retaking statistics as presented by S. Razor.

New Business

Second Chance Letter: The Committee reviewed the Second Chance letter prepared by Executive Director H. Hageman as recommended by Commissioner G. Tullock. The letter is addressed to members of the Committee on Appropriations and expresses support for full funding of the Second Chance Act. The Committee decided to send the letter on behalf of the Commission.

Ad Hoc Committees: Chairman M. Gilliam (OK) suggested waiting for results of the survey before forming any ad hoc committees.

Adjourn

Commissioner S. Andrews (OH) moved to adjourn. The meeting adjourned at 4:04 pm EDT.