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

Members not in Attendance
1. Mark Conrad     MA
2. Mike McAlister  NH
3. Pat Tuthill     Ex-Officio

Guests
1. Ethel White     TX

Staff:
1. Harry Hageman
2. Sam Razor
3. Rick Masters, Legal Counsel
4. Kevin Terry
5. Barno Saturday
6. Xavier Donnelly

Call to Order
Chair M. Gilliam (OK) called the meeting to order at 2:02 p.m. EST. Nine voting members were present, a quorum was established.
Approval of Agenda
Chairman M. Gilliam (OK) requested to amend the agenda by moving the Executive Committee Report to the beginning of the agenda. Commissioner W. Theriault (ME) moved to approve the agenda as amended. Commissioner E. Gonzales (NM) seconded. Agenda approved.

Approval of Minutes
Commissioner C. Norman (AL) moved to approve the minutes from October 11, 2010 as drafted. Commissioner K. Winckler (TX) seconded. Minutes approved.

Commissioner K. Winckler (TX) moved to approve the minutes from October 13, 2010 as drafted. Commissioner S. Andrews (OH) seconded. Minutes approved.

Chairman M. Gilliam (OK) thanked members for agreeing to serve on the Executive Committee. He also thanked the National Office staff for its service.

Discussion
Executive Committee Report: Chairman M. Gilliam (OK) suggested appointing a vice-chair for every committee, so committees’ business continues uninterrupted even in case of chair’s unavailability.

Commissioner W. Rankin (WI) is appointed as interim chair of the Rules Committee. He will be retiring in summer 2011.

Commissioner M. McAlister (NH) is appointed as the Compliance Committee Chair.

Commissioner D. Ege (AZ) is appointed as the Training Committee Chair.

Chairman M. Gilliam (OK) suggested a candidate for the DCA Liaison Committee chair position - Commissioner M. Cadotte.

Commissioner C. Lauterbach (IA) is appointed as the Ad Hoc Committee on Dues Chair.

Chairman M. Gilliam (OK) suggested the following commissioners be part of the Ad Hoc Committee on Risk Assessment: G. Powers (LA), J. Seigel (IN) and L. Bertsch (ND).

Vice-chair W. Theriault (ME) will serve as the Ex Officio for the Juveniles Compact.

Commissioner S. Andrews (OH) expressed her interest to serve on the Ad Hoc Committee on Risk Assessment.

Commissioner W. Theriault (ME) inquired about the status of the Ad Hoc Committee on Victims Issues. The Ad Hoc Committee planned to distribute a survey among victims’ representatives and discuss the results of the survey at upcoming WebEx meeting stated Executive Director H. Hageman.
Rules Committee Report: The Rules Committee will be meeting on November 18, 2010 to discuss committee membership and committee calendar for 2011. Commissioner W. Rankin (WI) requested the National Office to distribute to the Commission his minor corrections to Rule 2.109.

Training Committee Report: The Training Committee is working on updating ICAOS training materials with recently adopted rules.

Commissioner D. Ege (AZ) shared the ABM survey results with the Committee.

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

Code Release 11A was launched on September 22, 2010 and included the following:

- Refactoring primary residence functionality
- Ensure there is only one primary residence per offender
- New residences not over-write those on older activity PDFs
- Auto-population of city, county, state based on zip code
- Add offender phone numbers

  Issues:
  - Some activities pending when release went live could not be submitted into workflow
  - Appriss released 11A.1 on 9/26/2010 that resolved issues
  - Release 11A.1 was implemented on September 26, 2010 to deal with bugs.

Code Release 11B was launched November 3, 2010 and included the following:

- Case closure notice fixes
- On-leave functionality
- ‘My Employees’ tab
- Account lockout after 10 failed attempts
- Deactivating/re-activating issues resolved
- Recommendation on OVR PDF populates correctly

Future Code Release 11

- Future releases, which will be denominated “11C,” “11D,” etc., are expected to be completed by the end of the year

ICOTS Training: 7 ICOTS trainings hosted for states via WebEx

- 6 x for Florida
- 1 x for Texas

The Committee reviewed Public Portal usage, External ICOTS Reports usage and Support Contacts for the last five months.
Website Statistics: K. Terry provided an overview of website usage over the last year and announced a new software used to track who is viewing newsletter content and opening documents on the website.

SEARCH: Commissioner K. Winckler (TX) informed the Committee that SEARCH is scheduled to submit their final report by the middle of November.

Compliance Committee Report: The Compliance Committee will be meeting in the upcoming weeks to discuss California’s violation of ICAOS policy on Dues Payment.

Finance Committee Report: Commissioner C. Lauterbach (IA) presented Treasurer Report to the Committee:
   • 9.2% under budget YTD
   • With exception of California, all states have paid their dues
   • DCA Institute (Aug. 9-11)
     – 22% under budget (58 of 71 attended)
   • ABM expenses are expected to be under budget
     – Per diem rate was reduced from $117 to $106
   • Finance Committee membership – recruiting existing and looking for new members

Commissioner K. Winckler (TX) pointed out the importance of pursuing legal actions against any state that in incompliance with dues.

Region Reports
South Region: Commissioner C. Norman (AL) informed the Committee about South Region’s face-to-face meeting in San Antonio, TX. The Region discussed amendments and voted on two proposals to submit to the Rules Committee for consideration.

Midwest Region: Commissioner S. Andrews (OH) informed the Committee that the Region will be meeting in January.

West Region: The West Region had a face-to-face meeting in San Antonio, TX. The Region discussed proposals, officers’ elections and a position paper aimed at judges, prosecutors, etc.

Commissioner C. Norman (AL) made a motion to issue a position paper following the West Region’s recommendation. Commissioner D. Ege (AZ) seconded. Motion passed.

E. Gonzales, D. Ege and R. Masters will be working on this paper.

Executive Director Report
The Committee discussed sites for the 2012 business meeting. In the past, the Commission had three meetings in the South Region and five meetings in the West Region.
Commissioner W. Theriault (ME) suggested surveying the Executive Committee members on their top five cities in the East and West regions. The Committee agreed.

The National Office released Compliance Audit Manual. 17 compliance audits were completed since July 1, 2010.

Executive Director H. Hageman informed the Committee about the N-Dex meeting that he recently attended in Clarksburg, WV.

The Executive Committee authorized the National Office to look at other renting spaces due to condition of the current office space if the cost is the same or lower.

**PA incident report:** Executive Director H. Hageman informed the Committee that the State of Maryland takes all step necessary in this situation.

Executive Director H. Hageman stated that he has started overseeing ICJ’s staff activities.

**Spring Meeting:** The Committee decided to discuss the spring face-to-face meeting’s dates at its next meeting.

**New Business**
Commissioner D. Ege (AZ) will email the summary of the General Session discussion to the National Office for distribution to the Commission.

Chairman M. Gilliam (OK) thanked K. Merz (MN) for his leadership in the past two years.

Chairman M. Gilliam (OK) suggested Committee members to go over the Executive Committee Orientation Manual.

**Adjourn**
Commissioner E. Gonzales (NM) made a motion to adjourn. Commissioner K. Winckler (TX) seconded. The motion passed.

The Committee adjourned at 3:21 pm EST.