Members in Attendance:
1. Ken Merz     Chairman, MN
2. Milt Gilliam  Vice-Chair, OK
3. Kevin Kempf  Treasurer, ID
4. Chris Norman AL
5. Linda Janes  OH
6. Dori Ege     AZ
7. Kathie Winckler TX
8. Charlie Lauterbach IA
9. Mike McAlister NH
10. Ed Gonzales NM
11. Pat Tuthill Ex-Officio, FL

Members not in Attendance
1. William Rankin WI
2. Wayne Theriault ME

Guests
1. Regina Grimes TX

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
Commissioner M. Gilliam (OK) called the meeting to order at 3:39 pm EST. Ten voting members were present, establishing the quorum.
**Agenda**
Commissioner D. Ege (AZ) made a motion to approve the agenda. Commissioner K. Winckler (TX) seconded. The agenda was approved as drafted.

**Minutes**
Commissioner D. Ege (AZ) made a motion to approve the minutes from November 2, 2009. Commissioner E. Gonzales (NM) seconded. The minutes were approved as drafted.

Commissioner C. Norman (AL) made a motion to approve the minutes from November 4, 2009. Commissioner E. Gonzales (NM) seconded. The minutes were approved as drafted.

**Committee Reports**
*Training Committee*: Commissioner D. Ege (AZ) updated the Committee on recent and future training plans:
- DCA Amendment Trainings and Rules WebEx trainings will be resumed in January 2010.
- The survey results about the trainings provided by the Training Committee at the Annual Business Meeting in Reno, NV were reviewed.
- The Training Committee meeting was rescheduled for Friday, December 11, 2009 at 10 am EST.

*Technology Committee*: Commissioner K. Winckler (TX) presented her report to the Committee. Commissioner K. Winckler (TX) presented the Release 7.0, 7.1 and 8.0 details. The Release 9.0 is scheduled for March 1, 2010. It includes the rule amendments that were passed at the 2009 Business Meeting.

The Committee reviewed the support calls table for October and November 2009.

Commissioner K. Winckler (TX) informed the Committee that at the December 2, 2009 meeting, the Technology Committee considered five enhancement requests submitted by Arizona. One motion was rejected and another was put on hold until the National Office could provide additional information. The rest of the requests did not receive enough support to move them forward.

Commissioner D. Ege (AZ) requested that an enhancement-petitioner be invited to attend the Technology Committee meetings and receive an official response about actions taken in regards to the petitioner’s enhancement request.

The Technology Committee forwarded the *Screening an Offender from Public View in ICOTS’ Public Access Portal Policy* to the Executive Committee for consideration.

Commissioner D. Ege and Victim’s Advocate P. Tuthill requested postpone the adoption of the policy.
Commissioner K. Winckler (TX) made a motion to adopt the *Screening an Offender from Public View in ICOTS’ Public Access Portal Policy*. Commissioner M. McAlister (NH) seconded. The motion passed by vote nine to one.

K. Terry gave an update on the ICAOS website redesign project.

Commissioner D. Ege (AZ) inquired about the status of an issue in ICOTS that was thought to be previously resolved. The national office will contact Commissioner D. Ege (AZ) after the meeting to obtain more details about the issue.

*Compliance Committee Report:* Commissioner M. McAlister (NH) informed the Committee that the Compliance Committee would be meeting on December 15, 2009 to discuss the Audit Standards Policy and the Puerto Rico and Illinois status on delinquent dues.

*Finance Report:* Commissioner K. Kempf (ID) informed the Committee that he received four inquiries from the Commission to join the Ad Hoc Dues Committee.

Chairman K. Merz (MN) suggested the Ad Hoc Dues Committee consisted of the present Finance Committee members and other the commissioners. He also reminded to the region chairs to solicit their members to joining this Ad Hoc Committee.

Executive Director H. Hageman informed the Chairman that Commissioner W. Rankin (WI) requested more directions and information on the Ad Hoc MOU committee.

*DCA Liaison Committee:* Commissioner C. Lauterbach (IA) informed the Committee that he was working on replacing the DCA East Region Chair. The DCA Liaison Committee will be working with the Training Committee in preparation to the DCA Institute.

**Region Reports:**

*Midwest Region:* Commissioner L. Janes (OH) informed the Committee that the Midwest Region is meeting on January 27, 2010.

*West Region:* The West Region has not met since the last Executive Committee meeting. Commissioner E. Gonzales (NM) informed the Committee that the West Region is meeting in February 2010.

*South Region:* Commissioner C. Norman (AL) informed the Committee that the South Region would be meeting in the upcoming months.

**Executive Director Report:** Executive Director H. Hageman presented his report to the Committee.

The Committee reviewed the 2009 Annual Business Meeting Survey Results.
Executive Director H. Hageman suggested moving the ABM 2010 dates from the week of October 11, 2010 to the week of September 13, 2010 to accommodate ICJ. Following discussion, the Committee decided to launch a survey seeking the Commission’s opinion on the issue.

The Committee reviewed dates for the Executive Committee spring meeting.

**Commissioner D. Ege (AZ) made a motion to have the spring face-to-face Executive Committee meeting on March 31, 2010 or April 1, 2010. Commissioner K. Kempf (ID) seconded. The motion passed.**

Executive Director H. Hageman informed the Committee about the New Jersey request to reimburse Probation DCA J. Guzs’s airline cancellation fee of $150, who could not attend the Annual Business Meeting due to illness. The National Office reimbursed NJ Parole DCA’s and Commissioner’s expenses.

**Commissioner K. Winckler (TX) moved to deny DCA J. Guzs’s reimbursement of $150 airfare cancellation fee. Commissioner C. Norman (AL) seconded. The motion passed unanimously.**

The National Office is working with a hotel on the 2010 DCA Institute that will take place in Lexington, KY. The Committee had discussion on dates of the meeting.

The National Office is working on updating Bench Book and the On Demand training modules with the approved rule amendments.

Executive Director H. Hageman informed the Committee that the ICJ Executive Committee approved the ICJ MOU.

**Commissioner M. Gilliam (OK) made a motion to approve the ICJ MOU. Commissioner D. Ege (AZ) seconded. The motion passed unanimously.**

Executive Director H. Hageman and Commissioner W. Emmer (ND) attended the CSG Public Safety and Justice Task Force reorganization meeting on November 11, 2009.

Executive Director H. Hageman attended the ICJ Technology Committee meeting at their Annual Business Meeting to facilitate a discussion with Appriss, Inc, regarding a juvenile tracking system. Both the Technology Committee and ICJ Commission voted to ask Appriss, Inc for a formal proposal to deliver a design document.

Executive Director H. Hageman and Commissioner M. Gilliam (OK) registered to attend the APPA meeting in Austin, TX this January.

**Victims’ Advocate**
Victim’s Advocate P. Tuthill requested to place the Victims’ Notification and Victims’ Ad Hoc Committee items on the face-to-face meeting agenda.
Legal Counsel Report: Legal Counsel R. Masters informed the Committee about a pending Advisory Opinion request regarding Massachusetts and Rule 3.105.

Legal Counsel R. Masters informed the Committee about the Washington moratorium towards Arkansas transfers caused by the Clemmons case. The Committee discussed the case and the media attention associated with it.

Old Business
There was no old business.

New Business
Chairman K. Merz (MN) will be contacting Commissioner C. Lauterbach (IA) in regards to DCA voting rights in a standing committee. The issue is on the agenda for the next Executive Committee meeting.

Commissioner D. Ege (AZ) inquired about archiving outdated Advisory Opinions and Rules. The Committee referred the issue to the Training Committee and Legal Counsel.

Commissioner M. Gilliam (OK) shared with the Committee the details of the ICJ Annual Business Meeting that he recently attended.

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

The meeting adjourned at 5:24 pm EST.