Call to Order
Chairman M. Gilliam called the meeting to order at 2:04 pm ET. Nine members were present, establishing the quorum.

Agenda
Commissioner S. Andrews (OH) moved to approve the agenda. Commissioner C. Norman (AL) seconded. Agenda approved as written.

Minutes
Commissioner C. Norman (AL) moved to approve the minutes from November 13, 2012 as drafted. Commissioner S. Andrews (OH) seconded. Minutes approved as drafted.

Discussion
Rules Committee Report: Commissioner J. Seigel (IN) presented Rules Committee report to the Committee.

The Rules Committee will meet face-to-face meeting on February 20-21, 2013 in Indianapolis, IN.

Commissioner J. Seigel (IN) reminded that the deadline to submit rule amendments to the Rules Committee is January 31, 2013.

Training Committee Report: Commissioner D. Ege (AZ) presented her report to the Committee:

The Training Committee met on Dec 10, 2012 to discuss and revise new Rules PPT. The Parole Board Guide is published on the website.

Training Stats
- Judicial Training-North Dakota November 19th
  - Rick Masters
  - 26 trial and 5 appellate Judges in attendance
- On demand-Last 30 days
  - Over 100 unique attendees
- General Rule
  - November 19th (54 attendees)
- Mini-Trainings
  - Eligibility for Transfer & Reporting Instructions November 20th (41 attendees)
  - Significant Violations November 27th (47 attendees)
  - Violent Offenders/Absconders November 28th (51 attendees)
  - Probable Cause Hearing November 29th (34 attendees)

Upcoming Trainings
- General Rule
  - January 15th, February 13th
- Mini-Trainings –Eligibility for Transfer & Reporting Instructions, Significant Violations, Violent Offenders/Absconders & PC Hearings
  - January 16th, 22nd, 23rd, 24th & February 14th, 26th, 27th & 28th

DCA Liaison Committee: The DCA Liaison Committee rescheduled its meeting for January 23, 2013.
Technology Committee Report: Commissioner K. Winckler (TX) presented her report to the Committee:

- ICOTS Help Desk
  - 166 tickets were created in October, a 34% decrease from October
  - 10 known ICOTS issues are documented in the Knowledge Base
- Public Web Portal had 1,026 clicks in November, a 9.8% decrease from October
- National Office is working with SEARCH and the APPA to draft the documentation for the fusion center. The test plan and description went to BJA for approval.
- ICOTS Violation Report Enhancement’s delivery date is May 2013
- New External Data Fields and Reports with no additional cost to the Commission
- Victim Notification Project – Appriss will incorporate into its existing VINEWatch system, instead of developing a separate portal in ICOTS
- ICAOS Website
  - All website visits:
    - November: Over 29,000
    - Down 12% from October
  - Mobile visits:
    - November: Over 1,300
    - No change from October
    - Accounted for 4.6% of all website traffic

Compliance Committee Report: The Compliance Committee will meet in the end of December.

Finance Committee Report: Commissioner C. Lauterbach (IA) stated that as of the end of October the Commission is .62% under the budget.

Region Reports:
East Region: The East Region will meet in January 2013.

South Region: The South Region will meet in January 2013.

Midwest Region: The Midwest Region has not met since the last Executive Committee meeting; the next meeting is scheduled for January 9, 2013.

Executive Director Report
Executive Director H. Hageman presented his report to the Committee:
Commissioners Changes/Vacancies
- California: Vacant commissioner position
- Oregon: New commissioner - Jeremiah Stromberg
- Tennessee: Vacant commissioner position
- Connecticut: New Probation DCA - Natalie Latulippe

Annual Business Meeting
2013 Boston, MA  Estimate to add an additional day and include the second DCAs from the bifurcated states - $71,000 with ABM 2013 budget total - $250,000.

After discussion, the Committee decided not to proceed with the additional cost for 2013 meeting in Boston, MA.

2014 OKC, OK  Sam Razor and Barno Saturday completed the site visit to Renaissance Hotel, Oklahoma City with the recommendation to consider the hotel for 2014 Annual Business Meeting.

The budget estimate with additional training day and two DCAs from bifurcated states is $184,214.00

The Committee discussed the site and venue.

**Commissioner J. Siegel (IN) moved to hold 2014 Annual Business Meeting in Renaissance OKC Hotel with one additional training day and two DCAs from bifurcated states. Commissioner D. Ege (AZ) seconded. Motion passed unanimously.**

Other

The National Office completed four compliance audits in November: ID, MD, NY and SD.

States scheduled for December include AR, AZ, CT and MO.

The National Office received Georgia’s quarterly progress report. Judiciary is still a concern.

H. Hageman signed a contract with the Indianapolis Marriot for the Rules Committee Meeting in February 2013.

National Public Radio from Washington requested documents on the Wiggins case

National Sheriff Association is considering making ICAOS a training partner.

**Legal Counsel Report:** Legal Counsel R. Masters stated that he is still working on the tax issue that was brought up at the last meeting.

Legal Counsel R. Masters stated that he was contacted by the U.S. Virgin Islands regarding their State Council; however, no actual appointments have been made.

The Committee decided to postpone the authorized legal actions against the U.S. Virgin Islands until a yet to be determined date.

The Committee discussed Georgia’s progress on their corrective action plan regarding an existing grievance matter.
Commissioner D. Ege (AZ) moved that the Executive Committee on behalf of the Commission considers the Georgia grievance matter closed as they have completed all directives and items that they included in the corrective action plan. Commissioner C. Norman (AL) seconded. Motion passed.

**Adjourn**
Commissioner S. Andrews (OH) moved to adjourn. Commissioner C. Gibson-Beltz (NE). The meeting adjourned at 2:59 pm ET.