Members in Attendance:

1. David Guntharp    Chair, AR
2. Dori Ege           AZ
3. Joe Kuebler        Ex Officio
4. Rob Miller         Ex Officio
5. Charles Placek     Ex-Officio

Members not in Attendance

1. A.T. Wall           RI
2. John Gusz           Ex Officio

Staff:

1. Harry Hageman
2. Ashley Hassan
3. Sam Razor
4. Mindy Spring
5. Xavier Donnelly
6. Barno Saturday

Call to Order
Commissioner D. Guntharp (AR) called the meeting to order at 10:04 a.m. EDT. Five out of seven members were present. Quorum was established.

Approval of Agenda
J. Kuebler made a motion to approve the agenda. C. Placek seconded. The agenda was approved.
**ICOTS Update:** MIS Project Manager S. Razor notified the Committee that the toolkit’s delivery date is January 25, 2008.

MIS Project Manager S. Razor mentioned the January 16th, 2008 meeting with Appriss. Appriss released seven (7) more screens.

Executive Director H. Hageman informed the Committee about two letters that were sent to Appriss. The first letter clarified the Commission’s expectations for the delivery of training and timelines. The second letter discussed the payment aspect and asked for clarifications on signing off on deliverables.

Executive Director H. Hageman mentioned the third letter that he was planning to send to Appriss. It would discuss the issue of the delayed ICOTS production, due to Appriss’s delays in the release of the toolkit.

**ICOTS Workgroup:** Executive Director H. Hageman informed the Committee about the ICOTS workgroup. In addition to the Technology Committee WebEx meetings, line officers and compact office personnel from Kentucky, Indiana and Ohio would be meeting twice a month in Lexington, KY to discuss the ICOTS development. This small workgroup would have field experience and limited travel expenses due to their proximity. The Committee agreed.

After discussion, the Committee agreed to participate in these meetings if available.

**Review and Discussion of Screenshots:** MIS Project Manager S. Razor presented the ICOTS screenshot slides to the Committee. The Committee made appropriate changes and corrections to the screens.

**Old Business**
There was no Old Business.

**New Business**
There was no New Business.

**Adjourn**
The Meeting was adjourned at 12:32 p.m. EDT.