Members in Attendance:
1. Kathie Winckler  Chair, TX
2. Patrick McGee  MD
3. Mark Cadotte  OR
4. Anne Precythe  Ex-Officio
5. Joe Kuebler  Ex-Officio
6. Charles Placek  Ex-Officio

Guests:
1. Regina Grimes
2. Wanda LaCour
3. Joanne Malan
4. David Morrison
5. Melanie Brook

Members not in Attendance:
1. John Gusz  Ex-Officio
2. Keven Pellant  KS

Staff:
1. Harry Hageman
2. Ashley Hassan
3. Sam Razor
4. Barno Saturday
5. Kevin Terry
6. Mindy Spring
7. Xavier Donnelly

Call to Order
Chair K. Winckler (TX) called the meeting to order at 2:00 pm EDT. Three out of four Commissioner members were present. Quorum was established.

**Agenda**
The agenda was approved without objection as drafted.

**Minutes**
The minutes from March 4, 2009 were approved without objection as drafted.

**Discussion**
Ex-Officio A. Precythe (NC) presented a Subcommittee report to the Committee. The Subcommittee that consisted of C. Placek, J. Kuebler, D. Morrison and D. Ege made the following recommendations:
1. Creating reports that are necessary to meet the users need
2. Creating mock reports (suggested by D. Morrison)
3. Revised enhancements lists

The Committee decided to review the Subcommittee documents and postpone the discussion for a later meeting.

The Subcommittee will continue its work on its recommendation #1 - reports.

Chair K. Winckler (TX) suggested launching a survey based on the Subcommittee’s work.

Ex-Officio C. Placek (ND) suggested separating reports from the enhancements in the survey.

S. Razor informed the Committee that all Commission members had loaded their initial legacy load and 42 states had loaded their subsequent load.

Commissioner P. McGee (MD) suggested posting the enhancements timeline on the website to promote better communicating with ICOTS users.

K. Terry presented the Website survey’s results to the Committee. Only 2.2% of website users completed the survey.

Chair K. Winckler (TX) noticed that only 12% of the users used Rules link on the website. She suggested creating an easy accessible icon for Rules.

The Committee decided to take no action on the Violation Report Process in ICOTS issue. Any state that would like to raise this issue needs to submit its suggestions to the Technology Committee.

**Commissioner M. Cadotte (OR) made a motion to adopt the ICOTS Privacy Policy and User Agreement as amended. Commissioner P. McGee (MD) seconded. The motion passed.**
The Committee agreed that the Agency Assessment Checklist document did not need the Committee’s approval to be sent to the Executive Committee for review.

Old Business
S. Razor informed the Committee that the ICOTS User survey received about 7,000 responses from 26,000+ users. The complete results will be available in a couple of weeks evaluated by the Council of State Governments.

S. Razor informed the Committee that based on the available information most of the survey’s complaints were training issues.

S. Razor informed the Committee that Appriss saw no technical issue in making Rule-driven due dates in red and that it was incompliance with article 508.

New Business
Chair K. Winckler (TX) asked Commissioner D. Morrison to serve on the Technology Committee. Commissioner D. Morrison (GA) accepted the position.

The Committee members expressed their appreciation towards the Subcommittee’s efforts and findings.

The Committee will meet again on May 6, 2009 at 2:00 pm EDT.

Adjourn
Commissioner P. McGee (MD) made a motion to adjourn. Commissioner M. Cadotte (OR) seconded. The motion passed.

The meeting adjourned at 3:24 pm EDT.