Members in Attendance:
1. David Guntharp    Chair, AR
2. Dori Ege          AZ
3. Joe Kuebler       Ex Oficio
4. Rob Miller        Ex Oficio
5. John Gusz         Ex Oficio

Members not in Attendance
1. A.T. Wall         RI
2. Charles Placek    Ex-Oficio

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

Call to Order
D. Guntharp called the meeting to order at 11:05 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. D. Ege seconded. The Agenda was approved.

Approval of Minutes
D. Guntharp asked for approval of the Minutes from July 11, 2007. The Minutes were approved by acclamation.

**Discussion:**

*ICOTS Update:* H. Hageman informed the Committee that Appriss was on standby in case any questions came up during the meeting.

The National Office suggested the *National Pilot* implementation strategy. This method would test the system and provide the rest of the states with an opportunity to prepare their interfaces. The Pilot States would be required to maintain two systems, in case of a non-pilot state transfer.

The Commission discussed the issue of selecting Pilot States or regions to test ICOTS and the duration of this project.

The main criteria of the Pilot States selection would be:
- The index created from the data collections numbers;
- Group of contiguous geographic region; and
- Willingness to participate in the project.

J. Kuebler stated - it was very probable that no violation/mistakes in the tested system would occur, due to the short period of testing time.

*Action Items from Appriss:*

- After a short discussion, the Committee decided that the “Transfer Request (RFRI) can be deleted, if no signed waiver exists and the request has not been submitted to a supervisor”.

- After a short discussion, the Committee decided to capture *ETHNICITY* in applications.

- S. Razor recommended using *email addresses* as *usernames* for less confusion. After a short discussion, the Committee agreed.

- The Committee decided to assign default passwords to all users. Even though default passwords might not be as secure as link passwords, logistically, it would be easier to deploy.

  By the FBI standards, passwords had to expire every 90 days. The Committee decided to request from Appriss functionality that allowed the users to change their passwords themselves, in the case of a lost original password.

- S. Razor explained the workflow structure of the system. He wanted to make sure everybody was aware of the access to a user account in the lost-password situation. The Committee agreed.
J. Kuebler mentioned that the process of implementation would be smoother if there were a contact point responsible for implementation of ICOTS in each particular state/region.

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

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

**Adjourn**
D. Ege made a motion to adjourn. D. Guntharp seconded. The Meeting was adjourned at 11:58 a.m. EDT.