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

Members not in Attendance
1. A.T. Wall    RI

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

Call to Order
D. Guntharp called the meeting to order at 11:04 a.m. EDT. Six out of seven members were present. Quorum was established.

S. Razor presented to the Committee the screenshot slides on ICOTS functionality. He explained different tools and features of this database. The Committee had discussion on this matter.
The National Office would go through the entered offenders’ information and produce monthly or quarterly reports to the Commission, to eliminate any duplication of the records.

H. Hageman informed the Committee about the upcoming WebEx individual state meetings on ICOTS implementation. These meetings would give a state an opportunity to understand the ICOTS system and its implementation strategies. It would also give the National Office better understanding where a particular state stands on in regards to accepting new tracking system and which states should be chosen for the Pilot Program.

The Committee had discussion on the Pilot states selection process.

The Committee decided to postpone the discussion of the Requirements Document item to the next meeting due to insufficient documentation on that matter at the time of the meeting.

The Committee agreed to consult with the Training Committee on the training plan for ICOTS.

**Old Business**
H. Hageman informed the Committee about the upcoming newsletter on series of ICOTS topics.

**New Business**
There was no new business.

**Adjourn**
The Meeting was adjourned at 12:17 p.m. EDT.