Members in Attendance:
1. Ann Clarke, Chair SC
2. Dori Ege AZ
3. Milt Gilliam OK
4. Anne Precythe NC
5. Wayne Theriault ME

Members not in Attendance:
1. Jane Seigel IN
2. Ed Gonzales NM
3. Rose Ann Bisch MN

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

Call to Order
Commissioner A. Clarke (SC) called the meeting to order at 1:07 p.m. EDT. Five out of eight members were present. Quorum was established.

Approval of Agenda
Commissioner D. Ege (AZ) made a motion to approve the agenda. Deputy Compact Administrator A. Precythe (NC) seconded. The agenda was approved.

Approval of Minutes
Commissioner W. Theriault (ME) made a motion to approve minutes from October 23 and November 8, 2007. Commissioner M. Gilliam (OK) seconded. The minutes were approved.
Discussion Topics

ICOTS Training: M. Spring and S. Razor explained the Power Point presentation on the ICOTS Training Initiatives. It was based on the received concerns from ICOTS readiness meetings. The Committee discussed the different types, deliveries, timelines, resources and facilities of the prospective trainings. The Committee discussed the option of pilot states as Content Experts.

The Committee decided to choose WebEx as a means of training delivery. Two master trainers per state would be selected. Extra slots required will be created at the later date. The training will tentatively begin three/four months prior to the full implementation of the system. The Committee will review the on demand scripts for self-paced training.

Form Updates per Amendment: The Committee discussed revisions to forms that were affected by the Rule Amendments. The revisions with the Committee changes will be posted on the Commission website and states will have up to 60 days to implement new forms.

PC Hearing Guidelines: The Committee had discussion on the PC Hearing Guidelines that was presented by Commissioner A. Clarke (SC). The Committee updated the document and decided to post it on the Commission website as a state’s reference resource.

Reporting Violation (Rule 5.103): The Committee decided to table the issue to the next meeting due to the absence of member R. Bisch (MN).

Old Business
The Committee had discussion on the Training and Technical Assistance Policy that was led by the Executive Director H. Hageman.

New Business
The Committee discussed potential training topics for the upcoming annual business meeting. Executive Director H. Hageman informed the Committee about the Self Assessment Program that if approved by Compliance Committee, would be available for the annual business meeting’s trainings. After discussion, the Committee decided on the following training topics:
  - ICOTS/Reports
  - Operational “Best Practices Compact Office Structure/Running a Compact Office
  - State Council
  - How to conduct a Self-Assessment

The Committee decided to schedule their next meeting for the end of February/beginning of March after confirming their availability.

Adjourn
Commissioner A. Clarke (SC) made a motion to adjourn. Commissioner W. Theriault (ME) seconded. The meeting adjourned at 3:34 p.m. EDT.