Members in Attendance:
1. Dori Ege  Chair, AZ
2. Rose Ann Bisch  MN
3. Shawn Arruti  NV
4. Devon Whitefield  CO
5. Kari Rumbaugh  NE
6. Kimberly Schwant  KS

Staff:
1. Harry Hageman
2. Sam Razor
3. Mindy Spring
4. Xavier Donnelly
5. Kevin Terry

Call to Order
Commissioner D. Ege called the meeting to order at 2:01 p.m. EDT. Six members were present, establishing a quorum.

Commissioner D. Ege welcomed Commissioner K. Schwant as the new member and the vice-chair of the Committee.

Approval of Agenda
S. Arruti (NV) moved to approve the agenda. R. Bisch (MN) seconded. Agenda approved as drafted.

Approval of Minutes
S. Arruti (NV) moved to approve the minutes from December 12, 2011. D. Whitefield (CO) seconded, the minutes were approved as drafted.
**Discussion**

*Litmos-New Management System:* The National Office implemented a new training management system on March 1, 2012. The system contains updated training materials. The system is easy to maintain, stores more information and represents a cost reduction from the previously used system. The payments are based on numbers of users and not modules.

*New ICOTS flash demos:* K. Rumbaugh and the National Office outlined priority demos. The next step is to write a script for the demos.

*Jail Administrators Training:* The Committee reviewed and made changes to the Interstate Compact Guide for Jail Administrators and Magistrate. The Committee discussed removing “for Jail Administrators and Magistrates” from the title and make it available for public.

*Mini Trainings:* Commissioner D. Ege stated that she had good attendance on Feb 1 Mini-training. Among others, she had 18 attorneys and seven judges attending the training. M. Spring stated that the judges and attorneys were from Texas.

Commissioner D. Ege suggested working on the following mini training - Eligibility for Transfer vs. Eligibility for Reporting Instructions. Commissioner D. Ege requested the members to send her their ideas via email.

*New Training Dates:* The Committee members will email M. Spring their availability for the training on the following dates: April 5, 10, 11 and 12.

*ABM 2012:* The Executive Committee will be discussing the ABM training ideas at its upcoming meeting. The Training Committee will work in conjunction with the DCA Liaison Committee on the business meeting’s training sessions.

**Adjourn**

R. Bisch (MN) made a motion to adjourn. D. Whitefield (CO) seconded. Motion passed. The meeting adjourned at 2:43 pm EDT.