Call to Order
Commissioner A. Clarke (SC) called the meeting to order at 2:02 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 J. Seigel (IN) made a motion to approve minutes from March 13, 2008. Commissioner D. Ege (AZ) seconded. The minutes were approved.
Discussion

MIS Project Manager S. Razor introduced ICOTS Master Training Guide to the Committee. He mentioned that the Pilot implementation date was changed to August 8, 2008, which increased time for the states to complete their trainings.

The Committee members will review the document and submit their comments to S. Razor by Monday, May 19, 2008.

MIS Manager S. Razor informed the Committee about the upcoming User Guide for ICOTS that should be finalized before the national implementation.

Old Business

Discussion. Chair A. Clarke received emails with comments on Training Bulletin 3-2008 and the violation form conflict. After reviewing this issue, the Committee voted to replace the last paragraph on p. 2. with the following:

The “continue to supervise” box was removed from the violation report form because violations that do not rise to the level of significant, as defined, may be reported in a Progress Report (Rule 4.106).

New Business

Transfer Forms: The Committee reviewed the victim sensitive box on the form. After discussion, the Committee voted to separate with a bold line.

The Committee voted to change the revision date and line date. (Line separating two categories.)

Self-Assessment Manual: The Committee voted to submit their comments on the Self-Assessment Manual to Executive Director H Hageman by May 19, 2008. Assistant Director A. Hassan will send an electronic copy to all members of the Committee.

Adjourn

The Committee adjourned at 3.26 p.m. EDT.