Members in Attendance:
1. Dori Ege    Chair, AZ  
2. Ed Gonzales  NM  
3. Anne Precythe   NC  
4. Rose Ann Bisch   MN  
5. Wanda LaCour    TX  

Members not in Attendance:
1. Milt Gilliam    OK  
2. Lin Miller      WA  
3. Kari Rumbaugh   NE  

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

Call to Order
Commissioner D. Ege (AZ) called the meeting to order at 11:04 a.m. EDT. Five out of eight members were present. Quorum was established.

Approval of Agenda
The agenda was approved by acclamation.

Approval of Minutes
Commissioner E. Gonzales made a motion to approve the minutes from July 1, 2009. DCA A. Precythe seconded. The minutes were approved.

**Discussion**

*Commissioner Training Presentation Review:* Commissioner D. Ege presented the revised Commissioner Training PPT to the Committee. After reviewing Commissioner L. Miller’s two bullet points and Commissioner D. Ege’s comments, the Committee decided to incorporate them into the revised PPT.

*Joint Meeting with DCA Committee:* Commissioner D. Ege encouraged the Committee members to participate in the Joint meeting with the DCA Liaison Committee on September 1, 2009.

Commissioner D. Ege clarified to the Committee that the *New Commissioner Training* was renamed to the *Commissioner Training*, so all commissioners could attend.

*Compact Office ICOTS Training for Code Release 6.0:* The Committee reviewed the preview to Code Release 6.0 prepared by S. Razor.

The Committee decided to schedule three 1-hour training sessions on the code release for the second week of September. The offender management section will be discussed at the end of the session, giving an opportunity for non-state-administrators to leave the session.

M. Spring informed the Committee that Appriss updates the ICOTS Training Manual after each release.

Commissioner D. Ege, S. Razor and M. Spring will meet on August 31st to incorporate all the release changes into the ICOTS Training PPT.

**New Business**

DCA A. Precythe inquired about the status of a training bulletin on subsequent transfers to bifurcated states. Commissioner D. Ege will send the bulletin to the Committee for review by the end of the week.

Commissioner D. Ege encouraged the Committee members to attend training sessions on the 6.0 code release.

The Committee decided to meet again in October, 2009.

**Adjourn**

DCA A. Precythe made a motion to adjourn. Commissioner E. Gonzales seconded. The meeting adjourned at 11:31 am EDT.

Approved on 10/07/2009. B.S.