Members in Attendance:
1. Ann Clarke  Chair
2. Dori Ege  AZ
3. Ed Gonzales  NM
4. Ann Precythe  NC
5. Rose Ann Bisch  MN

Members not in Attendance:
1. Jane Seigel  IN
2. Milt Gilliam  OK

Guests:
1. Jenny Bauer  IN

Staff:
1. Ashley Hassan
2. Mindy Spring
3. Xavier Donnelly
4. Barno Saturday

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

Approval of Minutes
D. Ege made a motion to approve the Minutes from July 13, 2007. R. Bisch seconded. A. Clarke inquired about a missing preposition on p.1 under bullet #3. It should have been “members not in attendance”. The correction was made. The Minutes were approved.

Discussion Topics
Task List: M. Spring explained to the Committee that the Task List was made with the purpose to list all publications and training materials that needed to be updated. The list includes the Bench Book updates, Rules amendments and ideas that require guidance from the Training Committee.

A. Clarke asked for volunteers to facilitate the DCA trainings that would take place on December 12-13, 2007. D. Ege and R. Bisch volunteered for the afternoon sessions. A. Precythe and M. Gilliam were signed up for the morning sessions.

A. Clarke informed the Committee that many probation officers expressed concerns with PC hearing procedures. The Committee decided to put together the Hearing Officers Guide/PC Hearing Cheat Sheet that would be posted on the ICAOS website. A. Clarke encouraged the members to send their notes regarding the Hearing Officers Guide project to M. Spring.

A. Clarke mentioned that M. Spring was currently working on Bench Book Update. The books should be ready by the beginning of 2008.

The Committee discussed the new amendments for DCA compact office training. The Committee made some changes and corrections in the curriculum.

A. Hassan informed the Committee that the nationwide training plan was discussed on the most recent meeting with Appriss. S. Razor was in the process of developing ICOTS training timeline. A. Hassan consulted with the Committee on its involvement in the ICOTS training. The Committee agreed to assist the National Office in this project requesting more details.

Committee discussed the Technology and Training Assistance Policy document.

A. Clarke reminded the Committee to review the forms and make sure that they comply with new Rules amendments.

E. Gonzales made a motion to move the rest of the Agenda items to the next meeting. A. Precythe seconded. The motion was approved.

Adjourn
The meeting adjourned at 3:03 p.m. EDT.