**Interstate Commission for Adult Offender Supervision**

**Technology Committee Meeting MINUTES**

**January 12, 2023 · 1:00 pm ET**
**Video conference**

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## Members in Attendance:
1. Chris Moore (GA), Chair
2. Taryn Link (AK)
3. Andrew Zavaras (CO)
4. Mac Pevey (WA)
5. Joe Kuebler (GA), Ex-Officio
6. Suzanne Brooks (OH), Ex-Officio
7. Jordan McKinley (WV), Ex-Officio

## Members not in Attendance:
1. Steve Turner (KY)
2. Joselyn López (WI)
3. Dan Blanchard (UT)

## Staff:
1. Ashley Lippert, Executive Director
2. Barno Saturday, Logistics and Administrative Coordinator
3. Xavier Donnelly, ICOTS Project Manager
4. Drake Greeott, Web Development Manager

## Call to Order
Chair C. Moore (GA) called the meeting to order at 1:00 pm ET. Four voting members were present, a quorum was established.

## Approval of Agenda and Minutes
**Commissioner T. Link (AK) moved to approve the agenda as presented. Commissioner M. Pevey (WA) seconded. Agenda approved.**

**Commissioner M. Pevey (WA) moved to approve the minutes from June 9, 2022, meeting as drafted. Commissioner A. Zavaras (CO) seconded. Minutes approved as written.**

## Discussion
The committee discussed the ICOTS migration project.

Approved on 4/20/2023. B.S.

The national office with assistance of the National Consortium for Justice Information and Statistics (SEARCH) finished the RFP process and selected the vendor in October 2022. The commission signed a contract with Optimum Technology in November 2022.

Founded in 1984, Optimum has provided criminal justice and public safety solutions on national, state, and local levels since 1994. Their software solutions include a law enforcement records management system; criminal justice federated search engine; NIBRS and Summary crime reporting solution; Use-of-Force reporting system; and law enforcement information sharing solution. Additionally, they developed and supported UNITY, the nationwide case management system for overseeing and tracking juvenile movements, for the Interstate Commission for Juveniles (ICJ).

Executive Director A. Lippert presented the estimated cost for the project:
- Initial migration and redeployment: $450,736
- Five years of maintenance and support: $1,968,000
- Total cost of ownership: $2,418,736

ICOTS Project Manager X. Donnelly stated that in December, the national office met with Optimum to kick off the project, meet their team, and discuss next steps. The national office has coordinated meetings with Appriss and Optimum to facilitate the exchange of technical specifications and details.

He presented high level project phases to the committee:
- Phase 1: Project plan and required technical detail.
  - Estimated completion date is 1/13/2023
- Phase 2: Hosting environment established.
  - Estimated completion date is 3/31/2023.
- Phase 3: Migration of ICOTS –functionality and database.
  - Estimated completion date is 6/2/2023
- Phase 4: User testing.
  - Estimated completion date is 6/23/2023
- Phase 5: Issue resolution & mitigation.
  - Estimated completion date is 6/30/2023
- Phase 6: Support ICOTS users during transition.
  - Estimated completion date is 7/28/2023
- Phase 7: Cut over to production.
  - Estimated completion date is 8/1/2023

The national office will circulate information about the ICOTS migration via the ICAOS monthly newsletter and region meetings.

Chair C. Moore (GA) asked if the national office anticipates any delay in the delivery of the project.

ICOTS Project Manager X. Donnelly stated that upon the completion of phase two, the national office would know if the project had any roadblocks.

**<u>Old/New Business</u>**
The committee will meet again in late March to discuss the project's progress.

**<u>Adjourn</u>**
**Commissioner A. Zavaras (CO) moved to adjourn. Commissioner M. Pevey (WA) seconded.**

Meeting adjourned at 1:27 p.m. ET.

Approved on 4/20/2023. B.S.