Interstate Commission for Adult Offender Supervision

Technology Committee Meeting MINUTES

April 20, 2023 · 1:00 pm ET
Video conference

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

Members not in Attendance:
1. Joselyn López (WI)

Staff:
1. Ashley Lippert, Executive Director
2. Allen Eskridge, Policy and Operations Director
3. Barno Saturday, Logistics and Administrative Coordinator
4. Mindy Spring, Training Coordinator
5. Xavier Donnelly, ICOTS Project Manager
6. Drake Greeott, Web Development Manager

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

Approval of Agenda and Minutes
Commissioner S. Turner (KY) moved to approve the agenda as presented. Commissioner M. Pevey (WA) seconded. Agenda approved.

Commissioner S. Turner (KY) moved to approve the minutes from January 12, 2023, meeting as drafted. Commissioner M. Pevey (WA) seconded. Minutes approved.

Discussion
Chair C. Moore (GA) stated Optimum Technology along with the national office completed phase 1 and phase 2 of the ICOTS Migration project. These phases included developing project plan and technical details as well as establishing a hosting environment.

ICOTS Project Manager X. Donnelly reminded the committee of the project timeline:

- Phase 3: Migration of ICOTS –functionality and database.
    - Estimated completion date is 5/31/2023

- Phase 4: User testing.
    - Estimated completion date is 6/29/2023

- Phase 5: Issue resolution & mitigation.
    - Estimated completion date is 7/21/2023

- Phase 6: Support ICOTS users during transition.
    - Estimated completion date is 8/11/2023

- Phase 7: Cut over to production.
    - Estimated completion date is 8/12-13/2023

Chair C. Moore (GA) stated that Optimum Technology had been working on phase 3 and was already ahead of schedule.

ICOTS Project Manager X. Donnelly noted that last week, the national office met with DCA Liaison Committee Chair S. Brooks (OH) to identify 6-8 users for phase 4 - user acceptance testing. He added that since there would be no new functionality, the users would only test if the existing functionality works well in the new environment.

ICOTS Project Manager X. Donnelly recommends waiting on communicating the project's completion date after receiving results from phase 4. He added that the national office did not anticipate any delay in the delivery of the project.

Because of the large scale of the project, Executive Director A. Lippert suggests Technology Committee Chair Moore send a letter to the Commission about the project's development and anticipated completion timeframe late July - early August. The national office will assist the chair with drafting the letter.

Old/New Business
Executive Director A. Lippert stated that the national office began the process of migrating the ICAOS Dashboards from a self-hosted server on Amazon Web Services to a cloud-hosted environment maintained by Sisense. Migrating to the cloud environment means a better overall user experience with less downtime due to issues running on an aging server environment, consistent daily data updates, as well as less security concerns with a regularly updated hosting environment. The plan is to have little to no down-time for the dashboards. She does not anticipate any issues.

Adjourn

Commissioner S. Turner (KY) moved to adjourn. Chair C. Moore (GA) adjourned the meeting without objection at 1:25 p.m. ET.

Approved on 8/2/2023. B.S.