



Interstate Commission for Adult Offender Supervision

Technology Committee Meeting MINUTES

September 20, 2023 · 1:30 pm ET
Hilton Norfolk Main – Norfolk, VA

Members in Attendance:

1. Mac Pevey (WA), Vice-Chair
2. Andrew Zavaras (CO)
3. Steve Turner (KY)
4. Dan Blanchard (UT)
5. Joe Kuebler (GA), Ex-Officio
6. Jordan McKinley (WV), Ex-Officio

Members not in Attendance:

1. Joselyn López (WI)
2. Taryn Link (AK)
3. Chris Moore (GA)
4. Suzanne Brooks (OH), Ex-Officio

Guests:

1. Mandy Boots (MO)
2. Melissa Snap (IL)
3. Melvin Warren (SC)
4. Christopher Harris (SC)

Staff:

1. Xavier Donnelly, ICOTS Project Manager

Call to Order

Vice-Chair M. Pevey (WA) called the meeting to order at 1:37PM ET. 4 voting members were present, a quorum was established.

Approval of Agenda and Minutes

Commissioner A. Zavaras (CO) moved to approve the agenda as presented. Commissioner S. Turner (KY) seconded. Agenda approved.

Commissioner S. Turner (KY) moved to approve the minutes from August 2, 2023, meeting as drafted. Commissioner D. Blanchard (UT) seconded. Minutes approved.

Discussion

X. Donnelly gave an update on the status of the ICOTS migration project. User Acceptance Testing (UAT) was conducted from August 28 to September 8, 2023. No issues were found by the testing group or the national office.

The vendor has a plan for migration running up to the cutover. The testing phases will consist of a trial migration of the ICOTS production database. The second phase is a staging migration of the production database and standing up of the ICOTS production environment.

The final stage will be the full cutover of ICOTS to the new hosting environment. The final migration will occur over the weekend of October 7th through 8th, 2023. ICOTS will be taken offline at 6PM ET on October 6th. Normal compact business will resume in ICOTS at 6AM ET on October 9th.

Old/New Business

No old business.

No new business.

Adjourn

Commissioner S. Turner (KY) moved to adjourn. Vice-Chair M. Pevey (WA) adjourned the meeting without objection at 1:53PM ET.