INTERSTATE COMMISSION FOR ADULT OFFENDER SUPERVISION
Information Technology Committee

Meeting Minutes
via Conference Call
3:00 pm to 4:20 pm (EST)
January 6, 2004

Committee Members in Attendance:

1. Joe Kuebler (Chair) – GA
2. Harry Hageman – OH
3. Ron Hajime – HI
4. Lei Tupou – AK
5. Charles Placek – ND
6. David Guntharp – AR

Guests:

1. Paul Brown – AR
2. Tom Rose – GA

Staff:

1. Don Blackburn
2. Diane Kincaid

- Roll was called; all members in attendance.

- Notice that Jim Cotton had resigned as chair of Technology Committee. Guntharp appointed Kuebler as new chair.

- Discussion of APPA grant from BJA. Blackburn to contact Carl Wicklund of APPA to get information on direction of the grant and report back to committee. Decision made to continue on committee’s current course in researching new database.

- Discussion of committee’s budget as prepared by Blackburn. Guntharp noted that the budget had been approved in prior Executive Committee meeting (1/6/04). Blackburn asked to forward copy of budget to all committee members. Committee decided to add one additional meeting for approximately 10 individuals to meet with vendor selected to create database. Meeting to be held by end of August 2004. Blackburn to research meeting, amend budget as necessary and report back to committee.

- Discussion of website and the committee’s input on changes to it. Committee noted that it should be advised of all major changes to website. It was agreed that changes will be emailed to committee for advice and approval prior to
implementation. Also decided that new website will not contain a discussion board, but will have an “ask a question” area.

- Discussion of Paul Brown’s Request for Information and Proof of Concept. Copy of this document was forwarded to all committee members by Blackburn. Survey of each state’s current technology level noted as good information, but not necessary for continued work on national database. Motion brought by Guntharp and seconded by Placek to survey each state, but not tie the results to work on the database. None opposed and motion was carried.

- Brown continued explanation of Proof of Concept. Vendors would present a model of the database at their own expense. From these presentations, the committee could then choose top vendors to continue in the process. Hageman volunteered to work with Brown to expand technology section of Proof prior to sending it out to vendors. Brown presented timeline of project as follows: Proof to vendors in first quarter of 2004; review of vendor presentations in June; June to August evaluation of systems presented; certification of a vendor by September; October to December-sample states to test.

- Committee members to review Proof and get responses to Brown by 1/9/04. Report to be published by 1/15/04.

- No new business. No old business.

- Next meeting to be scheduled by Kuebler who will notify other members. Motion to adjourn by Kuebler, seconded by Guntharp. Meeting adjourned.