Members in Attendance:
1. Anne Precythe  Chair, North Carolina
2. Patricia Vale  Maryland
3. Jill Carlson  Minnesota
4. Julie Lohman  Ex-Officio, Virginia
5. John Gusz  Ex Officio, New Jersey

Members not in Attendance
1. Chris Norman  Alabama
2. Sheila Sharp  Arkansas
3. Karen Nichols  West Virginia

Staff:
1. Harry Hageman
2. Sam Razor
3. Kevin Terry
4. Xavier Donnelly
5. Mindy Spring
6. Barno Saturday

Call to Order
Commissioner A. Precythe (NC) called the meeting to order at 2:02 pm ET. Three voting members were present, establishing a quorum.

Approval of Agenda
Commissioner P. Vale (MD) moved to approve the agenda. Commissioner J. Carlson (MN) seconded. Agenda approved.

Approval of Minutes
Commissioner P. Vale (MD) moved to approve the minutes from July 3, 2013 as written. Commissioner J. Carlson (MN) seconded. Minutes approved without objection.
Chair’s Report to the Committee
Commissioner A. Precythe (NC) presented her report to the Committee:

- ICOTS Help Desk
  - 268 tickets were created in December 2013, a 107% increase from November 2013
    - Large increase due to ICOTS outages experienced at the end of December
  - 13 known ICOTS issues are documented in the ICOTS Helpdesk

- ICAOS Website
  - All website visits:
    - December 2013: Over 34,500
    - Up 15% from November 2013
  - Mobile visits:
    - November 2013: Over 6,200
      - Up 17.5% from October 2013
      - Accounted for 19% of all website traffic
    - December 2013: Over 5,800
      - Down 6.4% from November 2013
      - Accounted for 16% of all website traffic

- DCA Dashboards
  - Project is moving forward with dashboard design and hardware setup
  - Dashboards will provide DCAs and Commissioners a high level look at how their state is performing against compliance standards

- Server Migration
  - The national office is in the process of migrating their website and database servers to a faster and more scalable hosting platform

- ICOTS Service Interruptions
  - Several outages occurred at the end of December and beginning of January
  - Cause affected all Appriss software products, not just ICOTS
  - Issues have been addressed and Appriss to notify National Office immediately if similar issues arise

The Committee had discussion on this matter.

Old Business
Previously approved ICOTS enhancements: The Committee discussed previously approved ICOTS enhancement. The Committee will review the enhancement list prior to its next meeting.
New Business

National Office Technology Projects Updates:

*Victim Notification:* M. Spring completed four training sessions on ICOTS VINEWatch. Only a handful number of people have actually logged in and used the application.

*Rule Amendment Changes to ICOTS:* The major development has been completed. Appriss is testing the system. The launch is on schedule.

*ICOTS Violation Addendum Training:* The Training Committee and M. Spring are hosting the trainings via WebEx.

*APPA Fusion Center Pilot:* New York is the first state to implement pilot operation for six months. APPA is searching for other pilot states.

*N-Dex Data Exchange:* The project originated from the tragedy in Washington involving offender M. Clemmons. Bureau of Justice Assistance (BJA) is funding this project.

*E-Book Development:* K. Terry is working on converting the ICAOS Bench Book to the digital format.

*Website upgrade and hosting:* K. Terry is working on redesigning the website to incorporate the desktop and mobile versions.

The Committee will meet again on Wed, March 5, 2014.

**Adjourn**

Commissioner P. Vale (MD) made a motion to adjourn. Commissioner J. Carlson (MN) seconded. Motion passed.

Meeting adjourned at 2:52 pm ET.