INTERSTATE COMMISSION FOR ADULT OFFENDER SUPERVISION
Information Technology Committee

Teleconference

1-888-387-8686 Room: 7389593

Meeting Minutes
2:30 PM EST
February 3, 2005

Committee Members in Attendance:

1. Joe Kuebler (Chair) – GA
2. Harry Hageman – OH
3. Ron Hajime – HI
4. David Guntharp – AR
5. Charles Placek (ex-officio)
6. Paul Brown (ex-officio)

Staff:

1. Don Blackburn
2. Sheila Perry
3. Kelli Price

- Meeting was called to order at 2:32 PM
- D. Guntharp began discussion regarding NACIS drop dead date. There is concern with computer and/or internet access.
- A motion was made for H. Hageman to compile information from the states by D. Guntharp, seconded by H. Hageman seconded the motion. The motion passed unanimously.
- The Committee discussed Massachusetts usage of NACIS and if there should be a usage fee. D. Guntharp requested this topic be placed on the February Executive Committee Meeting agenda under New Business.
Testing Dates

- J. Kuebler stated that information from Softscape is needed to provide a timeline for implementation, training and testing. H. Hageman suggested that implementation should be July 1, 2005, training should be completed by June 1, 2005 and a testing date needed to be set up.

- C. Placek suggested that Softscape produce a ‘test mode’ of the system that is live 24/7 so that the states can go back to their offices after training and continue to familiarize themselves with the system. D. Blackburn stated that SoftScape has committed to a test mode.

User Data

- J. Kuebler suggested that H. Hageman share with the states that they need to be thinking about user names and procedures to keep them updated. H. Hageman agreed.

- H. Hageman suggested that the Committee address legacy files being entered into NACIS. J. Kuebler and D. Blackburn agreed that only basic (skeleton) information needed to be entered into the system.

- J. Kuebler suggested 6 months from implementation (January 1, 2006) that all legacy cases must be entered into the system by the sending state, all members agreed.

Training Dates

- D. Blackburn has projected training to be schedule for the 2nd and 3rd week of May. SoftScape is required to provide training materials and training will be held at the National Office.

- J. Kuebler has discussed rule changes for NACIS with the Rules Committee. The Rules Committee has a meeting scheduled in Lexington the first week of March.

Production/Implementation Date

- July 1, 2005

Support Process

- H. Hageman will also speak to the states about Tier 1 and Tier 2 support in order to assist the National Office.

Old Business

- N/A
New Business

- J. Kuebler will schedule the next teleconference for the Technology Committee when timeline is received from SoftScape.

Adjourn

- The motion to adjourn the meeting was made by J. Kuebler at 3:30 pm EST.