Interstate Commission for Adult Offender Supervision  
Technology Committee Meeting Minutes  

February 11, 2009  
10:00 a.m. EST  
WebEx

Members in Attendance:  
1. Kathie Winckler  Chair, TX  
2. Patrick McGee  MD  
3. Mark Cadotte  OR  
4. Charles Placek  Ex-Officio

Guests:  
1. Regina Grimes  
2. Sandra Layton  
3. Linda Valenti  
4. Melanie Brock

Members not in Attendance  
1. Keven Pellant  KS  
2. Anne Precythe  Ex-Officio  
3. Joe Kuebler  Ex-Officio  
4. John Gusz  Ex-Officio

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

Call to Order  
Chair K. Winckler (TX) called the meeting to order at 10:00 am EST. Three out of four members were present. Quorum was established.

Agenda

Approved on 03/04/3009. B.S.
C. Placek requested to amend the agenda by adding *ICOTS Training* under the New Business. Commissioner M. Cadotte (OR) made a motion to approve the agenda as amended. Commissioner P. McGee (MD) seconded. The agenda was approved as amended.

**Minutes**
The Minutes from January 7, 2009 were approved without objection as drafted.

**Discussion**
*Prioritization of enhancements:* S. Razor informed the Committee that two responses he received from the Committee members, were different in prioritization of enhancements.

Chair K. Winckler (TX) updated the Committee members on Release 3.0 that would be released on 2/25/2009:

- Major issues addressed: Duplicate Action Items and Deactivating User Accounts Issue
- Expanding Activity History Entries – these entries will now include reply disposition
- Dual Supervision on Legacy Cases Issues
- Activity Initiation Issues – Particularly NOD and NOA
- Reporting Instructions will be hidden in the PDF until the Reply is finalized by the compact office.
- There are 37 additional items that are scheduled for this release.

• Approved Enhancements - Enhancements will not be addressed until all fixes are completed.
  - 1024 Comment field character Limit and character stop
    - All Comments that are currently restricted to less than 1024 characters will be increased to that threshold.
    - Fields that currently allow more than the 1024 limit will not be changed.
    - Character stop will be implemented so that fields will not allow the user to continue typing once the limit has been reached.
  - Detailed Email Notifications
    - All email notification will now include the ICOTS Case #, ICOTS Offender # and link to the offender’s profile.
  - Assigning a case within the RI Reply
    - When RIs are approved the user will be automatically prompted with option to reassign the case to another user
  - National Office Reports
    - Will expand the number of reports that the National Office can run without the need for individual database views.

Chair K. Winckler (TX) gave a strong recommendation that Committee members and all users seek out and use the *Knowledgebase* page on the Commission website.
**NY State Parole/Probation proposed enhancement issue:** The Committee had discussion on the ICOTS enhancement that New York would like to see created to enable its parole and probation departments to directly transfer cases between them.

DCA C. Placek (ND) inquired whether it would be cost efficient to unify New York State, as Texas and some other states successfully had done in the past.

The Committee discussed possible enhancements that would simplify the communication and their production cost.

**Commissioner P. McGee (MD) made a motion to table the NY MOU discussion until New York reports back on Appriss’s price for this enhancement. Commissioner M. Cadotte (OR) seconded. The motion passed.**

**Protocol for reporting ICOTS problems:** The Committee discussed the necessity to create forms and procedures to collect ICOTS issues/questions information.

**Text Boxes:** S. Razor mentioned that there were several requests to add a text box enhancement for additional comments. S. Razor will add the text box to the existing list of enhancements.

**Old Business**
There was no Old Business.

**New Business**

*Priority Model:* The Committee discussed the Priority Model that was part of the original ICOTS development approved by the Technology Committee.

The Committee decided to postpone this discussion until its next meeting.

*ICOTS Training:* The Committee had discussion on the ICOTS operation issues caused by lack of proper training.

**Commissioner P. McGee (MD) made a motion to make a recommendation to the Training Committee to work with the National Office to develop a Training Gap Analysis survey of Compact Offices and ICOTS End Users regarding the training conducted for and in preparation of ICOTS and the training still needed for ICOTS. Commissioner M. Cadotte (OR) seconded. The motion passed.**

The Committee will meet again on March 4, 2009 at 2:00 pm EST.

**Adjourn**
**Commissioner M. Cadotte (OR) made a motion to adjourn. Commissioner P. McGee (MD) seconded. The motion passed.**

The meeting adjourned at 11:39 am EST.