Interstate Commission for Adult Offender Supervision  
Technology Committee Meeting Minutes  

March 5, 2014  
11 am ET  
WebEx

Members in Attendance:  
1. Anne Precythe  Chair, North Carolina  
2. Chris Norman  Alabama  
3. Sheila Sharp  Arkansas  
4. Patricia Vale  Maryland  
5. Jill Carlson  Minnesota  
6. Karen Nichols  West Virginia  
7. John Gusz  Ex Officio, New Jersey

Members not in Attendance  
1. Julie Lohman  Ex-Officio, Virginia

Guests:  
1. Melanie Brock  
2. Melissa Arc  
3. Jay Lynn

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 11:00 am ET. Six voting members were present, establishing a quorum.

Approval of Agenda  
Commissioner C. Norman (AL) moved to approve the agenda. Commissioner P. Vale (MD) seconded. Agenda approved as drafted.
Approval of Minutes
Commissioner C. Norman (AL) moved to approve the minutes from January 13, 2014 as written. Commissioner P. Vale (MD) seconded. Minutes approved without objection.

Chair’s Report to the Committee
Commissioner A. Precythe (NC) presented her report to the Committee:

- **ICOTS Help Desk**
  - 266 tickets were created in January 2014, almost identical to December 2013
  - 174 tickets were created in February 2014, a 34% decrease from January 2014

- **ICAOS Website**
  - All website visits:
    - January 2014: Over 44,200
      - Up 28% from December 2013
    - February 2014: Over 37,400
      - Down 15% from January 2014
  - Mobile visits:
    - January 2014: Over 7,200
      - Up 24.1% from December 2013
      - Accounted for 16% of all website traffic
    - February 2014: Over 6,400
      - Down 11.1% from January 2014
      - Accounted for 17% of all website traffic

- **Performance Dashboards**
  - Project launched on Friday January 31, 2014
  - Allows summary view of compliance standards and detailed view of each standard along different date ranges
  - Feedback from Commissioners and DCAs has been positive

- **Server Migration**
  - Web and database servers were migrated to their new platform on Monday February 24, 2014
  - New hosting environment is faster, more secure, and much more scalable

- **Rule Amendment Release**
  - The new release was pushed to production on Wednesday February 26, 2014
  - Several bugs were reported with compact activity PDFs
    - Appriss resolved most of these issues within 24 hours
    - Still working to confirm a couple minor PDF issues reported since the initial bugs were addressed
- **FBI NDex Data Sharing**
  - NDex will be installing some software on our new database server to transfer some case information to their servers

The Committee discussed the accessibility of the compliance dashboards and whether other states should be able to view each other’s results. The Committee members decided that it was not needed.

Commissioner C. Norman (AL) inquired about an option that shows the compliance status by county. M. Spring stated that external reports provide this information.

**Old Business**

*ICOTS enhancements:* The Committee discussed ICOTS enhancements.

Commissioner P. Vale (MD) indicated the top five enhancements for her state.

Commissioner A. Precythe (NC) asked the Committee members to send their comments by the end of the week.

DCA J. Gusz (NJ) inquired about an ICOTS ticket he submitted to the helpdesk last week. X. Donnelly will follow up with Appriss on this issue.

Commissioner C. Norman (AL) stated that Alabama Compact Office will be changing its email addresses and inquired about a guideline to properly complete the process. X. Donnelly will contact Commissioner Norman regarding this issue.

Commissioner A. Precythe (NC) will be attending the face-to-face Executive Committee meeting on March 18 in Louisville, KY.

**Adjourn**

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

Meeting adjourned at 11:46 am ET.