Interstate Commission for Adult Offender Supervision  
Technology Committee Meeting Minutes  

March 27, 2012  
11 am EDT  
WebEx

Members in Attendance:
1. Mark Cadotte  Vice-Chair, Oregon  
2. Chris Norman  Alabama  
3. Patricia Vale  Maryland  
4. Leanne Bertsch  North Dakota  
5. Jill Carlson  Minnesota  
6. Joe Kuebler  Ex-Officio, Georgia  
7. Julie Lohman  Ex-Officio, Virginia  
8. John Gusz  Ex Officio, New Jersey

Members not in Attendance
1. Kathie Winckler  Chair, Texas  
2. Floyd Keeney  Ex-Officio, West Virginia

Guest:
3. Michelle Buscher  Illinois  
4. Melanie Brock  Maryland  
5. Ellie McMullen  Maryland  
6. Ethel White  Texas

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

Call to Order
Commissioner M. Cadotte called the meeting to order at 11:02 am EDT. Five voting members were present, a quorum was established.

Approval of Agenda
Commissioner M. Cadotte suggested moving ICOTS RFPs item under New Business after Gang Affiliation.

Commissioner J. Carlson (MN) moved to approve the agenda as amended. Commissioner C. Norman (AL) seconded. Motion passed.

Approval of Minutes
Commissioner J. Carlson (MN) moved to approve the minutes from October 5, 2011 as written. Commissioner P. Vale (MD) seconded. Motion passed.

Commissioner C. Norman (AL) moved to approve the minutes from December 7, 2011 as written. Commissioner P. Vale (MD) seconded. Motion passed.

Technology Committee’s Report
Commissioner M. Cadotte presented his report to the Committee.

- ICOTS Releases
  - Release 17.0 – Rule amendment release, launched on February 29, 2012
    - Changes based on cases closure notices are functioning correctly
    - No new bugs reported so far

- ICOTS RFP
  - Downloaded 120 times since being published on February 13th

- JusticeXchange MOU

- APPA Grant – Fusion Center Data Exchange project had problems with financing a hosting site. The problem was resolved by developing a shared hosting site with the institute for intergovernmental research.

- ICOTS Help Desk
  - 201 tickets were created in February, a 5% decrease from January
  - 21 pending tickets are currently awaiting resolution or documentation as a known bug by Appriss.

- Public Web Portal had 1,039 clicks in February (a 2% increase from January)

- ICAOS Website
  - All website pageviews:
    - February: Over 95,000 (+4% from January)
  - Mobile pageviews:
    - February: Over 2,200 (+5% from January), which accounts for 2.6% of all website traffic

New Business
Gang Affiliation: Commissioner M. Buscher suggested adding a mandatory status to the gang affiliation field to ICOTS. The number for total rejected cases with word “gang” in ICOTS for the last two weeks is one case.
After discussion, the Committee agreed it did not have sufficient data to make an adequate decision and decided to revisit this issue in the future when more data is available.

*ICOTS RFPs:* Commissioner M. Cadotte suggested going into the Executive Session to discuss RFPs.

**Commissioner J. Carlson (MN) moved to go to Executive Session to discuss pending ICOTS contracts. Commissioner P. Vale (MD) seconded. Motion passed.**

**Commissioner P. Vale (MD) moved to leave Executive Session. Commissioner J. Carlson (MN) seconded. Motion passed.**

**Commissioner P. Vale (MD) moved to recommend to the Executive Committee that the Commission accept the RFP from Appriss for a three-year contract as proposed. Commissioner J. Carlson (MN) seconded. Motion passed.**

**Adjourn**

Commissioner P. Vale (MD) moved to adjourn. Commissioner J. Carlson (MN) seconded. Motion passed.

Meeting adjourned at 11:34 am EDT.