Interstate Commission for Adult Offender Supervision
Technology Committee Meeting Minutes

June 1, 2011
2 pm EDT
WebEx

Members in Attendance:
1. Kathie Winckler Chair, Texas
2. Mark Cadotte Vice-Chair, Oregon
3. Keven Pellant Kansas
4. Patrick McGee Maryland
5. Anne Precythe Ex Officio, North Carolina

Members not in Attendance
1. Leanne Burtsch North Dakota
2. Jill Carlson Minnesota
3. Joe Kuebler Ex-Officio, Georgia
4. John Gusz Ex Officio, New Jersey
5. Charles Placek Ex-Officio, North Dakota

Guest:
6. Dori Ege Arizona
7. Betty Payton North Carolina
8. Ethel White Texas

Staff:
1. Harry Hageman
2. Kevin Terry
3. Barno Saturday
4. Xavier Donnelly

Call to Order
Commissioner K. Winckler called the meeting to order at 2:03 pm EDT. Four voting members were present, a quorum was established.

Agenda
K. Winckler suggested amending the agenda by moving New Business to the top of the agenda. Commissioner M. Cadotte (OR) made a motion to approve the agenda as amended. Commissioner P. McGee (MD) seconded. Agenda approved.

Minutes
Commissioner P. McGee (MD) made a motion to approve the minutes from April 6, 2011. Commissioner K. Pellant (KS) seconded. Motion passed.

Commissioner M. Cadotte (OR) made a motion to approve the minutes from February 2, 2011. Commissioner P. McGee (MD) seconded. Motion passed.

New Business
External ICOTS Reports: X. Donnelly presented ICOTS external reports statistics’ chart to the Committee. Commissioner K. Winckler asked Commissioner D. Ege whether the Training Committee would be interested in putting together mini trainings on ICOTS external report use.

Commissioner D. Ege supported K. Winckler’s idea. The Training Committee will keep the Technology Committee updated on the development of these trainings.

In the interest of enhancing public safety, the usability of the ICOTS application and improving data quality in ICOTS, the Technology Committee decided to investigate and identify the necessary changes to the ICOTS Offender Violation Report (OVR) and Response to the Violation Report (RVR) by creating an ad hoc committee. Upon completion of the ad hoc committee work, its recommendations will be sent to the vendor for cost estimation.

The recommended members of the ad hoc committee include the following people: A. Precythe (NC), D. Ege (AZ), K. Rumbaugh (NE) and W. Theriault (ME).

Commissioner M. Cadotte (OR) made a motion to recommend to the Executive Committee the creation of an ad hoc committee to study the offender violation report and response functions in ICOTS under the terms of its charter. Commissioner P. McGee (MD) seconded. Motion passed.

Chairman M. Gilliam will appoint the chair for this committee. The committee will meet via WebEx.

Update on new ICOTS Helpdesk: ICOTS Helpdesk was transitioned over to the national office as of May 1, 2011.
- 4 ICOTS Help desk trainings held between 4/18 and 4/20. Users from 43 out of 65 compact offices attended at least one training.
- 240 tickets were received in April (pre-ICOTS Help Desk), a 31% decrease from March.
- 264 tickets were created in May, a 10% increase from April.
  - There are 5 pending tickets either awaiting resolution or documentation as a known bug by Appriss.
Upcoming ICOTS Releases:
  o Release 14.0: Enhancement release scheduled for end of June, to include 5 approved enhancements.
  o Release 15.0: Bug fix release scheduled for late fall, to include approximately 10 outstanding items.

Website’s Statistics: K. Terry presented the website statistics to the Committee.
  • Public Web Portal had over 1,100 clicks each for both April and May, a 96% increase from April 2010 and a 72% increase from May 2010.
  • ICAOS Website
    o Page views for May: Over 90,000 (-8% from April)
    o Mobile page views for May: Over 2,900 (+27% from April)
    o Over 25,000 visits to the website came from an ICAOS email newsletter since Sept 1, 2010. Newsletters account for over 8% of all website traffic.

K. Terry is in the process of putting together a list of resources for mobile site testing.

Commissioner K. Winckler inquired about the type of chair’s report (bullet point or PowerPoint) the committee would like to see in the future. The Committee agreed to have a less detailed, but sufficient report.

Old Business
Executive Director H. Hageman updated the Committee on SEARCH’s progress with ICOTS’s RFP.

The Committee will meet again on Wednesday, August 3, 2011 at 2 pm EDT.

Commissioner P. McGee will retire on June 30, 2011.

Adjourn
Commissioner P. McGee (MD) made a motion to adjourn. Commissioner K. Pellant (KS) seconded. Motion passed.

Meeting adjourned at 3:19 pm EDT.