Interstate Commission for Adult Offender Supervision
Technology Committee Meeting Minutes

June 2, 2010
2 p.m. EDT
WebEx

Members in Attendance:
1. Kathie Winckler Chair, TX
2. Mark Cadotte Vice-Chair, OR
3. Charles Placek Ex-Officio, ND
4. Joe Kuebler Ex-Officio, GA

Guests:
1. Melanie Brock

Members not in Attendance
1. Keven Pellant KS
2. David Morrison GA
3. Patrick McGee MD
4. Anne Precythe Ex-Officio, NC
5. John Gusz Ex-Officio, NJ

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

Call to Order
K. Winckler called the meeting to order at 2:02 pm EDT. Two voting members were present, quorum was not established. K. Winckler decided to proceed with informal discussion.

Discussion
K. Winckler encouraged members to provide feedback during the meeting.
ICOTS External Reports: H. Hageman explained uses for the ICOTS external report and the Statement of Work (SOW) proposed to expand data provided from ICOTS to include 3 additional table so the national office can provide information on offender employment, reason for closure, additional violation information, residence information and reasons when applications are denied. Appriss’s quote for the SOW is approx $3,200. The members reviewed the SOW. The Commission’s policy allows for H. Hageman to spend up to $10,000 without Executive Committee approval although immediate support is requested from the Technology Committee before signing off so the Annual Report can be initiated. Members present were supportive.

K. Winckler noted the proposed enhancement from Dori Ege (AZ Commissioner) will be discussed at the next Technology Committee meeting. Also, included on the agenda will be to review the enhancement proposal process.

K. Winckler presented the Technology Chair report:
- Code Release 10.0 launched on May 26
  - M. Spring noted the Training Committee is planning a brief training for State Administrators in mid to late June
- Contract negotiations & Code Release 11.0
  - Negotiations continue but hope to get a contract signed soon
  - Depending on outcome and if all outstanding items to be fixed, Code Release 11.0 may be pushed to Nov 2010
- ICOTS Performance
  - Fix to address performance launched on 5-13.
  - National office followed up with 16 states reporting issues. 14 responded by 5-17 with positive feedback.
  - Implemented external monitoring tools (Web Metrix) runs a given script throughout the day and reports performance. When first launched the script took approximately 50 seconds to run, now average is 20 seconds. Appriss has added hardware that appears to improve performance.
    - C. Placek noted performance seems more consistent in the last few weeks.
- Technical and Training Assistance:
  - M. Spring conducted 5 ICOTS end user session to Pennsylvania and Michigan
- Public portal press release sent out June 1. Next month’s report should note if effective.
- Reviewed external reports usage for May.
  - Slight decrease from jump in April
- Reviewed support calls for May
  - Slight increase from April

Next meeting will be July 7, 2010 at 2 pm EDT.

M. Cadotte noted there was an earlier version agenda with Victim Notification under discussion items. Since, the national office sent out the press release on June 1, 2010. An invitation will be extended to Pat Tuthill to attend the next Technology Committee Meeting to discuss the issue further.
The meeting adjourned at 2:48 pm EDT.