Members in Attendance:
1. Kathie Winckler Chair, TX
2. Mark Cadotte OR
3. David Morrison GA
4. Anne Precythe Ex-Officio
5. Joe Kuebler Ex-Officio
6. Charles Placek Ex-Officio
7. John Gusz Ex-Officio

Guests:
1. Melanie Brook
2. Ellie McMullen

Members not in Attendance:
1. Keven Pellant KS
2. Patrick McGee MD

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

Call to Order
K. Winckler called the meeting to order at 11:01 am EDT. Three out of five Commissioner members were present. Quorum was established.

Agenda
Agenda approved by acclamation.

Approved on 08/13/2009. B.S.
Minutes
The April 14, 2009 minutes were approved by acclamation with the following change:

• K. Winckler requested the word “Commissioner” be added before “member” under the Call to Order section.

Discussion

• Reviewed release notes for the 5.0 code release that went into production on June 10
  o A. Precythe inquired about a security warning appearing on the Compact Workload screen. S. Razor indicated the issue is related to an Internet Explorer security release issued overnight. Appriss is investigating and an announcement will be made once the issue is identified.
  o K. Winckler will forward the release notes to the committee.
• A diagnostics form is available to state experiencing performance issues.
  o J. Gusz noted New Jersey performance issue was resolved by simply upgrading browsers.
  o National office will post form and announce to Commission members.
• Discussed the latest audit reports for users and duplicate offenders.
  o M. Brock noted Maryland is working on their report.
  o D. Morrison plans to send Georgia’s user audit report by June 26.
  o Limited communication has been made with Puerto Rico and New York.
  o J. Gusz indicated New Jersey probation has not sent theirs in but will be sent by the end of this week.
  o H. Hageman stated if there are outstanding reports at the next meeting, issue will be brought back for further action.
  o Idaho submitted their reports received earlier this week.
  o K. Winckler stressed the importance of accurately completing user audits because of the sensitivity of information in ICOTS. She added that some kind of user audit will always be necessary to ensure that only authorized persons have access to the system.
• Draft for an enhancement request and approval procedure was reviewed.
  o Motion to recommend to the Executive Committee to adopt the enhancement approval procedure process made by D. Morrison, seconded by M. Cadotte. Motion carried.
  o Discussion of the 169 current enhancement requests and a process for handling those if Executive Committee adopts the policy.
    ▪ C. Placek suggested sending the requests back to originators and asking the originators to submit the requests in the manner required by the new policy. If the request is important enough, they will resubmit.
    ▪ A. Precythe indicated this will assist in cleaning up the list since many of the enhancements are similar.
    ▪ D. Morrison expressed concerns of enhancements not being resubmitted and the work the subcommittee did prioritizing the enhancement list.
    ▪ K. Winckler noted the committee’s role is to recommend procedures to the Executive Committee and can ask for direction from them once the policy is adopted.
  o M. Cadotte suggested the newly formed ad hoc committee clean up the list.
• Motion to recommend that the proposed ad hoc committee created with the adoption of the enhancement procedure prioritize the current list of enhancements made by M. Cadotte, seconded by K. Winckler. Motion carried by a 2 to 1 vote.

• S. Razor demonstrated the public portal going into production in an upcoming release.
  o Link will be sent to committee members to view the public portal which is currently connected to the PREP environment.
  o Information displayed on the public page will be substantially less than most states DOC websites and can be hidden if needed.
    ▪ None of the information provided is prohibited by CJIS.
  o Only active cases where the offender has arrived in the receiving state are displayed.

• Reviewed support call numbers received by the national office and Appriss.
  o Drop in calls since April.
  o S. Razor indicated the calls seem to be more manageable coming into the national office.

• “Go Back” functionality will be introduced in a future release for specific places in the application based on users feedback.
  o A. Precythe participated in meeting with Appriss to determine where the functionality needed to be.
  o S. Razor indicated the functions are scheduled to be introduced in 6.0 at no cost.

• Transfer progress table, missing Notice of Departures and missing Notice of Arrival reports are scheduled for code release 6.0.

• Reviewed expected release notes for the 6.0 code release tentatively scheduled for late July.
  o S. Razor will forward the tentative list for the committee’s review.

New Business

• S. Razor updated on the security warning issue that has appeared for some users who use Internet Explorer. An announcement will be made informing users accessing ICOTS with Internet Explorer how to deal with the problem. S. Razor said that simply cancelling through the security warnings allows users to continue using the system in the normal manner.

• J. Gusz inquired about the intentions of a report that the national office sent to states titled “Rejected Cases with a Notice of Arrival”
  o K. Winckler indicated this was a courtesy in case states wanted to look at these cases to possibly clean them off their workloads. Small number of cases are on the report, five hundred out of 200,000 total ICOTS cases. Texas indicated having 14.
  o D. Morrison expressed concern of workload to deal with these cases and suggested sending the reports less frequently.
  o S. Razor stated that changing functionality to automatically close these cases will be a substantial enhancement request and in contrast extensive functionality will be removed from ICOTS to implement such a change.
  o C. Placek noted closing these cases is part of database maintenance.
A. Precythe acknowledged this report enabled North Carolina to identify offenders who remained in their state after rejection.

Adjourn
Motion to adjourn made by M. Cadotte, seconded by D. Morrison. Meeting adjourned at 12:30 pm EDT.