Interstate Commission for Adult Offender Supervision
Technology Committee Meeting Minutes

July 2, 2014
11:00am ET
WebEx

Members in Attendance:
1. Anne Precythe Chair, North Carolina
2. Chris Norman Alabama
3. Sheila Sharp Arkansas
4. Jill Carlson Minnesota
5. Karen Nichols West Virginia
6. Julie Lohman Ex-Officio, Virginia
7. Mathew Billinger Ex-Officio, Kansas

Members not in Attendance:
1. Patricia Vale Maryland
2. John Gusz Ex Officio, New Jersey

Guests:
1. Regina Grimes Texas

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

Call to Order
Commissioner A. Precythe (NC) called the meeting to order at 11:00 am ET. Five voting members were present, establishing a quorum.

Approval of Agenda
Commissioner C. Norman (AL) moved to approve the agenda. Commissioner J Carlson (MN) seconded. Agenda approved as drafted.

Approval of Minutes

Approved on 12/02/2014. B.S.
Commissioner S. Sharp (AR) moved to approve the minutes from March 5, 2014 as written. Commissioner C. Norman (AL) seconded. Minutes approved as presented.

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

- **ICOTS Help Desk**
  - 210 tickets were created in April 2014, a 12% increase from March 2014
  - 181 tickets were created in May 2014, a 13% decrease from April 2014

- **ICAOS Website**
  - All website visits:
    - April 2014: Over 42,100
    - Unchanged from March 2014
    - May 2014: Over 43,100
    - Increased 2.3% from April 2014
  - Mobile visits:
    - April 2014: Over 10,500
    - Up 12.9% from March 2014
    - Accounted for 25% of all website traffic
    - May 2014: Over 10,700
    - Up 2.2% from April 2014
    - Accounted for 25% of all website traffic

- **ICOTS Enhancements**
  - Finalized functional specifications for recommended enhancements and sent to Appriss
  - Appriss will return high level statements of work and price quotes by July 3rd, in time for the July 8th Executive Committee meeting

- **ICOTS Maintenance/Bug Fix Release**
  - Reviewed and approved statements of work
  - Scheduled for release in August 2014

- **External Reports & Dashboards**
  - Launched four external reports to cover additional compliance audit standards
    - Requested Progress Reports
    - Requested Progress Reports Breakdown
    - Case Closure Replies
    - Case Closure Replies Breakdown
  - Launched 2 new dashboards
    - Requested Progress Reports
    - Case Closure Replies
DCA J. Lohman (VA) inquired about the Compact Action Requests – she submitted a request to the help desk to pull in External Reports comments from a CAR to a spreadsheet.

Commissioner A. Precythe (NC) suggested including this issue to the Committee goals for the next year.

Based on the Executive Committee recommendation, Commissioner A. Precythe (NC) will bring up the issue of Dashboard sharing information at the Annual Business Meeting.

Executive Director H. Hageman stated that ICOTS is an established enterprise now, and suggested A. Precythe asking the Commission for their recommendations on the future technology projects.

**Adjourn**  
Commissioner C. Norman (AL) made a motion to adjourn. Commissioner S. Sharp (AR) seconded. Motion passed.

Meeting adjourned at 11:32 am ET.