Interstate Commission for Adult Offender Supervision  
Technology Committee Meeting Minutes

July 3, 2013  
2 pm ET  
WebEx

Members in Attendance:
1. Kathie Winckler  Chair, Texas  
2. Chris Norman  Alabama  
3. Patricia Vale  Maryland  
4. Karen Nichols  West Virginia  
5. Don Matson  Ex-Officio, Michigan  
6. Julie Lohman  Ex-Officio, Virginia

Members not in Attendance
1. Jill Carlson  Minnesota  
2. John Gusz  Ex Officio, New Jersey  
3. Floyd Keeney  Ex-Officio, West Virginia  
4. Joe Kuebler  Ex-Officio, Georgia

Guest:
1. Regina Grimes  Texas  
2. Ether White  Texas

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

Call to Order
Commissioner K. Winckler (TX) called the meeting to order at 2:02 pm EST. Four voting members were present, establishing a quorum.

Approval of Agenda
Commissioner P. Vale (MD) moved to approve the agenda. Commissioner C. Norman (AL) seconded. Agenda approved.

**Approval of Minutes**
Commissioner P. Vale (MD) moved to approve the minutes from March 6, 2013 as written. Commissioner C. Norman (AL) seconded. Minutes approved without objection.

**Chair’s Report to the Committee**
Commissioner K. Winckler (TX) presented her report to the Committee:

- **ICOTS Help Desk**
  - 176 tickets were created in June 2013, a 17% decrease from May 2013
  - 17 known ICOTS issues are documented in the Knowledge Base

- **Public Web Portal** had 977 clicks in June 2013, a 3.3% increase from May 2013.

- **ICAOS Website**
  - All website visits:
    - June 2013: Over 34,000
    - Down 15% from May 2013
  - Mobile visits:
    - June 2013: Over 5,600
    - About the same as May 2013
    - Accounted for 16.4% of all website traffic

- **Violation Report Enhancement ICOTS Release**
  - Only one or two minor issues are being investigated as possible bugs
  - Some recent statistics compared to the same period a year ago:

Commissioner K. Winckler (TX) informed the Committee about her meeting with Training Committee Chair D. Ege (AZ) and Rules Committee Chair J. Seigel (IN). At this meeting, Commissioner K. Winckler (TX) agreed that the Committee needs to withdraw rule amendment 4.111 and accept changes to rule proposal 5.103.

S. Razor updated the Committee on the Victims Notification project’s progress.

The Committee will meet informally during the business meeting in Boston, MA.

**Adjourn**
Commissioner C. Norman (AL) made a motion to adjourn. Commissioner P. Vale (MD) seconded. Motion passed. Meeting adjourned at 2:27 pm ET.