Interstate Commission for Adult Offender Supervision  
Technology Committee Meeting Minutes  

July 7, 2010  
2 p.m. EDT  
WebEx

Members in Attendance:  
1. Kathie Winckler Chair, TX  
2. Mark Cadotte Vice-Chair, OR  
3. Patrick McGee MD  
4. David Morrison GA  
5. John Gusz Ex-Officio, NJ  
6. Charles Placek Ex-Officio, ND  
7. Anne Precythe Ex-Officio, NC

Guests:  
1. Ethel White  
2. Dori Ege  
3. Betty Payton  
4. Regina Grimes  
5. Lynn Ayala  
6. Melanie Brock

Members not in Attendance  
1. Keven Pellant KS  
2. Joe Kuebler Ex-Officio, GA

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

Call to Order  
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Commissioner K. Winckler (TX) called the meeting to order at 2:03 pm EDT. Four voting members were present, establishing the quorum.

**Agenda**
Commissioner M. Cadotte (OR) made a motion to approve the agenda as written. Commissioner P. McGee (MD) seconded. The agenda was approved.

**Minutes**
Commissioner M. Cadotte (OR) made a motion to approve the minutes from May 5, 2010. Commissioner P. McGee (MD) seconded. The minutes were approved as drafted.

**Discussion**
*Technology Committee Report:* Chair K. Winckler (TX) presented her report to the Committee:

*Release 11.0* is scheduled for August/September 2010. Contract negotiations may push this release back to Nov 2010, and increase the scope (all remaining outstanding items). The Release 11.0 will include the following:

- Offender Residences
  - Address more than one primary residence
  - Fix primary residence populating incorrectly on PDFs
  - Resolve residence information being over-written on old compact activities

*1st Performance load test on 6/10*
- Sized for less than 300 concurrent users
- Appriss is planning a software upgrade in July to fix a queuing problem

*Public Portal*
- Appriss is asking for permission to publish a link to the Public Portal on *Vine*

*Technical assistance*
- 3 ICOTS offender management trainings conducted via WebEx

The Committee reviewed Public Web Portal Usage for March and June 2010.

The Committee reviewed External ICOTS Reports Usage from November 2009 to June 2010.

The Committee reviewed Support Contacts for the last four months.

*ER2010-13:* The Committee reviewed ICOTS Enhancement request ER2010-13 submitted by Commissioner D. Ege (AZ).

**Commissioner M. Cadotte (OR) made a motion to adopt ER2010-13. Commissioner P. McGee (MD) seconded. The motion passed.**

Commissioner Ege noted that the intent of her request was already covered by an RFE (11476) submitted to Appriss by the national office. Therefore, Commissioner Ege withdrew ER2010-14 from consideration.
Contract Negotiation: Executive Director H. Hageman informed the Committee that the new Appriss contract would contain more value with no increase in cost. The Contract will go to the Executive Committee for approval.

Commissioner M. Cadotte (OR) requested a copy of the contract for review.

**New Business**

Enhancement Request Procedure: The Committee discussed creating a procedure regarding submission of enhancement requests. The procedure will include information on how far in advance an enhancement request should be submitted, how to submit a request and the contact person’s information. Commissioner K. Winckler (TX) suggested submitting 10 days prior to the meeting.

The National Office will put together the procedure to present at the next Committee meeting.

Public Portal Link on VINE: Executive Director H. Hageman stated that 46 states are using VINE in some capacity.

The Committee discussed the importance of the public portal as a means for victims to be aware of the whereabouts of offenders and agreed that it was important that the public portal be made readily available to interested parties. However, the Committee agreed with Commissioner K. Winckler’s observation that it would be better to delay allowing Appriss to post this on VINE until after contract negotiations are concluded.

Commissioner P. McGee (MD) made a motion to approve the request to put a Public Portal link on VINE contingent upon the improved performance of the load testing as decided by the Executive Director. Commissioner M. Cadotte (OR) seconded. The motion passed.

Adjourn

Commissioner M. Cadotte (OR) made a motion to adjourn. Commissioner D. Morrison (GA) seconded. The motion passed.

The meeting adjourned at 3:02 pm EDT.