Interstate Commission for Adult Offender Supervision
Technology Committee Meeting Minutes

August 1, 2012
2 pm EDT
WebEx

Members in Attendance:
1. Kathie Winckler Chair, Texas
2. Chris Norman Alabama
3. Patricia Vale Maryland
4. Karen Nichols West Virginia
5. Julie Lohman Ex-Officio, Virginia
6. Floyd Keeney Ex-Officio, West Virginia
7. Joe Kuebler Ex-Officio, Georgia

Members not in Attendance
1. Jill Carlson Minnesota
2. John Gusz Ex Officio, New Jersey

Guest:
1. Dori Ege Arizona
2. Melanie Brock Maryland
3. Ellie McMullen Maryland

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

Call to Order

K. Winckler called the meeting to order at 2:02 pm EDT. Four of the five voting members were present, establishing a quorum.

K. Winckler noted Mark Cadotte’s recent departure from his position in Oregon and the Commission.
Approval of Agenda

Agenda was approved by acclamation.

Approval of Minutes

Minutes from June 6, 2012 were approved by acclamation. One correction of a misspelling in the call to order section was requested by K. Winckler.

Chair’s Report to the Committee

K. Winckler noted the following stats on the ICOTS helpdesk, reports, public web portal and the ICAOS website.

- ICOTS Help Desk
  - 218 tickets were created in June, a 26% increase from May
  - 24 pending tickets are currently awaiting resolution or documentation as a known bug by Appriss

- External Reports
  - 10 new compliance based ICOTS reports were launched on the external reports page
    - Traffic to the external reports more than doubled since launching the new compliance reports
  - 2 additional reports tracking incoming and outgoing un-managed activities were also added

- Public Web Portal had 984 clicks in June, a 5% decrease from May.
  - H. Hageman provided an overview of the policy regarding removing offenders from the public web portal.

- ICAOS Website
  - All website pageviews:
    - June: Over 102,000
      - Down 2% from May
      - Up 8% from same period in 2011
  - Mobile pageviews:
    - June: Over 3,600
      - Up 28% from May
      - Accounted for 3.5% of all website traffic
      - Up 16% from same period in 2011

Old Business

H. Hageman noted the two top enhancement topics currently discussed are victim notifications and the violation retaking process.

- Victim Notification
Å H. Hageman, K. Winckler and Pat Tuthill, Victim’s Representative, recently had a teleconference with Appriss to discuss partnering ICOTS with their VINE system. Issues identified include registering victims within ICOTS since currently that data is not collected.

Conversations with SAVIN groups were initiated to inquire about funding and notification processes. No suggestions were given at this time.

- Violation Report Enhancement
  - S. Razor outlined the issues regarding the current offender violation report process and the need to redesign the process. Most notably the need to include logic for rule compliance/enforcement and the need to capture additional information within ICOTS. Users also find the process confusing and hard to navigate and find information during the review process.
  - The workgroup was tasked with identifying solutions to redesign the functionality to increase rule compliance, expand data to improve data reporting and to enhance overall usability.
  - A proposal from Appriss for the enhancement consists of a lengthy design document for two new functions, 65+ new screens, 40+ new data elements and 10 new reports. The cost estimate was listed at $178k.
  - S. Razor clarified that the two new functions include an addendum function for both the violation report and violation report response.
  - H. Hageman noted in order to move forward, the committee should make a motion recommending to the Executive Committee that they approve the expenditure of the redesign. Design for the project is estimated to be eight months. The expenditures could be covered by monies in reserve and would not require additional resources.
  - D. Ege, who was part of the workgroup, noted her support for the project and encouraged the group to move forward to address the public safety issues regarding the violation process. The Training Committee would be involved to prepare training regarding the new processes just as it does for all rule and/or ICOTS changes.
  - S. Razor indicated the new process will improve efficiency since the layout will be logic driven to drive users to provide only information needed. D. Ege further noted that the process provides questions to the user that are rule driven, so the violation report is populated based on what type of violation is being reported.

Motion to recommend that the Executive Committee authorize expenditures of $178k for the Violation Retaking Enhancement to ICOTS made by K. Nichols, seconded by C. Norman. Motion Approved.

New Business

K. Winckler indicated a new vice-chair will be appointed to the committee.
K. Winckler suggested the committee congregate before the reception at the upcoming Annual Business Meeting.

C. Norman noted he will not be in attendance at the 2012 Annual Business Meeting in Madison.

Adjourn

Motion to adjourn made by C. Norman, seconded by K. Nichols. Meeting Adjourned at 2:46 pm EDT.