Interstate Commission for Adult Offender Supervision  
Technology Committee Meeting Minutes  
August 13, 2009  
2 p.m. EDT  
WebEx

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

**Guests:**
1. Melanie Brock

**Members not in Attendance:**
1. David Morrison  GA  
2. Patrick McGee  MD

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

**Call to Order**
Commissioner K. Winckler called the meeting to order at 2:03 pm EDT. Three out of five members were present. Quorum was established.

**Agenda**
The agenda was approved by acclamation.
Minutes
Commissioner M. Cadotte made a motion to approve the minutes from June 10, 2009. Commissioner K. Pellant seconded. The minutes were approved as drafted.

Discussion
Commissioner K. Winckler presented her report to the Committee:

- Commissioner K. Winckler explained details for Release 6.0 including the release date which is August 26, 2009.
  - This release was delayed from July 22, 2009 due to the complications from Release 5.0.
  - S. Razor informed the Committee that Appriss updates the ICOTS User Manual after every new release.

- The Committee reviewed the Offender Management mock-up presented by S. Razor.
  - Executive Director H. Hageman suggested imposing regulations on the authorized number of state administrators.
  - The Committee decided to postpone the discussion until its next meeting.

- Commissioner K. Winckler informed the Committee that the National Office received all user and duplicate offender audits.

- Commissioner K. Winckler informed the Committee that after incorporating the Executive Committee’s suggestions to the Enhancement Procedure Policy, she recommends that the Technology Committee recommend to the Executive Committee that the policy not be adopted because it establishes a complicated structure that would slow down the adoption of needed enhancements. Additionally, it appears that the need for such a process has diminished considerably as problems with ICOTS have been fixed and enhancements have been added. However, the enhancement request form that was created with the policy serves an important function and should be adopted and retained. The Committee discussed the necessity of the policy.

Commissioner K. Pellant made a motion to recommend to the Executive Committee that the proposed Enhancement Procedure Policy not be adopted and that the Technology Committee retains the responsibility for the approval of all enhancements submitted using the Enhancement Request Form. Commissioner M. Cadotte seconded. The motion passed.

- Commissioner K. Winckler informed the Committee that the Public Portal development was nearly complete and the offender hiding issue was resolved at no cost to the Commission.
  - Executive Director H. Hageman suggested developing a policy outlining the “offender hiding” process and its approval. The National Office will draft the policy for the Committee review.
• DCA A. Precythe inquired about the frequency of audits. Executive Director H. Hageman informed the Committee that this process is not defined yet. C. Placek will put together a recommended timeframe and email it to the Committee members for review.

• The Committee reviewed support calls for ICOTS during the month of July, which have decreased considerably from previous months to total contacts of 668.

• Commissioner K. Winckler, Executive Director H. Hageman and Assistant Director A. Hassan met with Appriss to discuss outstanding payments and development.

**Implementation of Rule 2.102:** Commissioner K. Winckler notified the Committee that the implementation of Rule 2.102 was contingent upon the implementation of ICOTS.

• After the discussion, the Technology Committee agreed that ICOTS was fully implemented and functional to the extent that the data collection can be done electronically.

**Commissioner K. Pellant made a motion to recommend to the Executive Committee that Rule 2.102 be made effective with the effective date to be set by the Executive Committee, based on the Technology Committee’s observation that ICOTS is fully implemented and functional. Commissioner M. Cadotte seconded. The motion passed.**

**Cases beyond the Supervision Date:** Executive Director H. Hageman informed the Committee that ICOTS had over 7,000 cases ICOTS which appear to be under supervision beyond the actual supervision date. The Committee agreed that most of these cases were a result of inaccurately handled data.

• After the discussion, the Committee asked the National Office to generate reports with the cases beyond the supervision date to be sent to the states on the regular basis.

The Committee reviewed *ICOTS: Our Shared Vehicle* narrative drafted by Commissioner W. Rankin. Commissioner Winickler recommended this essay to all ICOTS users as a thoughtful analogy of the relationship of ICOTS to the rules of the Interstate Compact.

**ICOTS Group Accounts:** Commissioner W. Rankin submitted a request to the Technology Committee to authorize multiple users to use a single email account in ICOTS.

• After the discussion, the Committee decided that the implementation of this request would be a violation of ICOTS Security Policy.

• Executive Director will inform Commissioner W. Rankin about the Committee’s decision.

**ICOTS Estimated Costs:** Commissioner K. Winckler notified the Committee that Appriss estimated the cost of implementing all proposed rule amendments to ICOTS: $36,000 - $45,000.

**States Experiencing Unreasonable Delays with ICOTS:** The Committee decided to discuss the item at its next meeting.
Website Redesign Project: The National Office is working on redesigning the Commission Website with the intent to simplify the navigation. The project originated based on the website users’ suggestions. K. Terry presented to the Committee a project plan for the new website.

- The Committee had positive comments about the project. The Committee will follow up on this project’s development at its next meeting.
- Commissioner K. Winckler and M. Cadotte made recommendation to the Executive Committee that the project be undertaken.

New Business
DCA A. Precythe brought up to the Committee’s attention the *county filtering option* issue.

- Some states that would have benefited from this option, did not identify themselves at the time.
- Appriss indicated that there would be a fee associated with these changes.
- DCA J. Gusz informed the Committee that it was a critical tool for many compact offices to have.
- Commissioner K. Winckler decided to follow up on this discussion at the next Committee meeting. DCA A. Precythe will outline her request and email it to K. Winckler for review.

The Committee decided to meet again on September 23, 2009 at 2 pm EDT.

Adjourn
Meeting adjourned at 3:49 pm EDT.