Interstate Commission for Adult Offender Supervision
Technology Committee Meeting Minutes

September 23, 2009
2 p.m. EDT
WebEx

Members in Attendance:
1. Kathie Winckler Chair, TX
2. Patrick McGee MD
3. Mark Cadotte OR
4. Anne Precythe Ex-Officio
5. Joe Kuebler Ex-Officio

Guests:
1. David Guntharp
2. Brian Oldham
3. Melanie Brock
4. Kim Schwant
5. Regina Grimes
6. Wanda LaCour

Members not in Attendance:
1. Keven Pellant KS
2. David Morrison GA
3. John Gusz Ex-Officio
4. Charles Placek Ex-Officio

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

Approved on 01/06/2010. B.S.
Call to Order
Commissioner K. Winckler called the meeting to order at 2:01 pm EDT. Three out of five voting members were present. Quorum was established.

Agenda
Commissioner K. Winckler suggested postponing the Frequency of Audits discussion until the next meeting. The agenda was approved by acclamation.

Minutes
Commissioner M. Cadotte made a motion to approve the minutes from August 13, 2009. Commissioner P. McGee seconded. The minutes were approved as drafted.

Discussion
ICOTS Integration: Commissioner D. Guntharp suggested the Committee considering the integration of ICOTS with states’ local offender management systems for efficient workflow purpose. The Committee had discussion on his suggestion.

Commissioner P. McGee moved for the Technology Committee to create a report that would clarify the proposed web-service’s function and estimated costs associated with it. The report should include the Committee’s recommendation on this issue. Commissioner M. Cadotte seconded. The motion was approved.

Technology Committee Report: Commissioner K. Winckler presented her report to the Committee.

- The Enhancement Form was posted on the Commission website.
- Commissioner K. Winckler explained details for Release 6.0
- The National Office will provide trainings on release 6.0 on Sept 23, 24 and 28.
- Interim Release 6.1 was released on September 21, 2009. It addressed the problems with the due dates and “phantom” action items.
- Release 7.0 is scheduled for October 21, 2009 and will focus on the report fixes and editing supervision end date issues.
- The Committee reviewed the Support Contact Calls for August 2009, which have decreased considerably from previous months to total contacts of 544.
- The Committee reviewed the DCA Liaison Committee’s Survey. 75% of participating DCAs indicated that their efficiency increased with ICOTS. There is a significant amount of rekeying among the ICOTS users. However, only 2% indicated that rekeying was due to the “trust issues” with ICOTS.
- Commissioner K. Winckler notified the Committee that the Executive Committee referred the implementation of Rule 2.102 to the full Commission for discussion and adoption.
- K. Terry updated the Committee on the Website Redesign Project progress. The project is on-time and should be completed in the first quarter of 2010.

Approved on 01/06/2010. B.S.
Midwest Region request- Development of an ICOTS action item to track the Notice of Departure and Notice of Arrival: After the discussion, the Committee decided that the Midwest region request was an enhancement and should be processed the same way.

S. Razor informed the Committee that this request was already on the Enhancements list.

**Old 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 that ICOTS was developed.
- Appriss indicated that there would be a total of $2,500 fees associated with these changes.

After the discussion, the Committee decided to employ Appriss in building the county filtering option for the rest of the states.

**Commissioner M. Cadotte moved to make a recommendation to the Executive Committee to allocate funds for the county filtering option in ICOTS. Commissioner P. McGee seconded. The motion passed.**

**New Business**

*Policy for Hiding Offenders from Public View:* The Committee reviewed the ICAOS Administrative Policy 04-2009 on Hiding an Offender in ICOTS that outlines the process by which a state can petition to conceal an offender from public view.

Executive Director H. Hageman informed the Committee that the policy would be published after the ICOTS Public Portal is released. Appriss estimates the Public Portal will be published in the interim release between 7.0 - 8.0.

After discussion, the Committee decided to set a date for Committee members to review the policy and submit their comments. The National Office will make the suggested adjustments to the policy, before submitting it to the Executive Committee for final review.

*Offender Management - Actions to Reduce Number of State Administrators:* The Committee had discussion on the appropriate number of ICOTS state administrators in a state.

**Commissioner P. McGee made a motion that ICOTS state administrator’s identification and termination should be made by Commissioner or Compact Administrator of each state and be limited to a Compact Office staff. Commissioner M. Cadotte seconded. The motion passed.**

Commissioner K. Winckler requested the National Office to circulate the motion among the Technology Committee members, prior to distributing it among Commission members.

Approved on 01/06/2010. B.S.
Commissioner M. Cadotte made a motion to cancel the next Technology Committee meeting scheduled for October 7, 2009. P. McGee seconded. The motion carried.

Commissioner P. McGee made a motion to cancel the Committee meeting scheduled for November 4, 2009 meeting. Commissioner M. Cadotte seconded. The motion passed.

P. McGee suggested having an informal meeting during the Annual Business Meeting. The Committee will decide on the meeting location in Reno, NV via email.

Adjourn
Commissioner P. McGee made a motion to adjourn. Commissioner M. Cadotte seconded. The motion passed. The meeting adjourned at 3:49 pm EDT.