Interstate Commission for Adult Offender Supervision  
Technology Committee Meeting Minutes  

October 5, 2011  
2 pm EDT  
WebEx

Members in Attendance:
1. Kathie Winckler  Chair, Texas  
2. Mark Cadotte  Vice-Chair, Oregon  
3. Chris Norman  Alabama  
4. Patricia Vale  Maryland  
5. Leanne Bertsch  North Dakota  
6. Jill Carlson  Minnesota  
7. Charles Placek  Ex-Officio, North Dakota  
8. Julie Lohman  Ex-Officio, Virginia  
9. Floyd Keeney  Ex-Officio, West Virginia  

Members not in Attendance
1. John Gusz  Ex Officio, New Jersey  
2. Joe Kuebler  Ex-Officio, Georgia  

Guest:
3. Melanie Brock  Maryland  
4. Elle McMullen  Maryland  
5. Regina Grimes  Texas  

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

Call to Order  
Commissioner K. Winckler called the meeting to order at 2:02 pm EDT. All voting members were present, a quorum was established.
Commissioners K. Winckler and M. Cadotte welcomed new members of the Committee.

Approval of Agenda
Commissioner M. Cadotte (OR) made a motion to approve the agenda. Commissioner C. Norman (AL) seconded. Motion passed.

Approval of Minutes
Commissioner M. Cadotte made the following changes to the minutes on p. 2: “The Committee reviewed the situation regarding the ad hoc committee on ICOTS offender violation reports.”

Commissioner M. Cadotte (OR) made a motion to approve the minutes from August 3, 2011 as amended. Commissioner C. Norman (AL) seconded. Motion passed.

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

- ICOTS Releases
  - Release 15.0: Internal Appriss release affecting performance and maintenance. Launched on 9/7/2011.
  - Release 16.0: Bug fix release scheduled for late fall, to include approximately 20 outstanding items.

- ICOTS Help Desk
  - 291 tickets were created in August, a 29% increase from July.
  - 31 pending tickets are currently awaiting resolution or documentation as a known bug by Appriss

- Rule Amendments – Appriss has scheduled a fixed date of 2/29/2012 to release the ICOTS rule amendment changes approved at the ABM. Amendments become effective 3/1/2012.

- Public Web Portal had 1,452 clicks in August (+23.5% from July)

- ICAOS Website
  - Page views for August: Over 105,000 (+11% from July)
  - Mobile page views for August: Over 4,000 (+11% from July), which accounts for over 2.7% of all website visits.

Old Business
The Committee discussed the status of the ad hoc committee on violation reports. Due to lack of volunteered members, the ad hoc committee was never formed.

Commissioner K. Winckler will bring up this topic at the Executive Committee meeting and recommend that the project be undertaken by the National Office, instead of forming an ad hoc committee. The Technology Committee will review the results of the project.
New Business

Required Fields in ICOTS: The Committee had discussion on required fields in ICOTS. Executive Director H. Hageman reminded the Committee about the lengthy process that the Commission engaged in to develop the current set of required fields and that the large number of exceptions in the transfer process requires that we restrict the required field to the lowest common denominator. In addition, he recommended that those who are not familiar with the article *ICOTS: Our Shared Vehicle* by W. Rankin take the opportunity to review it.

Justice Xchange/ICOTS Proposal: The Committee reviewed the Justice Xchange proposal by Appriss, Inc. The Committee agreed that the proposal did not reflect Commissioner Winckler’s motion from the Business Meeting.

Commissioner M. Cadotte (OR) moved to forward the Justice Xchange proposal to the Executive Committee as written with a recommendation not to approve it in its current form. Commissioner C. Norman (AL) seconded. Motion passed unanimously.

Adjourn
Commissioner M. Cadotte (OR) made a motion to adjourn. Commissioner C. Norman (AL) seconded. Motion passed.

Meeting adjourned at 2:52 pm EDT.