Interstate Commission for Adult Offender Supervision
Technology Committee Meeting Minutes

November 3, 2010
2 pm EST
WebEx

Members in Attendance:
1. Kathie Winckler    Chair, Texas
2. Mark Cadotte      Oregon
3. Keven Pellant     Kansas
4. Anne Precythe     Ex Officio, North Carolina
5. John Gusz         Ex Officio, New Jersey

Members not in Attendance
1. Patrick McGee      Maryland
2. Joe Kuebler       Georgia
3. Charles Placek     North Dakota

Guests:
1. Regina Grimes      Texas
2. Melanie Brock      Maryland

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

Call to Order
K. Winckler called the meeting to order at 2:02 pm EST. Two members were present, so a quorum was not established.

Lacking a quorum, approval of August 26, 2010 minutes was deferred. K. Winckler asked that the August 4, 2010 minutes be forwarded to the committee members as a permanent draft although a quorum was not established for that meeting.

Approved on 12/02/2010.B.S.
Chair’s Report

Code Release 11A September 22, 2010

- K. Winckler asked for feedback on the 11A code release from September 22, 2010. A. Precythe noted her staff is pleased.
- X. Donnelly explained that some issues from the release are related to submitting requests for reporting instructions for returning offenders.
- Release 11A.1 was implemented on September 26, 2010 to deal with bugs.

Code Release 11B November 3, 2010

- X. Donnelly noted there is only one issue reported after the release that occurs in certain text fields for a small number of users. Only WI and NY have reported experiencing issues. A. Precythe noted NC had an employee experiencing “freezing” when submitting an activity. X. Donnelly noted that sounds more like a local browser issue.
- K. Winckler reminded of the importance to forward issues to the national office
- X. Donnelly explained the “On Leave” functionality at the request of M. Cadotte.

Future Code Release 11

- Future releases, which will be denominated “11C,” “11D,” etc., are expected to be completed by the end of the year

A. Precythe inquired about the remaining approved enhancements. S. Razor noted due to contract issues, enhancements are not slated to be addressed. Appriss has only scheduled remaining contract items at this time.

X. Donnelly noted that 19 outstanding development items remain after today’s release. Eight additional outstanding items considered bugs will be pushed to code release 12 along with additional enhancements.

ICOTS Training

R. Grimes noted the training in Texas has been beneficial but has recently experienced slow down in attendance. Users there are directed to the on-demand modules until the beginning of the year when training needs will be reevaluated.

Public Web Portal

The committee discussed the accessibility of the public portal. Motion to request the national office to report back, at the December meeting, on the possibility of creating a direct link to the public portal on the ICAOS home page made by M. Cadotte, seconded by K. Pellant. S. Razor mentioned the simplicity of creating the link. The motion was withdrawn. K. Terry will create the link and provide statistics on the usage impact at the

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next committee meeting. M. Cadotte suggested encouraging other states to provide a link to the public portal and the ICAOS website on their own state websites.

**External Reports**
- Texas leads in external report usage.

**Support Contacts**
- Texas leads in support contacts.
- Overall decrease in support contacts.

**Website Statistics**
K. Terry provided an overview of website usage over the last year and announced a new software used to track who is viewing newsletter content and opening documents on the website.

**Approval of Minutes**
K. Pellant signed into the meeting, creating a quorum, and approval of the minutes was taken up by unanimous consent. Motion to approve the August 26, 2010 minutes made by M. Cadotte, seconded by K. Pellant. K. Winckler requested a correction on page 2 under the first paragraph of the Discussion Section, deleting the last sentence in this paragraph and inserting the language, “Appriss has said it will continue to host, support and develop ICOTS at the current price for at least 12 months while ICAOS seeks alternative vendors or solutions outstanding development items are completed”. Minutes were approved as amended.

**Discussion and Voting**
K. Winckler expressed her gratitude for the committee’s participation.

K. Winckler will discuss with Chairman Milt Gilliam about appointing a member to replace David Morrison and possibly adding new members to the committee.

S. Razor noted SEARCH has not provided an update since the last committee meeting. The report will be forwarded to the committee as soon as its report is received.

X. Donnelly noted nine statements of work have been finalized with development completed. The remaining are near completion for the remaining development items.

The committee previously agreed to allow Appriss to provide a link to the ICOTS public portal within VINE dependent upon contract negotiations. The Executive Committee also provided permission.

**Old Business**
None

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New Business

The committee discussed the offender application and having NULL fields generated under the offender’s address information. S. Razor noted the committee already approved an enhancement to address moving the application down on the list when completing a transfer request. M. Spring noted users can also print a blank form from the ICAOS website.

The committee may need to move the December meeting. B. Saturday will poll the members for the best available date.

Adjourn

Motion to adjourn made by M. Cadotte, seconded by K. Pellant. Meeting adjourned at 3:12 pm EST.