Interstate Commission for Adult Offender Supervision
Technology Committee Meeting Minutes

November 18, 2008
2:00 p.m. EST
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. Joe Kuebler     Ex-Officio
7. John Gusz     Ex-Officio

Guests:
1. Dori Ege
2. Regina Grimes
3. Ken Merz
4. Lynn Ayala

Staff:
1. Harry Hageman
2. Sam Razor
3. Barno Saturday
4. Kevin Terry

Call to Order
Commissioner K. Winckler (TX) called the meeting to order at 2:00 pm EST. Three out of three members were present. Quorum was established.

Agenda
Commissioner M. Cadotte (OR) made a motion to move Enhancements to ICOTS software forward on the agenda. Commissioner K. Pellant (KS) seconded. The agenda was approved as modified.

As Training Committee Chair, Commissioner D. Ege (AZ), presented her top priority items of the Enhancements to ICOTS document.

1. 9/24/08 by A. Precythe (NC) – “Character counter on each comment box so the user knows how many characters are available before the limit is reached.”

2. 10/14/08 – “Upon accepting an offender's RI the workflow should be modified so that ICOTS prompts the user in the CO to assign the case to another user.” Committee agreed to have a two-step function.

3. 8/13/08 by D. Sitler (OR) – “The due date of each process needs to be included in the email notifications and it needs to be exposed in the offender profile.”

4. 10/15/08 by Dori Ege (AZ) – “Compact offices need the ability to add case notes to offender’s records without taking ownership of the case.”

Commissioner M. Cadotte (OR) suggested making attachment size bigger than its present limit of one (1) Mb.

S. Razor informed the Committee that some people scan their files in a wrong format that makes these files bigger than they are supposed to be. Larger attachments can potentially slow the system down. The National Office is working with Appriss on increasing attachment’s size.

S. Razor presented, numbered by priority, items that need to be fixed: 3-highest and 1-lowest priority.

Commissioner K. Winckler (TX) discussed the public portals for ICOTS.

Committee agreed on W. Rankin’s comment to have more identifiers under the workload list, such as date of birth, etc.

Executive Director H. Hageman informed the Committee that enhancements would be considered after the Legacy Data Load on December 5, 2008.

Approval of Minutes
C. Placek (ND) made a motion to approve the minutes from July 23, 2008. J. Kuebler (GA) seconded. The motion was approved.

Executive Director H. Hageman reported to the Committee on the website’s new hosting provider.

Approved on January 7, 2009. B.S.
S. Razor informed the Committee that the following states might have trouble making the December 5, 2008 deadline for legacy data loads: California, Idaho, Nebraska Probation, New York Parole, New York Probation, Oklahoma, Utah, Wisconsin and Virginia.

California and Virginia are confident that they will be able to submit their legacy data by December 5, 2008.

Executive Director H. Hageman mentioned that states had to keep in mind that Appriss still required some time to upload their legacy data to ICOTS.

Starting in October, Appriss began posting ICOTS releases on Wednesdays. This development cycle was maintained for 3 weeks. Due to the complexity of the issues, Appriss is moving to longer development cycles, so that these problems can be addressed.

Committee discussed a “web service” exchange, the fundamental purpose of which was to provide a vehicle, whereby state could electronically exchange information between ICOTS and their in-house offender management systems, thus eliminating duplicate data entry.

The Committee had discussion on the survey prepared by the National Office.

Commissioner K. Pellant (KS) made a motion to issue a web service survey on data exchange. Commissioner M. Cadotte (OR) seconded. The motion was approved.

Committee members will email H. Hageman any comments/additions/changes they might have by December 1, 2008.

The Committee had discussion on developing the public page in ICOTS and what kind of information needs to be displayed.

Old Business
There was no Old Business.

New Business
Executive Director H. Hageman will prepare a memo regarding the Legacy Data Load’s results to the Committee members by December 8, 2008. The Committee decided to meet again in January 2009.

Adjourn
Commissioner M. Cadotte (OR) made a motion to adjourn. A. Precythe (NC) seconded. The motion passed.

The Committee adjourned at 3:29 pm EST.

Approved on January 7, 2009. B.S.