Interstate Commission for Adult Offender Supervision  
Technology Committee Meeting Minutes  
December 2, 2014  
11:30am ET  
WebEx

Members in Attendance:
1. Gary Roberge  Chair, Connecticut  
2. Chris Norman  Alabama  
3. Michelle Buscher  Illinois  
4. Nancy Ware  District of Columbia  
5. Charles Placek  North Dakota  
6. Mathew Billinger  Ex-Officio, Kansas  
7. John Gusz  Ex-Officio, New Jersey  
8. Natalie Latulippe  Ex-Officio, Connecticut  
10. Julie Lohman  Ex-Officio, Virginia

Members not in Attendance:
1. Sheila Sharp  Arkansas  
2. Shawn Arruti  Ex-Officio, Nevada

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

Call to Order  
Commissioner G. Roberge (CT) called the meeting to order at 11:31 am ET. Five voting members were present, establishing a quorum.

Approval of Agenda  
Commissioner M. Buscher (IL) moved to approve the agenda. Commissioner C. Norman (AL) seconded. Agenda approved as drafted.
Approval of Minutes
Commissioner C. Norman (AL) moved to approve the minutes from July 2, 2014 as written. Commissioner C. Placek (ND) seconded. Minutes approved as presented.

Chair’s Report to the Committee
Commissioner G. Roberge (CT) presented his report to the Committee:

• ICOTS Help Desk
  o 209 tickets were created in October 2014, a 12% decrease from September 2014
  o 192 tickets were created in November 2014, an 8% decrease from October 2014

• ICAOS Website
  o All website visits:
    • October 2014: 41,100
      • Decreased 3% from September 2014
    • November 2014: 36,700
      • Decreased 10% from October 2014
  o Mobile visits:
    • October 2014: Over 11,500
      • Down slightly from September 2014
      • Accounted for 28% of all website traffic
    • November 2014: Over 11,200
      • Down slightly from October 2014
      • Accounted for 30% of all website traffic

• ICOTS Security Release
  o Part 2 was launched on Wednesday October 29, 2014
  o Second of 3 releases to bring ICOTS into compliance with current CJIS security standards
    ▪ Added user security questions to the password reset process
    ▪ Added notifications to state admins regarding users inactive for more than 90 days
  o National Office created FAQ articles in knowledge base to address questions with new functionality
  o Planning for Part 3 of the security release provides an opportunity for proposed changes to the ICOTS Public Web Portal (PWP)

• ICOTS Enhancements
  o Development will begin after the final User Security release is complete

• FBI N-Dex Data Sharing
  o The transfer process was setup and tested on the national office’s database server
  o Transfers will continue to occur on a monthly basis
• **ICOTS VINEWatch**
  - The VINE Advisory Council raised privacy concerns about allowing national victim self-registration. Based on this feedback has suspended the investigation of adding this feature to ICOTS VINEWatch.

**Discussion**

*Public Portal:* Appriss is making changes to its system by moving the functionality of the restriction into ICOTS. As of right now the Public Portal is on the ICAOS website. When the change is made, the Committee can explore the possibility of having it left up to individual states to restrict public access to offender information rather than notifying and getting permission from the national office to grant the restriction.

The Committee discussed the number of cases that will require this functionality.

Executive Director H. Hageman stated that there are about a dozen or fewer cases a year.

The Committee decided the Executive Director to solicit the victims’ representatives about this issue and report it to the Technology Committee.

DCA J. Lohman (VA) stated that FBI agents are concerned how many people are exposed to information about offenders, especially the offenders placed on the Witness Protection Program.

**OLD Business**

*Dashboard:* Commissioner G. Roberge (CT) inquired about the status of the Dashboard numbers being open to the commission members.

Executive Director H. Hageman stated that there was no interest to proceed with the issue.

*CAR External Reports:* The issue was discussed at the previous meetings - request to the help desk to pull in External Reports comments from a CAR to a spreadsheet.

DCA J. Lohman (VA) stated that any improvements will be helpful.

**New Business**

Commissioner C. Placek (ND) inquired about the age of the help desk tickets.

The average process time of a ticket is from 8 hr to a few days, depending on the issue.

DCA M. Billinger (KS) inquired about a more interactive ICOTS teaching tool.

S. Razor informed the Committee that the Training Committee is in the process of developing new interactive trainings.

DCA F. Rosa (NY) inquired about being able to set reminders that generate emails in ICOTS. The Committee will discuss the issue at its next meeting.
DCA J. Lohman (VA) inquired about the ICOTS enhancement list she forwarded to Commissioner G. Roberge.

Commissioner G. Roberge (CT) suggested discussing the ICOTS enhancements at the next meeting.

Commissioner G. Roberge (CT) plans to schedule the Technology Committee meetings in February, May, and August 2015.

Adjourn
DCA N. Latulippe (CT) made a motion to adjourn. Commissioner N. Ware (DC) seconded.

Meeting adjourned at 12:19 pm ET.