Interstate Commission for Adult Offender Supervision
Technology Committee Meeting Minutes

December 17, 2012
2 pm ET
WebEx

Members in Attendance:
1. Kathie Winckler Chair, Texas
2. Patricia Vale Maryland
3. Jill Carlson Minnesota
4. Don Matson Ex-Officio, Michigan
5. Joe Kuebler Ex-Officio, Georgia
6. John Gusz Ex Officio, New Jersey

Members not in Attendance
1. Chris Norman Alabama
2. Karen Nichols West Virginia
3. Julie Lohman Ex-Officio, Virginia
4. Floyd Keeney Ex-Officio, West Virginia

Guest:
1. Regina Grimes Texas
2. Ether White Texas

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

Call to Order
Commissioner K. Winckler (TX) called the meeting to order at 2:02 pm EDT. Three voting members were present, establishing a quorum.

Approval of Agenda
Commissioner P. Vale (MD) moved to approve the agenda. Commissioner J. Carlson (MN) seconded. Agenda approved as written.

**Approval of Minutes**
Commissioner P. Vale (MD) moved to approve the minutes from October 3, 2012 as drafted. Commissioner J. Carlson (MN) seconded. Minutes approved as drafted.

**Chair’s Report to the Committee**
Commissioner K. Winckler presented her report to the Committee:
- **ICOTS Help Desk**
  - 166 tickets were created in November, a 34% decrease from October
  - 10 known ICOTS issues are documented in the Knowledge Base
- **Public Web Portal** had 1,026 clicks in November, a 9.8% decrease from October.
- **ICAOS Website**
  - All website visits:
    - November: Over 29,000
    - Down 12% from October
  - Mobile visits:
    - November: Over 1,300
    - No change from October
    - Accounted for 4.6% of all website traffic

**Old Business**

*Violation Enhancement Update:* X. Donnelly stated that the Violation Enhancement project is scheduled for release in May 2013.

*Victims Notification Project:* The Victims Notification Project group met last week to discuss the elements of project’s functionality. It has a follow up meeting this week.

Appriss will implement the project into its current VINEWatch system, instead of creating a separate ICOTS portal. It should make the development process go faster since VINE has its own set of developers. There is no change in the delivery date.

Commissioner J. Carlson (MN) stated that their victims’ representative expressed concerns that the people will get confused between the new ICAOS system and the old state system since both of them have similar name - VINE.

Executive Director H. Hageman stated that the national office will keep this concern in mind and will get back to her regarding this question.

*Fusion Center Update:* The national office is working with SEARCH and the APPA to draft the documentation for the fusion center. The test plan and description went to BJA for approval.

**New Business**
“Cases in Need of Arrival Notice” The Committee discussed “cases in need of arrival notice” issue that was raised by DCA J. Lohman (VA) at the DCA South Region meeting.

The Committee discussed Rules 4.105, 4.111, 5.103, and 5.105. The Committee decided to meet again at 3 pm ET on January 16, 2013 to discuss and vote on rule amendments.

New External Data Fields and Reports: X. Donnelly informed the Committee that ICOTS have new external data fields and reports with no additional cost to the Commission.

Adjourn
Commissioner P. Vale (MD) made a motion to adjourn. Commissioner J. Carlson (MN) seconded. Motion passed. Meeting adjourned at 2:55 pm ET.