



Interstate Commission for Adult Offender Supervision

Technology Committee Meeting MINUTES

November 14, 2019 · 11:00 am ET
Teleconference

Members in Attendance:

1. Chris Moore (GA), Chair
2. Benjamin Jean (NH)
3. Dan Blanchard (UT)
4. Mac Pevey (WA)
5. Matthew Billinger (KS), Ex-Officio
6. Daryn Cobb (MI), Ex-Officio
7. Candice Alfonso (NJ), Ex-Officio

Members not in Attendance:

1. Joselyn Lopez (WI)
2. Julie Lohman (VA), Ex-Officio

Guests:

1. Tina Balandran (TX)
2. Brandon Watts (TX)

Staff:

1. Ashley Lippert, Executive Director
2. Allen Eskridge, Policy and Operations Director
3. Barno Saturday, Logistics and Administrative Coordinator
4. Mindy Spring, Administrative and Training Coordinator
5. Xavier Donnelly, ICOTS Project Manager
6. Kevin Terry, Website Analyst

Call to Order

Chair C. Moore (GA) called the meeting to order at 11:00 am ET. Four voting members were present, a quorum was established.

Approval of Agenda and Minutes

Commissioner M. Pevey (WA) moved to approve the agenda. Commissioner D. Blanchard (UT) seconded. Agenda approved as presented.

Commissioner M. Pevey (WA) moved to approve the minutes from October 9, 2019 meeting. Commissioner D. Blanchard (UT) seconded. Minutes approved as written.

Commissioner B. Jean (NH) abstained from the vote not being a committee member at the time of the October 9 meeting.

Discussion

ICOTS Enhancements Requests: Chair C. Moore (GA) stated that the committee received two enhancement requests from the DCA Liaison committee for review and approval. The first request was to add more specific information to the ICOTS case closure due notifications.

Executive Director A. Lippert reminded the committee of the recently adopted *ICAOS Administrative Policy 02-2018 on Enhancement Requests for Electronic System Authorized by the Commission*. The policy states that the Technology Committee reviews the referred proposed enhancements and if necessary make technical modifications prior to posting for comment, as well as provide an explanation. Enhancement proposals are posted for thirty days for comment by Commission members. Based on the received comments, the Technology Committee would prioritize enhancement proposals and prepare a final draft for approval at the annual business meeting.

Commissioner D. Blanchard (UT) expressed his support for the proposed concept to clarify Case Closure Notice. He noted that the proposal had no impact on other ICOTS processes.

Training Coordinator M. Spring suggested also adding instructions on how to change the supervision end date (SED), if the date was incorrect.

DCA D. Cobb (MI) agreed with the proposed addition.

ICOTS Project Manager X. Donnelly expressed his support for this enhancement request.

Commissioner D. Blanchard (UT) moved to approve the proposed enhancement request with the addition of instructions on how to change the Supervision End Date. Commissioner B. Jean (NH) seconded. Motion passed.

The committee reviewed the second ICOTS enhancement request proposed by the DCA Liaison Committee. The request gives receiving state compact offices the ability to remove the requirement for retaking on a Violation Report after a response is sent.

DCA M. Billinger (KS) stated that currently there was no process for this functionality, which complicates tracking the case in ICOTS.

DCA M. Evans (WI) agreed with creating a new process, but disagreed that only compact offices should have an ability to amend it. She believed this created a precedent where a compact office could override the supervising officer's recommendations.

Training Coordinator M. Spring expressed her concerns with training logistics, if the capacity to amend was given to stakeholders outside of the compact office.

DCA C. Alfonso (NJ) spoke for keeping this action at the compact office level only.

The committee discussed the importance of this proposal especially with cases where the absconders did not abscond, but rather were in jails, hospitals, or no longer alive.

ICOTS Project Manager X. Donnelly expressed his support for the enhancement. He noted that it was premature to decide who should have discretion to override these cases and suggested consulting with Appriss on the best solution to proceed with this enhancement.

Commissioner M. Pevey (WA) moved to approve the enhancement request to add the ability for receiving state compact offices to remove the requirement for retaking on a Violation Report after a response was sent. Commissioner D. Blanchard (UT) seconded. Motion passed.

Old/New Business

DCA C. Alfonso (NJ) stated that at the last meeting, the committee discussed addressing an old list of ICOTS enhancement requests. She added that DCA Lohman (VA) requested to review this list as well.

Executive Director A. Lippert informed the committee that DCA Lohman emailed the national office regarding six ICOTS enhancements and issues. Three of the issues were potential enhancement requests and the national office asked her to follow the established enhancement request process and provide supporting documentation and the other three were potential bugs in the system. ICOTS Project Manager Donnelly reached out to Appriss to recreate these issues in the testing environment. She suggested for the committee members to submit a new enhancement request, if they want to revisit an old enhancement that had already been previously considered.

DCA C. Alfonso (NJ) stated that she was refereeing to the list of old enhancements that had not been addressed yet.

Executive Director A. Lippert stated that the national office was not aware of this list and asked DCA Alfonso to forward it to the national office.

Training Coordinator M. Spring reminded the committee that when the Commission authorized costly enhancements that were on the enhancement list for years, some of those enhancements ended up being no longer relevant to the ICOTS process. She added that it was very important to submit an old issue as a new request with new case examples.

Chair C. Moore (GA) stated that all enhancements from the previous list were address by the committee. He emphasized the importance of submitting a new enhancement requests when addressing an old issue as well as providing proper justification and specific case examples.

Adjourn

Commissioner B. Jean (NH) made a motion to adjourn the meeting. Commissioner M. Pevey (WA) seconded.

Meeting adjourned at 12:01 pm ET.