



Interstate Commission for Adult Offender Supervision

Technology Committee Meeting MINUTES

August 18, 2020 · 2:00 pm ET
Teleconference

Members in Attendance:

1. Chris Moore (GA), Chair
2. Sally Kreamer (IA)
3. Benjamin Jean (NH)
4. Dan Blanchard (UT)
5. Daryn Cobb (MI), Ex-Officio

Members not in Attendance:

1. Mac Pevey (WA)
2. Joselyn Lopez (WI)
3. Matthew Billinger (KS), Ex-Officio
4. Julie Lohman (VA), Ex-Officio

Staff:

1. Ashley Lippert, Executive Director
2. Allen Eskridge, Policy and Operations Director
3. Mindy Spring, Administrative and Training Coordinator
4. Xavier Donnelly, ICOTS Project Manager
5. Kelsey Moore, Web Applications and Tech Support Manager

Call to Order

Chair C. Moore (GA) called the meeting to order at 2:02 pm ET. Five out of six voting members were present, a quorum was established.

Approval of Agenda and Minutes

Commissioner B. Jean (NH) moved to approve the agenda. Commissioner D. Blanchard (UT) seconded. Agenda approved as presented.

Commissioner B. Jean (NH) moved to approve the minutes from July 14, 2020 meeting. Commissioner D. Blanchard (UT) seconded. Minutes approved as written.

Discussion

Technology Committee Report: Chair C. Moore (GA) presented his report to the committee:

ICOTS Bugs/Issues - Some users reported an issue starting on August 4, 2020. The error involved uploading attachments to compact activities. The error was not consistent across web browsers, therefore it was not a repeat of the last upload issue. The national office confirmed with everyone

who submitted tickets (10 total) they no longer had the error. Appriss is taking steps to make sure it does not happen again.

ICOTS Help Points - The first 129 help points went live in ICOTS on July 15, 2020. The next set of 131 help points will go live on September 16, 2020. The final 72 help points will be launched later this fall.

Enhancement Requests - Appriss sent the statement of work with associated cost break downs for all seven proposed enhancements on July 23, 2020. The total for all of the development work comes to \$69,270. Which is \$19,270 over the annual enhancement budget.

Chair C. Moore (GA) stated that based on the national office recommendation, Enhancement 2.1 – *Match CAR Reply to CAR* was less needed and could be held back and considered at a future date. He added that the originators of this enhancement, Minnesota and Kansas, agreed with the recommendation.

The committee reviewed the enhancements and their prices.

	Enhancement	Hours	Cost
1	Modify Notification Text		
	1.1 ER_2020_06_UpdateRejectedCaseNotifications_Technology	10.5	\$1,170
2	Modify Compact Action Requests and Responses		
	2.1 - Match CAR Reply to CAR ER_2020_03_ChooseCARToReplyTo_Technology	265.5	\$30,450
	2.2 Add new selection of CAR Specialization for 'Travel Permits' R_2020_04_NewCARSpecializationTravelPermits_Technology	31.5	\$3,480
	2.3 - Include Preview of the Comment Field and Specialization in CAR ER_2020_05_CommentPreviewinCAREmails_Technology	57	\$6,420
3	Modify Retaking by Addendum to Violation Report		
	3.1 - Allow RECSTA to remove Retaking Requirement from Violation Report ER_2020_02_RemoveRetakingObligationOVR_Technology	196.5	\$22,350
4	Modify Text for Case Closure Notice Notifications		
	4.1 - Include Last Primary Residence on Both the Case Closure and Case Closure Reply PDFs ER_2020_07_IncludePrimaryResidenceonCCNCCN-Reply_Technology	28.5	\$3,210
	4.2 Modify Text for Case Closure Notice Notifications ER_2020_01_CCNDueNotifications_Technology	19.5	\$2,190

Commissioner B. Jean (NH) moved to remove Enhancement 2.1 from consideration at this time. Commissioner D. Blanchard (UT) seconded. Motion passed.

Review new ICAOS Website Design: Executive Director A. Lippert introduced K. Moore, Web Applications and Tech Support Manager, who presented the new ICAOS website design to the committee. The new website has the improved accessibility and responsiveness, and is more mobile-friendly and intuitive.

Old/ New Business

There was no old/new business.

Adjourn

Commissioner B. Jean (NJ) made a motion to adjourn the meeting. Commissioner D. Blanchard (UT) seconded.

Meeting adjourned at 2:35 pm ET.