



Interstate Commission for Adult Offender Supervision

Technology Committee Meeting MINUTES

August 11, 2021 · 1:00 pm ET
Video conference

Members in Attendance:

1. Chris Moore (GA), Chair
2. Steve Turner (KY)
3. Mac Pevey (WA)
4. Joselyn López (WI)
5. Natalie Latulippe (CT), Ex-Officio
6. Matthew Billinger (KS), Ex-Officio

Members not in Attendance:

1. Sally Kreamer (IA)
2. Dan Blanchard (UT)
3. Alyssa Miller (ND), Ex-Officio

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. Drake Greeott, Web Development Manager

Call to Order

Chair C. Moore (GA) called the meeting to order at 1:01 pm ET. Four out of six voting members were present, a quorum was established.

Approval of Agenda and Minutes

Commissioner S. Turner (KY) moved to approve the agenda as presented. Commissioner M. Pevey (WA) seconded. Agenda approved.

Commissioner M. Pevey (WA) moved to approve the minutes from June 3, 2021 meeting as drafted. Commissioner S. Turner (KY) seconded. Minutes approved as written.

Discussion

ICOTS Project Manager X. Donnelly presented Appriss' development costs for the proposed ICOTS enhancements and rule proposals for the committee's review and consideration.

If the Commission votes to adopt changes to Rule 1.101 Definition: Resident as proposed, Appriss will remove definition references on the Transfer Request & Reply PDFs for \$1,020.

The proposed ICOTS enhancement to create warrant tracking process consisted of two parts:

1. Warrant Status Bundle. Cost - \$56,565
 - a. Special status – Warrant Status: \$36,525
 - b. New warrant status email notifications: \$16,500
 - c. Warrant Status data fields to data export: \$3,540

2. New Discretionary Retaking activity. Cost - \$38,625

Total cost to update ICOTS with FY 2022 proposals was \$96,210.

Commissioner S. Turner (KY) asked if there could be any additional “hidden” cost for the proposals associated with bugs fixing, etc.

ICOTS Project Manager X. Donnelly noted that there was no hidden cost associate with these enhancements and if any bugs were identified, Appriss would provide a fix at no additional cost.

Executive Director A. Lippert noted that a few years ago, the Commission spent on \$190K on an ICOTS enhancement that was not widely utilized. If the Commission decides to spend \$40K on the new Discretionary Retaking activity, she recommended that states consider whether it is a necessity. She added that if approved, the Commission would need to access additional funds to pay for the activity to be added to ICOTS. Alternatively, if the Commission votes against the New Discretionary Activity, the cost of the ICOTS enhancements will be within Commission’s annual budget for ICOTS enhancements.

Considering the high-ticket price, the committee discussed the need for the New Discretionary Retaking activity.

Training Coordinator M. Spring stated that the national office did not have ability to capture the data on how often the states were using this activity and would only be able to collect it when the activity was in use. The activity was designed for situations when courts initiate discretionary retaking process first and the warrant is being entered into the ICOTS after the fact. The New Discretionary Retaking activity was intended to work as a trigger to notify the user that the warrant has not been entered yet. She was concerned that the states would not use the activity.

Commissioner J. Lopez (WI) noted that there was lack of data for New Discretionary Retaking activity to make an educated decision. She suggested moving forward with recommendation for approval of Warrant Status Bundle only.

DCA M. Billinger (KS) suggested discussing the need for this activity at the upcoming DCA Liaison Committee meeting. He spoke for separating the Technology Committee endorsement into

two votes. He added in Kansas they had 1-5 cases a month that would benefit from such notification in ICOTS.

DCA N. Latulippe (CT) spoke for endorsing the enhancement. She noted that her state also had a handful cases a month that would need to receive such notification. Nevertheless, one of the problems they are trying to address in her state is to have users to enter this information into ICOTS and not add it as an attachment in CARs. She noted that this communication was not managed and spoke for establishing a clear and direct process.

Training Coordinator M. Spring added the need to establish plans to train users on this activity if it is adopted by the Commission.

Commissioner S. Turner (KY) moved to present FY 2022 ICOTS enhancements as separate votes recommending the Commission approve the warrant tracking bundle at a cost of \$56,565, but remain neutral on prioritizing the new discretionary retaking at a cost of \$38,625. Commissioner J. Lopez (WI) seconded. Motion carried unanimously.

Review Service Level Agreement Policy for ICAOS Technology: Executive Director A. Lippert stated the national office receives external requests from law enforcement inquiring about different offenders. To standardize this process, the national office put together Service Level Agreement Policy for ICAOS Technology. The purpose of this policy is to ensure that ICAOS provides consistent IT service and support. The agreement identifies roles and responsibilities for IT services administered by ICAOS; provides measures for IT services administered by ICAOS; preserve adherence to the ICOTS Privacy Policy and the ICOTS User Agreement; and maintain efficient and effective use of public resources.

Executive Director A. Lippert presented the policy for the committee's information only and no action was required from the committee.

Old Business

There was no old business.

New Business

Executive Director A. Lippert introduced Drake Greeott, Web Development Manager and new ICAOS national office member.

Adjourn

Commissioner J. Lopez (WI) moved to adjourn the meeting. Commissioner M. Pevey (WA) seconded.

Meeting adjourned at 1:54 p.m. ET.