



Interstate Commission for Adult Offender Supervision

Technology Committee Meeting MINUTES

March 25, 2024 · 1:00 pm ET
Teleconference

Members in Attendance:

1. Chris Moore (GA), Chair
2. Andrew Zavaras (CO)
3. Steve Turner (KY)
4. Melissa Smith (IL)
5. Jordan McKinley (WV), Ex-Officio

Members not in Attendance:

1. Taryn Link (AK)
2. Mac Pevey (WA)
3. Joselyn López (WI)
4. Joe Kuebler (GA), Ex-Officio
5. Suzanne Brooks (OH), Ex-Officio
6. Kelly Palmateer (NY), 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 1:00 pm ET. Four voting members were present, a quorum was established.

Approval of Agenda and Minutes

Commissioner A. Zavaras (CO) moved to approve the agenda as presented. Commissioner S. Turner (KY) seconded. Agenda approved.

Commissioner S. Turner (KY) moved to approve the minutes from November 14, 2023, meeting as drafted. Commissioner A. Zavaras (CO) seconded. Minutes approved.

Discussion

ICOTS Re-build: Chair C. Moore (GA) presented the ICOTS re-build proposal submitted by Optimum for the committee's consideration. He noted that the primary objective is to rewrite the

application, ensuring seamless functionality while introducing a modernized appearance and functionality. In addition, the Commission needs to pursue an alternative to the Oracle Database Enterprise Edition, emphasizing a transition to platforms like Microsoft SQL Server. Additional cost-saving opportunities may occur through the migration from Oracle licensing and hosting to a Microsoft Azure Government Cloud (Azure Gov Cloud).

- Total Estimated Cost \$901,200
- Total In FY25: \$540,720
- Total in FY26: \$360,480
- Additional 20% (Unforeseen Costs): \$180,240

Overall TOTAL: \$1,081,440

Executive Director A. Lippert stated that the cost was very competitive, noting that the Commission paid about \$1M to build ICOTS 17 years ago.

ICOTS Rewrite – Software Maintenance and Support and Microsoft Azure Cloud Hosting

	Support Year 1	Support Year 2	Support Year 3	Support Year 4	Support Year 5	Support Year 6
TOTAL	\$316,200	\$335,160	\$342,000	\$342,000	\$349,140	\$349,140
<i>Current Hosting Costs</i>	<i>\$373,956</i>	<i>\$392,653</i>	<i>\$412,286</i>	<i>\$432,900</i>	<i>\$454,545</i>	<i>\$477,272</i>

The project timeline is 15 months, the national office anticipates the project to take somewhere between 18-24 months. The committee discussed including built-in contract penalties for not meeting project deadlines.

ICOTS Project Manager X. Donnelly noted that the overall user impact should be minimum, as the ICOTS processes are well defined. He noted there could be a downtime of 1-3 business days during the transfer of the system. He continued that with proper communication the end user should be aware of the upcoming downtime and would be able to take appropriate actions.

Commissioner S. Turner (KY) moved to recommend the Executive Committee accept the ICOTS re-build plan as proposed by Optimum. Commissioner M. Smith (IL) seconded. Motion passed.

Old Business

There was no old/new business.

Adjourn

Commissioner A. Zavaras (CO) moved to adjourn. Commissioner S. Turner (KY) seconded.

The meeting adjourned at 1:41 pm ET.