



Interstate Commission for Adult Offender Supervision

Technology Committee Meeting MINUTES

March 13, 2025 · 1:00 pm ET
Teleconference

Members in Attendance:

1. Commissioner Chris Moore (GA), Chair
2. Commissioner Steve Turner (KY)
3. Commissioner Melissa Smith (IL)
4. Commissioner Mac Pevey (WA)
5. DCA Kelly Palmateer (NY), Ex-Officio

Members not in Attendance:

1. Commissioner Taryn Link (AK)
2. Commissioner Andrew Zavaras (CO)
3. Commissioner Christian Stephens (PA)
4. DCA Jessica Cook (UT), Ex-Officio
5. DCA Shyra Bland (NJ), 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. Five voting members were present, a quorum was established.

Approval of Agenda and Minutes

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

Commissioner S. Turner (KY) moved to approve the minutes from December 3, 2024, meeting as drafted. Commissioner M. Pevey (WA) seconded. Minutes approved.

Discussion

Privacy Policy: Executive Director A. Lippert reminded the committee that the Privacy Policy approval was postponed at the previous meeting for further adjustments. In the meantime, the Executive Committee approved the FY2026 compliance audit, which will assess ICOTS user

management. Given the cost of updating the Privacy Policy in the system, it's best to wait and incorporate all necessary changes, including new provisions required by the CJIS Security Policies. The updated policy can then be included in the rewrite for users to accept, which would save on costs.

Executive Director A. Lippert further shared that ICOTS Project Manager X. Donnelly is actively involved in a workgroup with CJIS, providing valuable insights to enhance the Commission's new offender management system processes.

The committee decided to table the administrative changes until the full document is ready for review and approval.

ICOTS Name Change: The committee discussed names for the new system. ICOTS Project Manager X. Donnelly reminded the committee that ICOTS still uses the term "Offender" in its name, as well as throughout the screens of the system. Pursuing a new name for the system should do a few necessary things:

- Align the application name with language the Commission uses
- Differentiate the application from the ICAOS website and training portal
- Be easy to remember
- Build trust with the user base
- Not be confused with other web applications that already exist

The committee reviewed the new names put together by the JAD group and agreed on the following three names:

- INSITE: Interstate National System for Information, Tracking, and Enforcement
- INTACT: Interstate Network for Tracking Adult Compact Transfers
- ATLAS: Adult Transfer and Location Administration System

Commissioner S. Turner (KY) moved to recommend to the Executive Committee three options as listed above for renaming the new electronic tracking system. Commissioner M. Pevey (WA) seconded. Motion passed.

JAD Update: The national office held the kick-off meeting for the ICOTS Re-write project on January 22nd. Optimum's project team was present, along with ICAOS JAD group members. ICOTS Project Manager X. Donnelly continues to meet with Optimum's business analyst on a weekly basis to work on documenting the functional requirements of the ICOTS re-write.

The national office will continue providing updates on the system rewrite progress in the Commission's monthly newsletter.

Old Business

There was no old/new business.

Adjourn

Commissioner M. Smith (IL) moved to adjourn. Commissioner S. Turner (KY) seconded.

The meeting adjourned at 1:34 pm ET.