



Interstate Commission for Adult Offender Supervision

Technology Committee Meeting MINUTES

August 18, 2025 · 1:00 pm ET

Teleconference

Members in Attendance:

1. Commissioner Chris Moore (GA), Chair
2. Commissioner Taryn Link (AK)
3. Commissioner Andrew Zavaras (CO)
4. Commissioner Steve Turner (KY)
5. Commissioner Melissa Smith (IL)
6. Commissioner Mac Pevey (WA)
7. DCA Jessica Cook (UT), Ex-Officio
8. DCA Shyra Bland (NJ), Ex-Officio
9. DCA Kelly Palmateer (NY), Ex-Officio

Members not in Attendance:

1. Commissioner Christian Stephens (PA)

Staff:

1. Ashley Lippert, Executive Director
2. Barno Saturday, Logistics and Administrative Coordinator
3. Mindy Spring, Administrative and Training Coordinator
4. Xavier Donnelly, ICOTS Project Manager
5. Drake Greeott, Web Development Manager
6. Suzanne Brooks, Education and Implementation Manager

Call to Order

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

Approval of Agenda and Minutes

A motion by Commissioner T. Link (AK) to approve the meeting's agenda was adopted.

A motion by Commissioner M. Pevey (WA) to approve the minutes from the July 16, 2025, meeting was adopted.

Discussion

The committee reviewed proposed revisions to the Compact transfer application. The updated form removes unnecessary fields to improve clarity and readability. Instead of listing specific contact information, the external version will now include a link to the directory. The form will have fields that auto populate to reduce rejection errors. Executive Director A. Lippert noted that, although minor language edits have been made over the years, the application itself has not undergone a substantive revision in more than 20 years. This update is therefore timely, coinciding with the transition to INSITE.

DCA J. Cook (UT) suggested adding fields for sending state case information and duration to prevent misuse of outdated applications, such as situations where individuals might attempt to revoke consent after relocating to the receiving state.

The committee discussed concerns about the absence of specific case identifiers on the form. Others noted that requiring specific case numbers could also increase the risk of rejections due to mismatches or technical inconsistencies. Additionally, the committee discussed internal challenges to the form being used as a waiver of extradition.

The committee agreed to have legal counsel review the form prior to approval.

A motion by Commissioner S. Turner (KY) was adopted as follows: approve application for transfer changes as drafted pending legal counsel review.

The committee reviews logo options for the INSITE.

A motion by Commissioner M. Smith (IL) was adopted as follows: recommend the Executive Committee adopts Logo #3 as the INISITE logo.

INSITE System Updates and Enhancements: The committee reviewed comments received on the 2025rule amendments that impact the national data system. Some requested features suggested in the comments would need to be considered for future enhancements after launch.

System Manager X. Donnelly presented the new communication tool that will replace CARS in INSITE. The tool features categorized communications, thread-based interactions, and improved case management capabilities. X. Donnelly also demonstrated the new dashboard homepage with streamlined access to common tasks, a task list section showing pending items, and a login page that will display important announcements from the national office.

Old Business

There was no old/new business.

Adjourn

The meeting adjourned at 1:54 pm ET.