



INTERSTATE COMMISSION FOR JUVENILES

Technology Committee Meeting

Minutes

Wednesday, December 1, 2010

11:00 a.m. EST

Committee Members in Attendance:

1. Clarence Powell (MS) Designee, Chair
2. Paul Gibson (KY) Commissioner
3. Sherry Jones (MD) Commissioner
4. Dale Dodd (NM) Commissioner
5. Ray Wahl (UT) Commissioner
6. Michael Farmer (CA) Ex-Officio
7. Alicia Ehlers (ID) Ex-Officio

Committee Members Not in Attendance:

1. Shelley Hagan (WI) Commissioner
2. Anne Connor (NV) Ex-Officio
3. John Gusz (NJ) Ex-Officio

Guests in Attendance:

1. Terry Clark (PA) Commission Chair

Staff in Attendance:

1. Harry Hageman, ICAOS Executive Director
2. Jack Branum, Project Manager
3. Jimmy Frazier, MIS Project Manager
4. Emma Goode, Administrative and Logistics Coordinator

Call to Order

Chair Powell called the meeting to order at 11:00 a.m. EST.

Roll Call

H. Hageman called the roll. Seven of the ten committee members were present. Five of the six *voting* members were present. A quorum was established.

Agenda

R. Wahl (UT) made the motion to approve the agenda as presented. P. Gibson (KY) seconded. The motion passed.

Minutes

S. Jones (MD) made the motion to approve the August 4, 2010 minutes as presented. D. Dodd (NM) seconded. The motion passed.

Discussion

National Database System Vendor Bid

Chair Powell reported the bid for development and maintenance of a National Database System closed and Appriss, Inc. was the only vendor to submit a proposal. Chair Powell reported a November meeting with Commission Chair Clark, Harry Hageman, and Sam Razor to review the bid proposal. He opened the floor to H. Hageman to brief the Technology Committee on the bid review, concerns, and next step options derived from the meeting.

Bid

- H. Hageman explained the Appriss, Inc. bid as an Option 1 base system and Option 2 complete system. In summary, while the high cost to develop a system may be possible, expending 50% of an annual budget on technology is impractical. He shared the journey to develop and maintain the adult national system (ICOTS) and explained why ICAOS may not contract again with Appriss. As requested by Chair Powell and Chair Clark, H. Hageman presented the following viable options as the one vendor bid is not affordable:

Electronic Forms Management System (EFMS)

- H. Hageman introduced the concept of an Electronic Forms Management System and supported with the following advantages:
 - Forms Business
The Commission is a forms-based business. Juvenile data and daily operations are forms driven.
 - Cost Effectiveness
Preliminary estimates indicate a system could be implemented in less than six months under \$50,000 with an annual maintenance expense less than \$50,000.
 - Reports
EFMS offers flexible reporting as the query is readily accessible and reports may be created and modified in-house.
 - Database Server
The Commission would contract with a vendor to host the database server. The current website vendor estimates to be less than \$6,000 annually, requires no additional equipment, and offers more flexibility for data input from multiple state networks.
 - Ease of Transition
The database infrastructure would be established which positions an easier transition to upgrade to a larger system in the future.
 - On-Site Vendor Demonstration
Interested vendors will develop realistic applications and demonstrate onsite.
- The Committee discussed the EFMS option presented and agreed the cost effectiveness and other advantages to be worthy of consideration.
- R Wahl (UT) questioned the EFMS being statute compliant and the necessity to hire additional national office staff to manage in-house.
- Commission Chair Clark confirmed the statute language requires a national database and does not define it to be a web based application.
- H. Hageman defined the difference between front-end web based application and back-end database. The current National Office MIS Project Manager would train and support the EFMS internally.

- A. Ehlers (ID) questioned whether or not the EFMS could provide a tickler calendaring email notification/reminder.
- H. Hageman acknowledged some vendors do offer the ability to incorporate.
- The Committee agreed the notification to be a desired function.

Outside Consulting Firm

- H. Hageman shared that ICAOS contracted with SEARCH, Inc. to advise them with regard to the future of ICOTS.
- SEARCH, Inc. is a consulting group whose business is law enforcement and corrections technology and offers free federal grant funded services to qualifying organizations.
- H. Hageman introduced the ICJ National System project to SEARCH for grant funding consideration and they agreed ICJ qualifies.
- R. Wahl (UT) questioned the information to be supplied and to be received.
- H. Hageman advised to move forward, SEARCH requires a letter from the Commission Chair. The letter will detail the requests of the Commission.
- In summary, SEARCH will research the functional requirements, bid, rules, forms and any other pertinent documentation. After communicating with all parties, they will recommend the technology, vendors, and guidelines to achieve the Commission's goals. The service is free; however, the time frame for a recommendation would be Spring 2011.
- The Committee discussed and agreed that it is in the best interest of the Commission to take advantage of the expertise and worth the wait for an invaluable recommendation at no cost.

Option to Resubmit to Vendors

- The Committee discussed the option to redraft and resubmit the request for proposal and agreed that the outcome would inevitably be the same.
- R. Wahl (UT) commented that with the outside support of other organizations and grant funds to develop a national system, the Commission's budget cannot support the annual maintenance costs.

Next Steps

- The Committee offered the option to pursue both the SEARCH recommendation and EFMS simultaneously.
- H. Hageman advised to wait on the SEARCH recommendation prior to moving forward with other options.

R. Wahl (UT) made the motion to contract (at no cost to the Commission) the consulting services of SEARCH, Inc. to:

- 1. Review and recommend revisions to the functional requirement document, if needed.**
- 2. Identify the technology(s) or solutions most likely to meet the Commission's needs.**
- 3. Identify vendors who have a record of successfully delivering the technology(s) or solutions identified above.**
- 4. Assist the Commission in the preparation of bid documents and vendor selection.**
- 5. Assist the Commission with the development of a project schedule and a budget.**

S. Jones (MD) seconded. The motion passed.

- At the request of the Committee, H. Hageman will draft a letter and forward to Chair Powell and Commission Chair Clark to present to the Executive Committee in December.

P. Gibson (KY) made the motion to table the Appriss proposal until after the SEARCH recommendation is reviewed. R. Wahl (UT) seconded. The motion passed.

- At the request of the Committee, H. Hageman will draft a letter on behalf of Commission Chair Clark to Appriss, Inc. notifying them of the Commission's intent.
- R. Wahl (UT) questioned keeping the states up to date of the progress of a National System.
- The Committee agreed the states should be updated and the recommendation will be presented to the Executive Committee in December. Once approved, specific language will be drafted and forwarded to all Commissioners and Designees.

Old Business

There was no old business.

New Business

There was no new business.

Adjourn

The Committee agreed to schedule the next meeting when needed. Chair Powell expressed holiday greetings to the Committee members and adjourned the meeting at 11:55 p.m. EST.