



INTERSTATE COMMISSION FOR JUVENILES

Technology Committee Meeting

Minutes

Thursday, November 10, 2011

11:00 a.m. EST

Committee Members in Attendance:

1. Clarence Powell (MS) Designee, Chair
2. Bob Takeshta (CA) Commissioner
3. Sherry Jones (MD) Commissioner
4. Fred White (MA) Designee
5. Dale Dodd (NM) Commissioner
6. Traci Marchand (NC) Commissioner
7. Robyn Peterson (OH) Commissioner
8. Donna Bonner (TX) Commissioner
9. Shelley Hagan (WI) Commissioner
10. Michael Farmer (CA) Ex-Officio
11. Anne Connor (NV) Ex-Officio
12. John Gusz (NJ) Ex-Officio

Committee Members Not in Attendance:

1. Jason McCrea (PA) Ex-Officio
2. Don Jones (WA) Ex-Officio

Guests in Attendance:

1. Harry Hageman (ICAOS) Executive Director

Staff in Attendance:

1. Ashley Lippert, Executive Director
2. Jack Branum, Project Manager
3. Emma Goode, Administrative and Logistics Coordinator

Call to Order

Chair Powell called the meeting to order at 11:04 a.m. EDT.

Roll Call

A. Lippert called the roll. Twelve of the fourteen members were present. Nine of the nine *voting* members were present, establishing a quorum.

Agenda

D. Bonner (TX) made the motion to approve the agenda, D. Dodd (NM) seconded. The motion passed to approve the agenda as presented.

Minutes

D. Bonner (TX) made the motion to approve the minutes, D. Dodd (NM) seconded. The motion passed to approve the July 13, 2011 meeting minutes as presented.

Discussion

Vendor Responses

- A. Lippert highlighted the path of the proposed national system for the Interstate Commission for Juveniles. She briefed the Technology Committee of the decision to issue a Request for Information (RFI) to qualified vendors.
- A. Lippert reported that the ICJ National Office and H. Hageman examined the responses to the RFI submitted by ten qualified vendors. The review revealed three proposals that met ICJ's criteria and budget requirements. Of the top three, one vendor withdrew. A. Lippert presented the top two proposals submitted by FormsSoft and InStream as the best solutions for the development and maintenance of ICJ's national system. The costs were categorized as follows:
 - Purchase vs. Design
 - Installation
 - Annual Maintenance and Support
 - Hosting
 - Hardware/Software
- H. Hageman compared the vendors and their solutions including: workflow processes, data storage, system maintenance, technical support, and hardware/software. He described the "hands off" solution offered by InStream to include one point of contact, Government Cloud hosting, and rollover monthly maintenance hours.
- S. Hagan (WI) expressed concern regarding cloud hosting. H. Hageman noted technology failures to be inevitable and disaster recovery plans imperative. Plan details and penalties would be addressed in the Vendor's service level agreement.
- The Committee discussed both proposals and expressed their appreciation to Mr. Hageman's presentation supported with technical expertise and national data system experiences.
- The National Office made the recommendation that the Technology Committee approve moving forward with the solution offered by InStream and to draft an agreement along with a service level agreement to present to the Executive Committee. The Committee agreed with the recommendation.
- **S. Hagan (WI) made a motion to approve moving forward with the proposal submitted by InStream and to draft an agreement for the Executive Committee to approve. D. Bonner (TX) seconded. The motion passed.**

Next Steps

A. Lippert reported that the next step would be to contact InStream. She anticipates presenting a draft agreement by year end.

Old Business

There was no old business.

New Business

- At the request of the Technology Committee, the National Office will update the Finance Committee of the decision and projected costs.
- At the request of the Technology Committee, the National Office will prepare a timeline for the development and implementation process.
- H. Hageman recommended separating the vendor's product production timeline from the Commission's product in production timeline. He proposed conducting readiness meetings with each state prior to full rollout.

Adjourn

The Committee will schedule future meetings as needed. Chair Powell adjourned the meeting at 11:37 p.m. EST by acclamation.