

INTERSTATE COMMISSION FOR JUVENILES

Technology Committee Meeting Minutes

June 13, 2023
2:00 p.m. ET
Via Zoom



Voting Members in Attendance:

1. Kellianne Torres (IA), Designee, Chair
2. Roy Curtis (ME), Commissioner, Vice Chair
3. Judy Miller (AR), Designee
4. Brooke Montelongo (CO), Commissioner
5. Nordia Napier (CT), Designee
6. Jean Hall (FL), Commissioner
7. Mary Kay Hudson (IN), Commissioner
8. Natalie Dalton (VA), Commissioner

Non-Voting Members in Attendance:

1. Shirleen Cadiz (HI)
2. Nita Wright (IN)
3. Benjamin Turner (KY)
4. Abbie Christian (NE)
5. Rachel Johnson (NC)

Members Not in Attendance:

1. Tasha Hunt (CT), Commissioner
2. Amy Welch (KY), Commissioner
3. Jacey Rader (NE), Commissioner

Guests in Attendance:

None

National Office Staff in Attendance:

1. MaryLee Underwood, Executive Director
2. Emma Goode, Logistics and Administrative Specialist
3. Jenny Adkins, Operations and Policy Specialist
4. Amanee Cabbagestalk, Training and Administrative Specialist
5. Joe Johnson, Systems Project Manager

Call to Order

Technology Committee Chair K. Torres (IA) called the meeting to order at 2:00 p.m. ET.

Roll Call

Director Underwood called the roll and a quorum was established.

Agenda

R. Curtis (ME) made a motion to approve the agenda. N. Dalton (VA) seconded. The motion carried.

Minutes

J. Miller (AR) made a motion to approve the May 9, 2023 meeting minutes as presented. M. K. Hudson (IN) seconded. N. Dalton (VA) abstained. The motion carried.

Discussion

Update from Executive Committee on Closing JIDS

- Chair K. Torres (IA) updated that Vice Chair Curtis attended the Executive Committee meeting in May to represent the committee. He reported that the Technology Committee determined there would be no technical impact and supported the early termination of JIDS.
- The Executive Committee welcomed the feedback and will wait to hear a report from the Compliance Committee on the matter before making a decision.

Proactive Monitoring: Round Robin

- Chair K. Torres (IA) opened the floor for feedback on the Proactive Monitoring Program.
- A. Christian (NE) shared that the UNITY User Access Review in June was very useful. She shared that she receives personnel notices within the agency, which alert her to update UNITY users. The review reminded her of the need to also update the UNITY training site and TalentLMS site.
- B. Montelongo (CO) echoed the usefulness of the reports. She stated as a new staff person it was particularly helpful to receive the names and roles of state personnel who have links to ICJ cases.
- Iowa and Colorado indicated they will check into receiving personnel updates in their states.
- J. Miller (AR) shared that she asked the National Office to modify receipt of the reports from weekly to monthly. As a Model 3 states, she primarily monitors from the master task list and has not had yet reviewed the new filters for the ICJO master task list.
- R. Johnson (NC) commented that the enhanced master task list has resulted in more juveniles on the list and one dated back to 2022. J. Johnson, Systems Project Manager, explained the enhancement master task list now indicates and shows both the holding state and the home/demanding state involved in each case.
- Chair Torres commented that she looks forward to receiving the UNITY Metrics Reports in July.

Wednesday Workshops: June, July, August

- Chair K. Torres (IA) reminded that the Wednesday monthly workshop will focus on the UNITY Enhancements.
- The June 28 Workshop will focus on return workflow case reassignments.
- The July 26 Workshop will focus on the August enhancements related to failed supervision workflow, court case data fields, collaborative travel plan detail, and new acknowledgement tasks for departure information.

Old Business

UNITY Teams Updates

ENH 23 Team

- Chair K. Torres (IA) updated that the ENH 23 Testing Team continues to test the enhancements and provide assist with training.
- Next up they will review the rule proposals and prepare proofs of concepts so that quotes may be prepared by the vendor.

Tableau Team

- Chair K. Torres (IA) updated that the Tableau Team will meet the end of June to finalize the Metric Reports coming out in July.

UNITY Maintenance

- Vice Chair R. Curtis (ME) updated that the UNITY Maintenance Team has not met. The work was frontloaded in preparation for the release of all the UNITY Enhancements. The team will meet again when the travel permit case reviews come out.

UNITY Workflow Diagrams

- Vice Chair R. Curtis (ME) updated that the UNITY Workflow Diagrams Team has paused their work on workflow diagrams in order to focus on the UNITY Enhancement releases and related training.

UNITY “Spotlight”

- Chair K. Torres (IA) asked that members continue to encourage UNITY users in their states to sign up for the “UNITY Spotlight.” Additionally, ideas for topics and information for future articles should be shared with Joe Johnson, System Project Manager.

New Business

There was no New Business.

Adjourn

N. Dalton (VA) made a motion to adjourn. R. Curtis (ME) seconded. Chair Torres adjourned the meeting by acclamation without objection at 2:29 p.m. ET.