INTERSTATE COMMISSION FOR JUVENILES

Technology Committee Meeting Minutes
January 9, 2024
2:00 p.m. ET
Via Zoom

Preliminary Business

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.

Voting Commissioners/Designees in Attendance:

1. Kellianne Torres (IA), Designee, Chair
2. Roy Curtis (ME), Commissioner, Vice Chair
3. Judy Miller (AR), Designee
4. Nordia Napier (CT), Designee
5. Nita Wright (IN), Designee
6. Melina Hampton (KY)
7. Bob Lemieux (MA) Designee
8. Maureen Clifton (WY), Commissioner

Non-Voting Members in Attendance:

1. Benjamin Turner (KY)
2. Maxine Baggett (MS)
3. Abbie Christian (NE)
4. Shyra Bland (NJ)
5. Bridget Webb (SC)
6. Jenny McFadden (WI)

Members Not in Attendance:

1. Tasha Hunt (CT)
2. Mary Kay Hudson (IN)
3. Amy Welch (KY)
4. Becki Moore (MA)
5. Terrance Clayton (FL)
6. Rachel Johnson (NC)

National Office Staff in Attendance:

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

Agenda

M. Clifton (WY) made a motion to approve the agenda as presented. N. Wright (IN) seconded. The motion passed.

Minutes

J. Johnson updated that the December 12, 2023, meeting minutes will be presented for approval at the next Technology Committee meeting.

Check-ins

- Technology Committee Vice Chair R. Curtis (ME) initiated a check-in icebreaker activity.
- Winter weather was happening across the nation, attendees shared weather related updates and preparations in their locations.

Unfinished Business

Report from Executive Committee

- Technology Committee Chair Torres (IA) reported the revised ICJ Form VIII: Home Evaluation and new ICJ Form IX, Failed Supervision, were emailed to the Rules and Executive Committees for the 30-day comment period. The comment period will end on Friday, January 12, 2024. To date, no comments have been received.

Report from Rule Enhancement Subcommittee

- Technology Committee Chair Torres (IA) reported the Rule Enhancement Subcommittee had not met since the December Technology Committee meeting. However, Optimum Technology (OTech) is reviewing suggestions and asking questions in preparation for the UNITY updates. Joe Johnson, System Project Manager, continues to meet with the vendor (OTech) regularly to address questions and ensure completion of the UNITY updates. The updates are on track for April 1, 2024, go-live date.
- The April 1 time frame includes the completion of all testing and training necessary in UNITY. Once the workflows are built and in the testing site, the Rule Enhancement Subcommittee will resume meeting and testing.

Report from Tableau/UNITY Maintenance Subcommittee

- Technology Committee Vice Chair Curtis (ME) thanked all members that agreed to serve on the Tableau/UNITY Maintenance Subcommittee. The Tableau/UNITY Maintenance Subcommittee will conduct its first meeting, January 18, 2024. In preparation for the meeting, Joe Johnson, System Project Manager, will email draft Tableau Reports in a PDF format for review in the meeting.

Rule Amendment Training in March

- Joe Johnson, System Project Manager, commented that while the Rules Committee will lead the rule amendment training, Technology Committee members are also needed to present the UNITY/ICJ Form changes during the sessions.
- Jenny Adkins, Operations and Policy Specialist, reported that the live rule amendment training will occur over four (4) weeks each Wednesday in March. Rules Committee Chair Stephen Horton (NC) and Rules Committee Vice Chair Caitlyn Bickford (NH) will lead the rules portion of the training.

- Technology Committee Chair K. Torres (IA) volunteered to assist with the UNITY/Forms portion of the training each week and A. Christian (NE) volunteered to assist each Wednesday that she is available.

New Business

UNITY Maintenance Update
- Joe Johnson, System Project Manager, reported that OTech will routinely conduct UNITY maintenance in 2024. The maintenance will be conducted on weekends to minimize user impact. Notification emails will be issued in advance.

Return Report Data
- Technology Committee Chair Torres (IA) referenced a memorandum that was included in the Technology Committee's meeting materials. The memorandum is addressed to the ICJ Executive Committee from Director Underwood dated September 14, 2023, regarding "Analysis of the *2023 ICJ Annual Report* data (2024 National Data Assessment)".
- The Executive Committee tasked the Technology Committee to review *2023 ICJ Annual Report* data relative to the two sections noted below and provide a recommendation.
    - Section 2. Returns
        - In the *2023 ICJ Annual Report*, 266 (13%) of returns were not included in the report because they were not categorized as voluntary/non-voluntary and/or by return type (runaway, escapee, etc.). They were classified as others and are not captured in the annual report.
    - Section 3. Airport Supervision
        - The reported data suggests airport supervision was provided in only 11% of cases. In 510 cases, "Airline" was selected as the "Method of Transportation." "Airport Supervision Request Met" column based on data entered by Home/Demanding State into the "Travel Plan Detail (Final Travel Plan)" (which generates the "Travel Plan e-Form").
        - Currently the travel plan detail is not a required field.
    - Technology Committee Chair Torres (IA) asked members to review the memorandum and be prepared for a focused discussion in the February meeting. The Technology Committee will discuss how states use the information and consider whether UNITY enhancement(s) are needed, or any other action should be taken.
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Next Steps
- January 18, 2024, is the kick-off meeting for the Tableau/UNITY Maintenance Subcommittee. The meeting information will be sent later in the week.
- The next Technology Committee meeting is scheduled for February 13, 2024 @ 11:30 a.m. ET.

Adjourn
M. Clifton (WY) made a motion to adjourn. R. Curtis (ME) seconded. Technology Committee Chair Torres (IA) adjourned the meeting without objection at 2:56 p.m. ET.