INTERSTATE COMMISSION FOR JUVENILES
Technology Committee Meeting Minutes

May 9, 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. Mary Kay Hudson (IN), Commissioner
7. Melinda Hampton (KY), Designee

Non-Voting Members in Attendance:
1. Terrance Clayton (FL)
2. Holly Kassube (IL)
3. Nita Wright (IN)
4. Benjamin Turner (KY)
5. Maxine Baggett (MS)
6. Abbie Christian (NE)

Members Not in Attendance:
1. Tasha Hunt (CT), Commissioner
2. Jean Hall (FL), Commissioner
3. Jacey Rader (NE), Commissioner
4. Natalie Dalton (VA), Commissioner
5. Shirleen Cadiz (HI)
6. Rachel Johnson (NC)

Guests in Attendance:
None

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

Call to Order

Technology Committee Vice Chair Curtis (ME) called the meeting to order at 2:00 p.m. ET.

Roll Call

Director Underwood called the roll and a quorum was established.

Agenda

M. K. Hudson (IN) made a motion to approve the agenda. B. Montelongo (CO) seconded. N. Napier (CT) abstained. The motion carried.

Minutes

J. Miller (AR) made a motion to approve the April 11, 2023 meeting minutes as presented. B. Montelongo (CO) seconded. N. Napier (CT) Abstained. The motion carried.

Discussion

Rule 5-103 and Rule 5-103A Comments

- Vice Chair Curtis (ME) shared the comments about the Technology Committee's proposed amendment to Rule 5-103 and new Rule 5-103A that were received during the 30-day comment period. The comment period closed May 8, 2023. May 9 was the first day all comments were available for distribution.

Proactive Monitoring: Round Robin

- Vice Chair R. Curtis (ME) opened the floor for feedback regarding the UNITY Proactive Monitoring.
- R. Curtis (ME) updated that during the last East Region meeting, the members reported positive feedback regarding the proactive monitoring emails related to the maximum probation/parole expiration dates.
- N. Wright (IN) shared her state's success with proactive monitoring and added that the monitoring reports also assist states to address state's internal practices and policies.
- A. Christian (NE) agreed and noted the process ensures communication and follow-up actions to update the maximum expiration dates. She added that Nebraska is preparing for a domain change and looks forward to the UNITY User Access Review featured next month.
- J. Miller (AR) asked if she could receive emails for her cases only. N. Wright (IN) replied the transfer of supervision includes both states and the proactive plan strategy is to keep both up to date on a juvenile's status.
- B. Montelongo (CO) commented that UNITY does not reflect "pending revocation." She suggested that states track this information outside of UNITY. She provided an example to be an anticipated Court date change by a Judge.
- A. Christian (NE) shared Nebraska uses the 19th birthdate as the maximum expiration date when the court has not set one or action is pending that may change the date.
- Director Underwood shared the updated monthly proactive monitoring calendar below and explained the descriptions listed under both the Rule-Based Standard column and the UNITY Maintenance column. She noted monthly maintenance tasks will be postponed during the rollout of UNITY enhancements.

Month	Rule-Based Standard	UNITY Maintenance
April	🔗 A-01: Home Evaluation & A-02: QPR Weekly Reports	Maximum Probation / Parole Date
May	reports introduced & delivered weekly via email	Unity User Access Review
June		HE & QPR Pending Case Review
July	Quarterly Metric HE & QPR Reports (April - June) reports introduced & delivered quarterly via email	*Scheduled monthly tasks postponed during the rollout of UNITY Enhancements*
August	A-01: Home Evaluation & A-02: QPR Weekly Reports	
September		
October	Quarterly Metric HE & QPR Reports (July - September)	Travel Permit Case Review
November	A-01: Home Evaluation & A-02: QPR Weekly Reports	
December		

🔗 Visit the Commission's Proactive Monitoring Website

Wednesday Workshops: June, July, August
- Vice Chair R. Curtis (ME) updated that the Wednesday workshop topics for June, July, and August have been reserved for UNITY Enhancements Training. He gave a "shout out" to Holly Kassube (IL) for her presentation of the last workshop on Quarterly Progress Reports (QPR) and encouraged others to volunteer.

Old Business

UNITY Teams Updates

ENH 23 Team
- A. Christian (NE) reported that the Enhancement 23 Team has completed testing Phase II of the UNITY Enhancements.
- She updated that due to the minimal nature of the changes in Phase III, it will be combined with the Phase IV modifications and released later this summer.

Tableau Team
- J. Johnson, Systems Project Manager, reported the Tableau Team discussed the Home Evaluation and Quarterly Progress Report (QPR) metric reports during their last meeting.
- He updated that the Excel Spreadsheet and Tableau reports format has been modified to list the juvenile's first and last names in separate fields. The updated report is now ready for download by the UNITY users.

<u>UNITY Maintenance</u>
- ▪ R. Curtis (ME) updated that the UNITY Maintenance Team met April 26. The focus was the UNITY User Access Review. The team reviewed the information shared by Joe Johnson and offered feedback. Additionally, they discussed the next "UNITY Spotlight" article.

<u>UNITY Workflow Diagrams</u>
- ▪ R. Curtis (ME) updated that the UNITY Workflow Diagrams Team met May 3, 2023. He noted this is a collaborative effort with the Training Committee via member N. Dalton (VA). The first for which a workflow will be developed will be the Quarterly Progress Report (QPR). The team studied the JIDS workflows to gain a better understanding of how to construct the new UNITY workflow diagrams. The review provided a keen sense of the work involved in the past to develop the JIDS workflow diagrams.
- ▪ N. Napier (CT) added that the team discussed the purpose of the workflow diagrams and how they will be used as they develop the framework of the diagrams to move forward.

UNITY "Spotlight"
- ▪ Vice Chair R. Curtis (ME) noted that "UNITY Spotlight" will remain on the agenda each month under Old Business to provide time for any article suggestions and feedback.
- ▪ N. Napier (CT) shared that the resource has been helpful to both UNITY Users and non-UNITY Users to help share more information about the operations of the Compact and the ICJ requirements.
- ▪ Joe Johnson, Systems Project Manager, added he reaches out to the practitioners for information during the article development and that he appreciates their wisdom and assistance.

New Business

{Chair K. Torres (IA) joined the meeting}

JIDS
- ▪ Vice Chair Curtis (ME) updated that the Executive Committee asked for input from the Technology and the Compliance Committees on the idea of closing JIDS permanently. K. Torres (IA) added the Executive Committee is requesting input from the Technology Committee regarding the technology impact.
- ▪ J. Johnson explained that the first year, all ICJ Offices (ICJOs) had access to JIDS to download and access data. In the second year, JIDS was closed to ICJOs. All case historical data requests in JIDS are made to Jenny Adkins at the National Office. Jenny Adkins contacts the vender to have JIDS "turned on" to address the request and then to "turn it off" again. JIDS access is limited to "view only" and does not allow editing, copying, or pasting.
- ▪ At the onset of UNITY, the Commission agreed to retain JIDS for five years (May 2021 – May 2026) to ensure all data was transitioned at the rate of $11,700 per year. There are three years remaining in the contract. In the last two years, one (1) request was received for information related to a travel permit and eleven (11) requests related to expungements have been made to the National Office. Terminating the contract early could result an estimated total savings of $35,100.

- N. Napier (CT) asked if everything transferred to UNITY or only the active cases.
- J. Johnson explained that active transfer of supervision cases were migrated into UNITY. Starting date information and all documents associated with the case were also migrated. Cases for returns and travel permits were not migrated.
- J. Adkins commented that it appears to be unnecessary to retain a system just to "turn it on" to delete a file that cannot be accessed and expunge cases that will be expunged automatically when JIDS is terminated. Vice Chair Curtis added he had the same thoughts.
- J. Miller (AR) asked how the files are disposed. J. Johnson explained how the files are housed on Amazon webservices in a multifaceted data system. When the Amazon webservices instance is deleted, all copies and instances are purged and deleted. A back-up would be difficult and expensive to rebuild due to the multifaceted framework.
- N. Napier (CT) suggested sending letters to states to let them know what was happening, the reason for the decision, and provide a 90-day timeframe to access information before the termination.
- Director Underwood suggested that InStream should be able to provide a letter regarding what records were purged and when; however, the letter would not speak to specific cases.
- N. Wright (IN) commented that states were given a full year to review and retrieve information at the onset. The additional four (4) years was a bonus.
- The Technology Committee reached consensus that the fiscally responsible decision would be to eliminate the remaining years of the contract for a few expungements that would be terminated anyway at the end of JIDS.

Adjourn

Vice Chair Curtis adjourned the meeting by acclamation without objection at 3:05 p.m. ET.