

# **INTERSTATE COMMISSION FOR JUVENILES**

## *Technology Committee Meeting Minutes*



September 14, 2021  
2:00 p.m. ET  
Via WebEx

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### **Voting Members in Attendance:**

1. Anne Connor (ID), Designee, Chair
2. Kellianne Torres (IA), Designee, Vice Chair
3. Michael Farmer (CA), Designee
4. Nate Lawson (OH), Commissioner
5. Trissie Casanova (VT), Designee
6. Natalie Dalton (VA), Commissioner

### **Non-Voting Members in Attendance:**

1. Holly Kassube (IL)
2. Anna Butler (KY)
3. Maxine Baggett (MS)
4. Abbie Christian (NE)
5. Gladys Olivares (NV)
6. Raymundo Gallardo (UT)

### **Members Not in Attendance:**

1. Judy Miller (AR), Designee
2. Jacey Rader (NE), Commissioner
3. Howard Wykes (AZ)
4. Nita Wright (IN)
5. Kelly Palmateer (NY)
6. Rachel Johnson (NC)
7. Brandon Schimelpfenig (WY)

### **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. Joe Johnson, Systems Project Manager
5. Amanee Cabbagestalk, Training and Administrative Specialist

### **Call to Order**

Technology Committee Chair Connor (ID) called the meeting to order at 2:00 p.m. ET.

### **Roll Call**

Director Underwood called the roll and a quorum was established.

### **Agenda**

**T. Casanova (VT) made a motion to approve the agenda. N. Lawson (OH) seconded. The motion carried.**

## Minutes

N. Lawson (OH) made a motion to approve the August 10, 2021 meeting minutes as presented. K. Torres (IA) seconded. The motion carried.

## Discussion

### UNITY Enhancements Subcommittee Update

- K. Torres (IA) reported that the UNITY Enhancements Subcommittee is nearing completion of the enhancement requests review. The Subcommittee will be prepared to make recommendations to the Technology Committee after the Annual Business Meeting.
- A. Christian (NE) added the Subcommittee has made very good progress. She added that the Technology Committee may find it difficult to prioritize the requests because many great ideas were proposed.

### Form II

- Chair Connor reviewed the committee's previous discussion regarding Form II and presented two options for changes based on the previous discussion:

#### OPTION 1

\_\_\_ Said juvenile is an accused delinquent OR

\_\_\_ Said juvenile is an \_\_\_ escapee or \_\_\_ an absconder AND

\_\_\_ was paroled to the custody of: \_\_\_\_\_

\_\_\_ was placed on probation subject to the supervision of: \_\_\_\_\_

\_\_\_ was committed to: \_\_\_\_\_

#### OPTION 2

Said juvenile (Check appropriate item):

\_\_\_ was paroled to the custody of: \_\_\_\_\_

\_\_\_ was placed on probation subject to the supervision of: \_\_\_\_\_

\_\_\_ was committed to: \_\_\_\_\_

\_\_\_ is an accused delinquent.

Said juvenile (Check appropriate item):

\_\_\_ escaped \_\_\_ absconded \_\_\_ has charges pending in demanding state

- N. Dalton (VA) commented that, in Option 2, the phrase "has charges pending in demanding state" may be problematic in some states where a warrant may be issued without charges pending. For that reason, she supports Option 1.
- M. Farmer (CA) stated that he likes the flow of Option 2 best. However, after hearing Commissioner Dalton's comment, he supports Option 1.

- A. Christian (NE) suggested changing the wording in Option 2:  
~~fled has charges pending in demanding state~~ to  
~~fled~~ **has an active warrant in the demanding state.**
- N. Dalton (VA) suggested retaining both. The form would then read:  
~~fled~~ **has charges pending and/or has an active warrant in the demanding state.**
- M. Farmer (CA) suggested ~~fled~~ **other:\_\_\_\_**, so the information could be filled-in.
- T. Casanova (VT) supported the suggestion stating it would serve as a catch all for situations that do not fit in one of the other boxes. Chair Connor and A. Christian (NE) opposed the suggestion, citing concern about what information might be written-in by field staff and whether it would meet the requirements of the ICJ Rules.
- **N. Lawson (OH) made a motion to approve the Form II, Option 2 as revised: ~~fled~~ has charges pending and/or has an active warrant in the demanding state. N. Dalton (VA) seconded. The motion passed.**
- In according with the [Forms Responsibility Policy](#), the proposed amendments to Form II will be provided to the Executive Committee and Rules Committee for a 30-day review. If there are no objections, the form will move forward and go into effective March 1, 2022, with the new amendments to the ICJ Rules.

### **UNITY Survey Responses**

- Chair Connor opened the floor for comments regarding the results of the UNITY Training and Transition Feedback Survey, which were shared prior to the meeting. She commented on the low number of Compact staff that participated in the survey and highlighted some of the comments. Chair Connor opened the floor for discussion of the results and information gathered.
- A. Christian (NE) updated that training in Nebraska will be a blend going forward to concentrate on where users are experiencing the most difficulty. She is pleased that the UNITY Training site continues to be an option for training, as opposed to the limitations in the past with the JIDS sandbox.
- M. Farmer (CA) updated that he had “office hours” sessions via Microsoft Teams for the California users during the startup; however, few took advantage of the opportunity. To date, questions from the field users have primarily been password resets.
- N. Lawson (OH) shared that when users enter the system and become familiar with UNITY, they experience success. The users who had trouble with JIDS also often have trouble with UNITY. Ohio is working to resolve questions regarding case assignments and case access in certain counties.
- R. Johnson (NC) shared that North Carolina has provided training via Microsoft Teams for small groups for a more personalized experience. Discussion has begun regarding training for larger groups. The first large roll-out to local authorities was about 60 users and the next one will be about 90 users. She commented that the survey results will be considered in relation to improving training and better preparing users going forward.
- Chair Connor updated that Idaho has had only one new hire since rolling out UNITY. Chair Connor conducted the training for the one user in three sections: basics; travel permits and transfers; and returns.
- Chair Connor commented about the value of survey results for in-state trainings and suggested sharing results with state Compact Administrators. Jenny Adkins, National Office, updated that the 2021 Docket Book for the Annual Business

Meeting includes a summary report of the survey. Chair Connor noted the comments could be helpful to UNITY administrators for training purposes and recommended that the comments be made available to state UNITY administrators that wish to receive.

- A. Christian (NE) provided a helpful tip for using the software “Snagit”. She uses the program to take short videos to share how to complete tasks in UNITY. She recommended Snagit over capturing screen shots, adding arrows, and emailing information to users.

## Old Business

### Transportation Identification Form

- Chair Connor presented the two Training Bulletins related to the new Transportation Identification Form: one bulletin for ICJ personnel and one bulletin for TSA personnel. Both have been reviewed and discussed in past meetings, and are presented today for vote.

#### ICJ Training Bulletin: Transportation Identification Form

- Chair Connor noted that the proposed ICJ Form is also appropriate for use with ground transportation. The email address for TSA ([Indcustomercare@tsa.dhs.gov](mailto:Indcustomercare@tsa.dhs.gov)) has been added. This email address was provided by our TSA contact, Stacey Sanders. Chair Connor asked if the email address was hyperlinked.
- Joe Johnson, National Office, responded the hyperlink will enable users to send the completed Form from UNITY using their email server. In March 2022, the new form will be available to generate from within UNITY. The Form could then be shared within UNITY through file share and entering the email address, or the generated form could be exported and attached to an email.
- **N. Lawson (OH) made a motion to approve the ICJ Training Bulletin: Transportation Identification Form. K. Torres (IA) seconded. The motion passed.**

#### TSA Training Bulletin: Interstate Compact for Juveniles Alternate Identification Form

- Chair Connor presented the draft TSA Training Bulletin: Interstate Compact for Juveniles Alternate Identification. There have been no changes to the TSA Bulletin since the last discussion.
- **N. Lawson (OH) made a motion to approve the TSA Training Bulletin: Interstate Compact for Juveniles Alternate Identification. T. Casanova (VT) seconded. The motion passed.**

### UNITY Impact

- Chair Connor presented updates regarding questions raised about the new Form and UNITY.
  - Chair Connor reported that the National Office recommends that the new Form should be made available on March 1, 2022, to align with the rule amendments updates.
  - **N. Dalton (VA) made a motion to go live with the Form on March 1, 2022. N. Lawson (OH) seconded. The motion passed.**
  - The event is entitled Transportation ID in UNITY. It was created during the initial development phase and is currently hidden.

- The event will be available for both home/demanding and holding state.
- The event will be available for both returns and transfers of supervision.
- It is not necessary to review workflow, rules, or processes. The form will be generated via an event and has no workflows or related process associated with sending it up and down the chain (JPO-JPS-ICJO-JPS-JPO) in UNITY.
- There is no cost to implement the new form in UNITY because the new form was developed as part of the original build.

## **New Business**

### **UNITY Reporting and Data Visualization Team Update**

- R. Johnson (NC) updated the UNITY Reporting and Data Visualization Team received their first glimpse of four (4) of the UNITY Reports with graphs which included the Quarterly Progress Report (QPR). Members were pleased with the results.
- Members of the Reporting and Data Visualization Team will present a training session at the Annual Business Meeting sessions.

## **Adjourn**

- Chair Connor noted that this is the last meeting of the Technology Committee prior to the 2021 Annual Business Meeting. She expressed her sincere gratitude to each member of the Technology Committee members for their work and commitment this year with the roll out of UNITY.
- A. Christian (NE) asked when the Technology Committee will reconvene after the Annual Business Meeting. Director Underwood responded that the 2021 Annual Business Meeting SpotMe platform homepage includes a link for easy access to sign up for next year's committees. As soon as the Technology Committee is re-established, members will reconvene and continue their work with UNITY.
- **N. Lawson (OH) made a motion to adjourn. K. Torres (IA) seconded. The motion passed by acclamation at 3:18 p.m. ET.**