

INTERSTATE COMMISSION FOR JUVENILES

Technology Committee Meeting Minutes

December 7, 2021
2:00 p.m. ET
Via Zoom



Voting Members in Attendance:

1. Kellianne Torres (IA), Designee, Chair
2. Judy Miller (AR), Designee
3. Jefferson Regis (DC), Commissioner
4. Roy Curtis (ME), Commissioner
5. Jacey Rader (NE), Commissioner
6. Felicia Dauway (SC), Commissioner

Non-Voting Members in Attendance:

1. Holly Kassube (IL)
2. Nita Wright (IN)
3. Abbie Christian (NE)
4. Kelly Palmateer (NY)
5. Rachel Johnson (NC)
6. Gladys Olivares (NV)
7. Brandon Schimelpfenig (WY)

Members Not in Attendance:

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

Call to Order

Technology Committee Chair 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

J. Rader (NE) made a motion to approve the agenda. J. Regis (DC) seconded. The motion carried.

Minutes

J. Miller (AR) made a motion to approve the September 14, 2021 meeting minutes as presented with corrections. F. Dauway (SC) seconded. The motion carried.

Discussion

Updates to Form IX (QPR & Violation Report Versions)

- The Technology Committee reviewed the proposed updates made to the Form IX for both the Quarterly Progress Report (QPR) and the Violation Report. The updates were displayed in red. The modifications are a result of the new rule proposals that go into effective March 1, 2022.
- Chair Torres shared that the quote from Optimum Technology to make changes to the Form IX; update UNITY; run algorithms; and test, totals \$7,200.

Form IX Quarterly Progress Report (QPR)

- The modification presented read:
 - ~~SUMMARY OF ANY BEHAVIORAL ISSUES AND EFFORTS OR INTERVENTIONS TO REDIRECT BEHAVIOR (including sanctions, if applicable):~~
 - **DESCRIPTION OF EFFORTS MADE TO REDIRECT BEHAVIOR (including therapeutic interventions, incentives and/or graduated sanctions, or other corrective actions):**
- A. Christian (NE) proposed retaining the phrase “summary of behavioral issues and” section and adding the new rule language in the modified Form IX Quarterly Progress Report.
- Chair Torres questioned if adding the “summary” phrase back would be in conflict with the new rule. Director Underwood replied it would not be in conflict.
- The Technology Committee agreed to the modified language.
- **J. Rader (NE) made a motion to modify the language and approve the revised Form IX: Quarterly Progress Report to read: SUMMARY OF ANY BEHAVIORAL ISSUES AND EFFORTS OR INTERVENTIONS TO REDIRECT BEHAVIOR (including sanctions, if applicable) DESCRIPTION OF EFFORTS MADE TO REDIRECT BEHAVIOR (including therapeutic interventions, incentives and/or graduated sanctions, or other corrective actions): J. Miller (AR) seconded. The motion passed.**

Form IX Violation Report

- The Technology Committee reviewed the proposed modification to Form IX: Violation Report and agreed with the modification as presented:
 - ~~SUMMARY OF EFFORTS OR INTERVENTIONS TO REDIRECT BEHAVIOR (including sanctions, if applicable):~~
 - **DESCRIPTION OF EFFORTS MADE TO REDIRECT BEHAVIOR (including therapeutic interventions, incentives and/or graduated sanctions, or other corrective actions):**
- **F. Dauway (SC) made a motion to approve the revised Form IX: Violation Report as presented. J. Rader (NE) seconded. The motion passed.**
- The National Office will share with the Rules and Executive Committee for comment. Joe Johnson will then forward the forms to Optimum Technology.

Subcommittee Update: UNITY Enhancements

- A. Christian (NE) updated that the UNITY Enhancement Subcommittee started meeting on a weekly basis tasked with reviewing all the enhancement requests. First, the members scored the enhancements list individually and then came

together to share their scores. She was pleased to report that members' scoring was very similar. The top 20 enhancements have been selected for the first round of consideration. The Subcommittee is awaiting a quote from Optimum Technology. Optimum Technology is focused on the final development tasks and "bug fixes" and then will direct their attention to quotes for the enhancements. Upon receipt of the quote, the Subcommittee will present those enhancements to the Technology Committee.

- J. Miller (AR) asked for more information regarding the process. Director Underwood reviewed the policy with the Technology Committee. The Technology Committee Chair will notify the person(s) submitting the requests of the Committee's decision. Recommendations do not necessarily need to go to the Executive Committee for approval, but Executive Committee may be required due to having a greater financial impact than was budgeted.
- A. Christian (NE) asked for information about the amount approved, stating that it would be helpful as they review the enhancements to make their decisions.

Subcommittee Update: Reporting & Data Visualization

- R. Johnson (NC) updated that the UNITY Reporting & Data Visualization Team began meeting weekly in July to prioritize the order of UNITY reports, to develop the fields, format, and titles.
- Five reports were developed and shared. There have been some edits based on the feedback. The group has not met recently, as Joe Johnson and Optimum Technology are tweaking the reports based on the feedback.
- R. Johnson (NC) encouraged UNITY users to thoroughly review their reports from UNITY for accuracy to determine if the issue is UNITY or an error in the input.
- The UNITY Workshop on Wednesday, December 15, 2021 @ 1 pm will focus on UNITY Reporting.
- Chair Torres requested members provide feedback to R. Johnson (NC) about the reports. She shared that the breakdown for sending and receiving states and the charts have been extremely helpful.
- R. Johnson (NC) updated that one suggestion received was a column on the travel permit to filter by zones. This would help states to see the areas that perhaps need more training. H. Kassube (IL) chatted she loved the suggestion.
- Chair Torres asked that members think of ways to use the data for better efficiencies within their states, as UNITY has the ability to go above and beyond "data collection." R. Johnson (NC) added that Tableau Reports provide a great visual tool for sharing data with upper management in their states, as they provide quick and powerful overviews of how their states align within the Commission's membership.

Old Business

There was no old business.

New Business

Collaboration with Training Committee

- Chair Torres reported that she recently met with Training Committee Chair Nate Lawson to discuss collaboration opportunities.

- The Data and Visualization team members have been presenting at the UNITY Coordinators Meeting. These sessions will be re-envisioned as Monthly UNITY Workshops, which the Reporting & Data Visualization team members will continue to lead. The next session is December 15. All ICJ personnel are encouraged to attend, not just UNITY Coordinators.
- The Training Committee is planning live training on the new Transportation Identification Form. The session will be recorded uploaded to the TalentLMS. Any Technology Committee members interested in participating in that training should notify Chair Torres.
- Development of ICJ in Action Courses began a year ago and is now back as UNITY is live. ICJ in Action Courses will combine the ICJ Rules, UNITY, and Forms into modules as one practical course by subject matter. A work team will meet informally to develop the content for these courses. The work team will consist of both Training and Technology Committee members. H. Kassube (IL) chatted that she is on the Training Committee and already a part of the ICJ in Action work team. Roy Curtis (ME) expressed an interest. Others interested should contact Amanee Cabbagestalk after the meeting.

Adjourn

Chair Torres adjourned the meeting by acclamation without objection at 2:41 p.m. ET.