INTERSTATE COMMISSION FOR JUVENILES
Technology Committee Meeting Minutes

May 10, 2022
2:00 p.m. ET
Via Zoom

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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

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. Felicia Dauway (SC), 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. 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
R. Curtis (ME) made a motion to approve the agenda. J. Rader (NE) seconded. The motion carried.

Minutes
J. Miller (AR) made a motion to approve the April 12, 2022 meeting minutes.

J. Rader (NE) seconded. The motion carried.

Discussion

Executive Committee Referral: UNITY Data Fields
- Technology Committee Chair K. Torres (IA) updated that she and Compliance Committee Chair Rader (NE) worked with the ICJ National Office to draft a new ICJ Best Practice based on the Committee's discussion at the last meeting.
- Chair Torres presented a draft *ICJ Best Practice: Direct Entry of Data into UNITY Data Fields* and highlighted three distinct areas of document: the "why," the "how to," and UNITY tips.
- J. Miller (AR) asked how signatures would be obtained using the copy and paste feature. Chair Torres explained the UNITY-generated form would include the electronic signatures. The Technology Committee discussed and agreed to modify the text for clarity.
- **J. Rader (NE) made a motion to recommend the *ICJ Best Practice: Direct Entry of Data into UNITY* as amended to the Executive Committee. J. Miller (AR) seconded. The motion passed**.

Review of ICJ Administrative Policies
- Chair Torres presented two ICJ Administration Policies for review for revision: Information System Modifications (ICJ 2020-02) and Forms Responsibility (ICJ 2014-01)

    Information System Modifications Policy (ICJ 2020-02)
- The Technology Committee reviewed and discussed each section in the policy.
- Under Section III. Responsibility (B), A. Christian (NE) asked if reference to specific titles (Commissioners, Compact Administrators, Designees, and Deputy Compact Administrators) would preclude Compact office staff, such as Coordinators, from submitting enhancement requests. She noted many of the current enhancement requests were submitted by the daily operations staff that use UNITY regularly.
- Director Underwood explained these titles are the same used in relation to making rule proposals. Historically, such requests have been channeled through the leadership in Compact offices. The Technology Committee discussed and agreed to move forward as presented.
- **J. Miller (AR) made a motion to approve the revised Information Systems Modifications Policy #2020-02. J. Rader (NE) seconded.   The motion passed**.
- After approving the policy, an accidental omission was noted in the "Responsibility" Section. Chair Torres (IA) explained the policy should include a paragraph related to correction of specific types of errors by the Technology Committee Chair, in order to be consistent with the Forms Responsibility Policy.
- **R. Curtis (ME) made a motion to reconsider the motion to approve revisions to the Information System Modifications Policy #2020-02. J. Regis (DC) seconded.   The motion passed**.
- The Technology Committee reviewed the relevant paragraph in the Forms Responsibility Policy and agreed to include the paragraph with amendments as noted below:

- - - *The Chair of the Information Technology Committee may direct revisions to an existing form or component of the electronic information system for purposes of correcting typographical errors, errors in format, modifications, errors in consistency, or grammatical errors.*
  - J. Miller (AR) asked if this paragraph would allow corrections by Technology Committee members. Chair Torres (IA) explained the Technology Committee members would bring errors to the attention of the Technology Chair for correction.
  - **R. Curtis (ME) made a motion to approve the Information System Modification ICJ 2020-02 as amended. J. Miller (AR) seconded. The motion passed.**

Forms Responsibility Policy (ICJ 2014-01)
- The Technology Committee reviewed and discussed each section of the policy.
- J. Miller (AR) asked what ICJ Forms are not electronic. The National Office clarified there are four optional forms currently not available in an electronic format:
  - Order Setting Hearing for Requisition for Escapee, Absconder, or Accused Delinquent
  - Order Setting Hearing for the Requisition for a Runaway Juvenile
  - Petition for Hearing on Requisition for Escapee, Absconder, or Accused Delinquent.
  - Petition for Hearing on Requisition for Juvenile Runaway
- A. Christian (NE) updated that the Business Analysis Team that helped to develop UNITY made a determination during development not to include these four forms in UNITY due to the infrequent use, in order to focus resources towards the required and frequently used forms.
- **J. Rader (NE) made a motion to approve the revised ICJ Administrative Policy #2014-01 Forms Responsibility as presented. R. Curtis (ME) seconded. The motion passed.**
- After approving the policy, the Technology Committee agreed the Forms Responsibility Policy should also include language to be consistent with changes in Policy #2020-02.
- **R. Curtis (ME) made a motion to reconsider the motion to approve revisions to the Forms Responsibility Policy #2014-01. J. Miller (AR) seconded. The motion passed.**
- The Technology Committee agreed for consistency with the previous policy to amend Section III. Responsibility A., paragraph 3 should read: *The Chair of the Information Technology Committee may* ~~direct the creation of a new form or~~ *direct revisions to an existing form for purposes of correcting typographical errors, errors in format, modifications, errors in consistency, or grammatical errors.*
- **R. Curtis (ME) made a motion to approve the revisions to the ICJ Administrative Policy #2014-01 as presented. J. Miller (AR) seconded. The motion passed.**

Old Business

Posting ICJ Forms Translated to Creole

- Chair Torres (IA) recalled the Technology Committee previously discussed the offer from Florida to share the ICJ Forms translated into Haitian Creole.
- J. Miller (AR) did not support posting translated forms. A. Christian (NE) agreed posting this unique translation could trigger other issues. The Technology Committee discussed and agreed.
- **J. Rader (NE) made a motion not to post the ICJ Forms translated to Haitian Creole on the Commission's website. J. Miller (AR) seconded. The motion passed**.

<u>Subcommittee Update: Reporting & Data Visualization - Rachel Johnson</u>
- Rachel Johnson (NC) updated that the Reporting & Data Visualization Subcommittee has not met since the last Technology Committee meeting. The Subcommittee will meet May 11 to continue their review and discussion of UNITY Tableau Reports available and proposed.

<u>Subcommittee Update: Enhancement Requests – Abbie Christian</u>
- Abbie Christian (NE) reported that the Enhancements Requests Subcommittee finished their thorough review of the UNITY Enhancement Requests in "round 1," which have been forwarded to Optimum Technology for quotes. Once the quotes are received, the recommendations will be presented to the Technology Committee.
- Chair Torres (IA) announced that the June 14 Technology Committee meeting will be extended to 2-hours in anticipation of the UNITY Enhancement Requests review.

<u>UNITY Support and Bug Fix Updates - Joe Johnson</u>
- Joe Johnson, Project Manager, updated that ICJ has been assigned a new account manager, Shan Ramachandra. Mr. Ramachandra will provide for each Technology Committee meeting an assessment of all outstanding Smartsheet support items as requested by Joe Johnson. Below is Mr. Ramachandra's first assessment information:

# Of Issues	Status	Target Release Date
10	*Final testing in progress*	May 18, 2022
04	*Testing in progress*	June 1, 2022
24	*In-Progress*	TBD
20	*To Do*	TBD

  - Issues with "final testing" and "testing in progress" status are primarily related to individual UNITY cases where users have requested assistance. The National Office and Optimum Technology will maintain a Smartsheet spreadsheet to track these.
  - Issues with "In-Progress" status are being reviewed by the vendor development team to assess the scope of the impact.
  - Issues in "To Do" status" have been reported by users, but have not yet been referred to the development team for research and evaluation.
- As needed, Mr. Ramachandra will attend a Technology Committee meeting to provide additional explanations.

New Business

<u>Form II</u>

- Chair Torres (IA) updated that when "fleeing to avoid prosecution" was removed from the top of the Form II, there was an oversight to remove the similar language in another section of the form.
- The change involves updating the Form II label
  - From:
    Circumstances of breach of terms of probation, parole, escape from institution or fleeing to avoid prosecution:
  - To:
    Circumstances of pending charges, active warrant, breach of terms of probation, parole, escape from institution or absconding:
- Chair Torres (IA) proposed correcting the form. There would be no additional costs to make the correction in UNITY. The Technology Committee voiced no objections.
- Director Underwood advised that this modification can be considered a correction due to an error in consistency, edits may be done by authority of the Chair pursuant to ICJ policy without any additional input or vote.
- Chair Torres (IA) approved the correction to the Form II and will update the Executive Committee. After the Executive Committee meeting, Joe Johnson will notify the vendor to make the change.

<u>UNITY Transfer of Supervision – Paroled Youth Sex Offender</u>
- J. Miller (AR) reported an issue she has experienced in UNITY when processing a Transfer of Supervision for a paroled sex offender. UNITY denotes two (2) orders are required: Order of Commitment and Order of Adjudication and Disposition. In a paroled case, there is an Order of Commitment, but not an Order of Adjudication and Disposition.
- A. Christian (NE) updated that during the initial design and development, the UNITY Business Analysis Team designed the current process to cover both probation and parole rules.
- Chair Torres (IA) tabled the discussion for another meeting.

Adjourn
R. Curtis (ME) made motion to adjourn. Chair Torres adjourned the meeting by acclamation without objection at 3:10 p.m. ET.