

INTERSTATE COMMISSION FOR JUVENILES

Technology Committee Meeting Minutes

December 13, 2022
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. Nordia Napier (CT), Designee
5. Jacey Rader (NE), Commissioner
6. Natalie Dalton (VA), Commissioner

Non-Voting Members in Attendance:

1. Terrance Clayton (FL)
2. Shirleen Cadiz (HI)
3. Holly Kassube (IL)
4. Melina Hampton (KY)
5. Maxine Baggett (MS)
6. Abbie Christian (NE)
7. Rachel Johnson (NC)
8. Brandon Schimelpfenig (WY)

Members Not in Attendance:

1. Tasha Hunt (CT)
2. Jean Hall (FL)
3. Mary Kay Hudson (IN)
4. Nita Wright (IN)

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 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. N. Dalton (VA) seconded. The motion carried.

Minutes

J. Miller (AR) made a motion to approve the July 12, 2022 meeting minutes as presented. R. Curtis (ME) seconded. N. Napier (CT) and N. Dalton (VA) abstained. The motion carried.

Discussion

- Information Technology Chair K. Torres (IA) opened the first meeting of the 2023 Technology Committee with a round of self-introductions and an “ice breaker” activity.

2023 Objectives Overview

- Chair Torres noted that the Technology Committee has a busy year ahead in multiple areas which will involve collaborations with other committees. She briefed on the priorities, objectives, and actions as charted in the diagram below.

Tech Committee 2023 Priorities

Pillars Objectives	UNITY	Tableau	Knowledge / Proficiency	UNITY Field Officers
Enhancement 2023	<ul style="list-style-type: none"> MTL Filters Design Functionality TOS Workflows / Events Return Workflows Case Reassignments 		<ul style="list-style-type: none"> MTL Filters Design Functionality TOS Workflows / Events Return Workflows Case Reassignments 	
Educational Updates	<ul style="list-style-type: none"> UNITY Spotlight Articles Wednesday Educational Session(s) Workflow Guides Regional Meeting IT Committee Ambassadors Continuity with Training Committee 			
Workflow Guides	<ul style="list-style-type: none"> Identify & Prioritize Design & Develop Universal Template Build, Release, & Education 		<ul style="list-style-type: none"> Identify & Prioritize Design & Develop Universal Template Build, Release, & Education 	
UNITY System Maintenance	<ul style="list-style-type: none"> Develop & Release Annual Maintenance Calendar Committee Member Participation Run Through UNITY User Maintenance 			
Tableau Reporting	<ul style="list-style-type: none"> Release QPR & HE Metric Report Implement Subscription Strategy Review / Edit 3 or more Tableau Reports Continuity with Compliance Committee 			

Structuring of Four (4) UNITY Teams

- Chair Torres explained that the Technology Committee will form four (4) UNITY Teams to accomplish this year’s specific tasks. The four teams will work outside of the full committee and report to the Technology Committee meetings during the monthly meetings.
- Chair Torres (IA), briefed on the first two teams which she will lead. Vice Chair Curtis (ME), briefed on the second two teams which he will lead.
- Chair Torres opened the floor for questions and volunteers for the four teams as listed below.
 - Enhancements 23 Team** (led by Chair Torres)
 - The work will rollover from the work accomplished last year to verify the implementation of the approved enhancements and educate the Commission of the changes and their impact.

- J. Miller (AR) asked what enhancements would be reviewed. Chair Torres explained the team would be testing and rolling out the proposals approved for 2023; however, that did not preclude the potential for additional new enhancement request reviews as this is a rules year.
- 2. **Tableau Data Visualization & Reporting Team** (led by Chair Torres)
 - The work will include the release of the Home Evaluation and Quarterly Progress Metric Reports. Additionally, the team will continue to develop new reports.
 - The team will collaborate with the Compliance Committee to ensure all reports align with compliance.
- 3. **UNITY Workflow Diagram Team** (led by Vice Chair Curtis)
 - The team will first collaborate with the ICJ Training Committee to discern pertinent workflows to consider to develop useful UNITY Workflow Diagrams.
 - In addition to the team members, they will seek input from JPOs and JPSs in the process as they too work in UNITY on a regular basis.
 - N. Napier (CT) asked what the difference would be between information in the ICJ in Action courses and the workflow diagram.
 - Vice Chair Curtis replied it would be a quick look with a visual and not as elaborate as the ICJ in Action courses.
 - J. Johnson, System Project Manager, added the workflows could be helpful when users question which event to select. A workflow diagram would quickly visualize the path of UNITY when certain events are selected.
 - Chair Torres added the workflow diagrams would be similar to those used in JIDS.
- 4. **UNITY Maintenance Team** (led by Vice Chair Curtis)
 - The UNITY maintenance team will focus on data in the system and maintaining healthy data. Perhaps develop a health check calendar as a reminder for states to check their state's data and to encourage states to develop a rhythm for checking their state's data.
- Chair Torres shared a list of team assignments to date. She requested that members confirm and let both herself and Vice Chair Curtis know their team preferences prior to December 23.

Updating in Region Meetings

- Technology Committee members will represent the ICJ Technology Committee and provide updates in their region meetings. Chair Torres will represent in the Midwest Region and Vice Chair Curtis will represent in the East Region.
- The representatives will serve as a liaison between the Technology Committee and the regions to provide updates and feedback relative to UNITY. She asked for a member of the West and South Regions to provide Technology updates in their meetings.

Old Business

UNITY Enhancements Update

- Director Underwood updated that the backlog of UNITY service helpdesk has been eliminated and the vendor is focused on UNITY enhancements approved for 2023.
- J. Johnson, System Project Manager, added that he has been working closely with the vendor. UNITY enhancements will be released when ready in four phases:
 1. Filters and Master Task Lists
 2. Navigation Changes
 3. Transfer of Supervision and Returns
 4. Case Reassignments

New Business

UNITY Spotlight Update

- J. Johnson, System Project Manager, updated that the UNITY Spotlight resource is now up and running. The UNITY Spotlight is different from the monthly ICJ Updates e-newsletter. Each publication has a distinct purpose and a separate email list of recipients. He encouraged all members to sign up for the UNITY Spotlight if they had not already done so. The first edition was released in December. In the future, various topics will be inserted with input from UNITY users. The UNITY Spotlight will also include the UNITY enhancement releases and information.
- N. Dalton (VA) requested that consideration be given to use the resource as a quick communication tool to UNITY users for any unique one-time issues when something is not working correctly in the system.
- J. Johnson commented the new resource would be a balance of education, notification, and communication.

ICJ National Office Outlook Issue

- Director Underwood updated on the email server issue at the National Office. As a result, currently the National Office cannot access the Commission contacts and cannot email meeting announces via Outlook to auto-populate calendars.
- An email from icjnationaloffice@gmail.com will be forthcoming to members with meeting scheduled for the year so members can manually add meeting dates to their calendars.

Adjourn

N. Dalton (VA) made a motion to adjourn. J. Rader (NE) seconded. Chair Torres adjourned the meeting by acclamation at 3:06 p.m. ET.