

INTERSTATE COMMISSION FOR JUVENILES

Technology Committee Meeting Minutes



January 20, 2021
2:00 p.m. ET
Via WebEx

Voting Members in Attendance:

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

Non-Voting Members in Attendance:

1. Howard Wykes (AZ)
2. Holly Kassube (IL)
3. Nita Wright (IN)
4. Anna Butler (KY)
5. Maxine Baggett (MS)
6. Abbie Christian (NE)
7. Gladys Olivares (NV)
8. Kelly Palmateer (NY)
9. Rachel Johnson (NC)
10. Raymundo Gallardo (UT)
11. Brandon Schimelpfenig (WY)

Members Not in Attendance:

1. Traci Marchand (NC), Commissioner

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

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

N. Lawson (OH) made a motion to approve the agenda. N. Dalton (VA) seconded. The motion carried.

Minutes

J. Miller (AR) made a motion to approve the December 15, 2020 meeting minutes as presented. K. Torres (IA) seconded. The motion carried.

Discussion

UNITY Updates

Project Development

- J. Johnson, updated that the “Wednesday at 1” UNITY Coordinators weekly meetings continue to go well. The weekly meetings are more detailed, as new tasks and assignments are being completed in preparation for the transition from JIDS to UNITY. The comments by coordinators are valued, and the process for centralization and transparency are crucial during the transition. All comments submitted online are addressed and posted for all to share as others may have the same questions.
- Regarding data migration, each state Compact office is responsible for completing tasks regarding their cases in preparation for and following the migration.
- Until all initial development has been completed, the user testing is being conducted using what will become the training site. At this time, the training site is not intended for the broader audience. The purpose of testing is to ensure UNITY is ready for full release. Nonetheless, the UNITY Training Site will be available to all prior to go-live.

User Acceptance Testing (UAT)

- J. Johnson provided an update on the User Acceptance Testing. The UAT Team is validating workflows. He expressed his appreciation to the UAT Team members for their work:
 1. Anne Connor (ID)
 2. Natalie Dalton (VA)
 3. Roy Curtis (ME)
 4. Roy Yapple (MI)
 5. Kelly Palmateer (NY)
 6. Joy Swantz (WI)

Transition Training Sessions Resources

- Chair Connor updated that the four UNITY Transition Planning Sessions conducted last week were recorded.
 1. Jan 12 - “UNITY Transition Planning: What All States Need to Know”
 2. Jan 13 - “UNITY Transition Planning: Model 3 Discussion”
 3. Jan 14 - “UNITY Transition Planning: Model 2 Discussion”
 4. Jan 14 - “UNITY Transition Planning: Model 1 Discussion”

- The recordings for all sessions and their corresponding Power Point presentations are now available on the Commission’s website under the [“UNITY” tab](#).

UNITY Updates to Go Live

- Chair Connor provided an update on recent conversations between the ICJ Officers, the National Office, UAT Team, Vice Chair Torres, and herself regarding UNITY go-live.
- During the December Executive Committee Meeting, the committee agreed not to adjust the UNITY go-live timeline in February and to revisit the date after the UAT and transition planning sessions in January were completed.
- The UAT and transition planning sessions provided opportunities to view and better understand the system to ensure a smooth transition. During this time, several states expressed a concern that more time is needed for training, particularly the in-state training using the UNITY training site. Some states have shared the importance of access to a User Manual in advance of the go-live date. Other states expressed a need for more time to complete their JIDS clean-up processes and to update their in-state procedures.
- Chair Connor added that there is an advantage for the vendor, Optimum Technology, to also have additional time to sort through the comments from the UAT Team to ensure things work as smoothly as possible.
- At the Executive Committee January Meeting, extending the go-live date 60 to 90 days will be considered. The extension would move the go-live transition to April or May in order to ensure a smoother transition.
- Chair Connor stated that having been a part of both the UAT and the Transition Training Teams, she supports the go-live extension as the “right thing” to do for the Commission.
- Chair Connor summarized the key advantages of extending the UNITY go-live date as listed below and then opened the floor for discussion.
 - Full access to UNITY Training Site for at least 1 month prior to the UNITY go-live, plus more time for in-state training.
 - The release of a User Manual prior to the release of the UNITY training site.
 - Additional time for “JIDS clean up” prior to the migration of active cases.
 - Additional time for User Acceptance Testing (UAT) to identify defects.
 - The opportunity to build more “tool tips” in the initial release to provide support to new users.
- N. Dalton (VA), UAT team member, supported the 60–90-day extension based on what she has seen during the testing.
- J. Miller (AR) acknowledged she had concerns for a February go-live date and was pleased to hear of a possible extension.
- J. Rader (NE) noted that the Executive Committee listened to the Commission’s concerns and therefore agreed to wait until after the UAT and transition training to make a final determination on UNITY go-live.
- N. Lawson (OH) expressed his sincere appreciation to the six UAT members for their hard work and commitment to the new system and the transition.
- A. Christian (NE) agreed that while it is somewhat of a disappointment to those states that are ready, it is more important to do what is right for the full Commission.

- M. Farmer (CA) concurred it is disappointing to states eager and ready to exit JIDS, but understands the extension is for the greater good.
- **N. Dalton (VA) made a motion to recommend in the ICJ Executive Committee January Meeting that UNITY go-live be extended 60–90 days. J. Miller (AR) seconded. The motion passed.**

UNITY Policies

New Juvenile Record Expungement Policy

- Chair Connor updated that the Technology Committee began discussion of this new proposed policy at the last meeting. The discussion was tabled for members to gather more information on what prompts the expungement of a juvenile record in their states.
- N. Dalton (VA) shared her state’s expungement process is governed by state law. Any memorandum would be initiated by an ICJ office request, not a court; therefore, the proposed change would be beneficial to Virginia.
- M. Farmer (CA) updated that over the past 10 years there have been only a few juvenile expungements in California. All appear to have used a form signed by a judicial officer which referenced a state code. The state code would support the expungement and require initiation by an attorney to the court.
- N. Lawson (OH) suggested that whether a court order or memorandum, it would align to the requirements of the state’s law. He proposed the language “*court or memorandum, consistent with state law.*”

Section II. Policy

- The committee discussed and agreed with the proposed language in paragraph 2 of the policy section which would read:
“...~~court~~ *court order or court memorandum consistent with state law, transfer of supervision and travel permit cases may be expunged by a request from the adjudicating state, and*”

Section III. Procedures A.

- J. Adkins provided a list of fields that would be included on an expungement request webform to accompany the policy.
- The committee reviewed and agreed with the list of elements to be included on an expungement request webform with the addition of a *check box to certify that the request meets state law requirements.*
- Chair Connor clarified that approving an ICJ Administrative Policy also includes approving any necessary webforms to gather information for the implementation of the policy and asked for a motion.
- **N. Lawson (OH) made a motion to recommend for approval by the Executive Committee the *new ICJ Administrative Policy - Juvenile Record Expungement* and corresponding webform as agreed. M. Farmer (CA) seconded. The motion passed.**

Revised Privacy Policy

- Chair Connor updated that the Technology Committee agreed at the last meeting that due to time and length of the proposed Privacy Policy to discuss at this meeting.

- J. Miller (AR) updated that she reviewed the 10-page draft privacy policy and provided suggestions and corrections. J. Adkins shared the suggested edits to the policy in track changes. The committee reviewed and addressed each comment by J. Miller (AR) and reached a consensus on all.
- **Section XIV. Training**
 - J. Adkins displayed Section XIV. Training in the policy. This section requires anyone using UNITY to first complete a Privacy Policy course. This requirement was carried over from the previous JIDS Privacy Policy; however, she does not believe it was routinely carried out.
 - J. Miller (AR) commented that the user should have knowledge of the Privacy Policy whether or not it would be a course. Chair Connor suggested taking a course was not necessary.
 - J. Adkins and J. Johnson spoke to options for first-time users to acknowledge the Privacy Policy by signing a User Acceptance webform before entering UNITY. J. Adkins presented a mock summary page similar to the JIDS End User Agreement.
 - Chair Connor was in support of a Privacy Policy summary page. N. Dalton (VA) supported removing the training section from the policy.
 - The Technology Committee reached a consensus to remove the Training Section from the Privacy Policy; provide users with a synopsis of the Privacy Policy; and require a new user acceptance acknowledgement.
 - Chair Connor requested that for the February meeting, the committee review a summary of the Privacy Policy. Additionally, she requested that J. Johnson share how embedding the Privacy Policy synopsis and User Acceptance webform in UNITY would function.

Old Business

Transportation Identification Form – TSA

- Chair Connor referred to the ICJ National Office for an update from the Transportation Security Administration (TSA) on the ICJ Transportation Identification Form.
- J. Adkins shared the draft form with the last modifications as suggested by the Technology Committee in the last meeting. The two modifications were:
 - adding a check box regarding the release of a photo; and
 - editing “form authorized by” to “form prepared by,” for consistency with other forms.
- J. Adkins updated that Stacey Sanders, TSA, has reviewed the form and agrees it is an acceptable form of alternate identification. However, Ms. Sanders cautioned that the acceptance depends upon the TSA supervisor at the airport. Ms. Sanders is willing to work with the Commission to provide the information ahead of time to the particular airport TSA supervisors.
- **K. Torres (IA) made a motion to approve the ICJ Transportation Identification Form as presented. N. Lawson (OH) seconded. The motion passed.**
- The ICJ National Office will forward the new form to the Rules and Executive Committees for a 30-day review.

New Business

Proposed amendment to Rule 3-101

- Chair Connor presented a draft proposed amendment to ICJ Rule 3-101 from the Technology Committee that evolved in the meeting last month.

Rule 3-101: Forms Electronic Information System

States shall use the electronic information system approved by the Commission to facilitate the transfer of supervision, submit travel permits, and effect the return of juveniles pursuant to ~~for e-forms processed through~~ the Interstate Compact for Juveniles.

- N. Dalton (VA) noted a misspelled word in the justification.
- J. Miller (AR) questioned the proposed new language regarding the level of detail to include by listing the actions by the Commission.
- Chair Connor suggested that transfers of supervision, travel permits, and returns encapsulates all areas tracked by the Commission.
- M. Farmer (CA) suggested *travel notifications* rather than *travel permits* which is a little broader.
- K. Palmateer (NY) suggested *facilitate transfer, travel and return*.
- N. Dalton (VA) suggested *supervision* versus *transfer* which could read “...*to facilitate the supervision, travel notices, and return*” of juveniles pursuant to the *Interstate compact for Juveniles*.”
- Chair Connor commented that ICJ does not facilitate travel but tracks travel.
- The committee agree to review the modified proposal at the next meeting.
- **N. Lawson (OH) made a motion to table the discussion to the next meeting. J. Rader (NE) seconded. The motion passed.**

Adjourn

- **N. Dalton (VA) made a motion to adjourn. M. Farmer (CA) seconded. Chair Connor adjourned the meeting without objection at 3:21 p.m. ET.**
- The next meeting is February 9, 2021.