

INTERSTATE COMMISSION FOR JUVENILES

Technology Committee Meeting Minutes

February 9, 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. Traci Marchand (NC), Commissioner
6. Trissie Casanova (VT), Designee
7. 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. Abbie Christian (NE)
6. Kelly Palmateer (NY)
7. Gladys Olivares (NV)
8. Raymundo Gallardo (UT)
9. Brandon Schimelpfenig (WY)

Members Not in Attendance:

1. Jacey Rader (NE), Commissioner
2. Nate Lawson (OH), Commissioner
3. Maxine Baggett (MS)
4. Rachel Johnson (NC)

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. Dalton (VA) made a motion to approve the agenda. T. Marchand (NC) seconded. The motion carried.

Minutes

J. Miller (AR) made a motion to approve the January 20, 2021 meeting minutes presented. K. Torres (IA) seconded. T. Marchand (NC) abstained. The motion carried.

Discussion

UNITY Updates

- Director Underwood briefed on UNITY preparations. As recommended by the Technology Committee at the last meeting and approved by the Executive Committee, the UNITY timeline has been adjusted and the User Acceptance Testing continues.
- UNITY Courses are in development by J. Adkins and A. Cabbagestalk. Later this week, two travel permit courses will be released. Learners may provide feedback on the ICJ TalentLMS dashboard regarding the course and future courses. New resources are being developed to assist states, including a timeline and UNITY Training Site Toolkit.
- Chair Connor asked for an update regarding the training project started by the UNITY Training Team last year. Director Underwood shared that ICJ On Demand Courses are categorized as either UNITY or Core Courses. Currently, resources are focused primarily on developing UNITY Courses in preparation for the UNITY go-live date. Staff are also working with content created last year by the UNITY Training Team to build new Core Courses using the “ICJ in Action” model for blended training about ICJ Rules and UNITY. In March, the Training Committee will establish a work team related to this project.
- T. Marchand (NC) requested an update regarding User Acceptance Testing (UAT).
- A. Connor (ID) reported the UAT Team continues to test multiple scenarios. Team members work in pairs, and provide feedback via SmartSheet and screen shots.
- N. Dalton (VA) updated that they have uncovered some issues, coding, and workflows corrections. To date, the UAT Team has completed testing of one of the nine transfer of supervision scenarios to be tested.
- K. Palmateer (NY) shared that she has enjoyed the process. Although it is tedious work, the benefit to the UNITY transition is invaluable.

UNITY Policies

Revised Privacy Policy

- Chair Connor presented the updated draft ICJ Administrative Policy: UNITY Privacy Policy from the committee’s suggestions last month and the newly

drafted “End User Agreement”. The End User Agreement summarizes the Privacy Policy and captures the acceptance of the new users.

- J. Miller (AR) suggested the title should be “User Agreement,” as it is to acknowledge the use of the system by new users rather than ending their participation in the system.
- The Technology Committee discussed and everyone agreed to remove the word “End” in the title. No other suggestions were made for either document.
- **J. Miller (AR) made a motion to recommend for approval to the Executive Committee the *ICJ Administrative Policy - UNITY Privacy Policy* and the *UNITY User Agreement*, with the title amendment. T. Casanova (VT) seconded. The motion passed.**

Old Business

Proposed amendment to Rule 3-101

- Chair Connor noted that at the end of the meeting last month the Technology Committee edited language for a rule proposal.
- The Technology Committee reviewed and agreed with the updated draft proposal as presented which stated:

Rule 3-101: ~~Forms~~ **Electronic Information System**

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

- **K. Torres (IA) made a motion to approve the proposed amendment to Rule 3-101 as presented from the Technology Committee. N. Dalton (VA) seconded. The motion passed.**
- The proposal will go to the ICJ Rules Committee for review and adoption recommendation.

New Business

There was no new business.

Adjourn

- **T. Casanova (VT) made a motion to adjourn. T. Marchand (NC) seconded. Chair Connor adjourned the meeting without objection at 2:38 p.m. ET.**
- The next meeting is March 9, 2021.