

INTERSTATE COMMISSION FOR JUVENILES

Technology Committee Meeting Minutes

June 15, 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. Nate Lawson (OH), Commissioner
6. Natalie Dalton (VA), Commissioner
7. Trissie Casanova (VT), Designee

Non-Voting Members in Attendance:

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

Members Not in Attendance:

1. Jacey Rader (NE), Commissioner
2. Traci Marchand (NC), Commissioner
3. Nita Wright (IN)
4. Abbie Christian (NE)

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 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. K. Torres (IA) seconded. The motion carried.

Minutes

J. Miller (AR) made a motion to approve the May 11, 2021 meeting minutes as presented. N. Dalton (VA) seconded. The motion carried.

Discussion

UNITY Updates

UNITY Enhancement Request Process

- Chair Connor referenced the UNITY Enhancement Request process whereby the ICJ Technology Committee will review all requests in accordance with the [ICJ Administrative Policy #02-2020: Information System Modifications](#). The policy was developed by the Technology Committee last year and aligns to the process followed in previous years for JIDS enhancements.
- Chair Connor updated that currently the ICJ National Office collects information submitted and determines whether it is a “bug fix” in the current version or an enhancement request for the next version. Technology Committee will begin to review enhancement requests in the coming months.
- Jenny Adkins shared the location for the UNITY enhancements request form currently on the Commission’s website. She shared the current enhancement request spreadsheet, which included sixteen requests. She suggested viewing the submissions prior to submitting a new request to determine whether someone has already submitted a similar request.

Rule Proposals and UNITY Impact

- Chair Connor updated that the ICJ Rules Committee completed their review of the comments to the 2021 proposed rule amendments. Joe Johnson and Jenny Adkins reviewed the proposals to identify which proposed rule amendments would require modifications in UNITY, if adopted. The following modifications were identified in Rule 5-103.

Rule 5-103: Reporting Juvenile Non-Compliance, Failed Supervision and Retaking submitted by the Racial Justice Ad Hoc Committee

- The Technology Committee discussed the impact and agreed as follows:
 - **Form IX: Quarterly Progress Report**
 - Edit “SUMMARY OF ANY BEHAVIORAL ISSUES AND EFFORTS OR INTERVENTIONS TO REDIRECT BEHAVIOR (including sanctions, if applicable):” to read: “DESCRIPTION OF EFFORTS MADE TO REDIRECT BEHAVIOR (including therapeutic interventions, incentives and/or graduated sanctions, or other corrective actions).

▪ **Form IX: Violation Report**

- Edit “SUMMARY OF EFFORTS OR INTERVENTIONS TO REDIRECT BEHAVIOR (including sanctions, if applicable)” to read: “DESCRIPTION OF EFFORTS MADE TO REDIRECT BEHAVIOR (including therapeutic interventions, incentives and/or graduated sanctions, or other corrective actions)”.

▪ **Form IX**

- The Racial Justice Ad Hoc Committee recommended in their proposal that the Form IX be modified to include specific options for structured responses.
 - Committee members noted that the ICOTS system used by the Interstate Commission for Adult Offender Supervision (ICAOS) uses a very restrictive format.
 - M. Farmer (CA) and K. Palmateer (NY) cautioned against using a limited list of options on a dropdown list.
- **J. Miller (AR) made a motion to request a quote from the UNITY vendor regarding edits to the field labels as noted above due to the proposed amendment to Rule 5-103 by the Racial Justice Ad Hoc Committee. N. Dalton (VA) seconded. The motion passed.**

Rule 8-101: Travel Permits submitted by the Technology Committee

- Chair Connor updated that the Rules Committee withdrew its support to recommend the proposed amendment to Rule 8-101, paragraph 1(b)(ii) as proposed by the Technology Committee. The proposed amended is noted below:
 - 1. All travel permits shall be submitted prior to the juvenile’s travel. Travel permits shall be mandatory for the following juveniles traveling out-of-state for a period in excess of twenty-four (24) consecutive hours who meet the criteria set forth in 1(a) or 1(b):
 - a. Juveniles who have been adjudicated and are on supervision for one of the following:
 - i. sex-related offenses;
 - ii. violent offenses that have resulted in personal injury or death; or
 - iii. offenses committed with a weapon;
 - b. Juveniles who are one of the following:
 - i. state committed;
 - ii. ~~relocating pending a request for transfer~~ prior to acceptance of supervision, including juveniles who resided in the receiving state prior to offense and/or disposition ~~and who are subject to the terms of the Compact;~~

- Chair Connor presented three options for consideration by the Technology Committee:
 1. Retain the proposal as submitted and move it forward to the Commission for vote.
 2. Withdraw the proposal as recommended by the Rules Committee.
 3. Keep the proposal as submitted and attempt to garner support for adoption from the Rules Committee.
- N. Dalton (VA) commented that the proposal was recommended by the UNITY Business Analysis (BA) Team during the development of UNITY. The BA Team agreed that the current rules require a travel permit when a juvenile commits a crime in a state that is not their usual place of residence; is placed on probation; and returns to the state where they initially resided. ICJ defines relocate as: “when a juvenile remains in another state for more than 90 consecutive days in any 12-month period”. The proposal was intended to clarify what is required by the current rule, not to change the meaning of the rule.
- K. Palmateer (NY) shared information regarding the BA Team discussions and reiterated that the rule proposal is intended to clarify the existing requirements. UNITY was developed in accordance with the BA Team’s understanding of the current ICJ Rules.
- Chair Connor commented that Idaho borders six states, and frequently handles cases involving juveniles from other states committing offenses in Idaho and then returning to where they typically live. She noted that issuing a travel permit in this instance is not “testing residence.”
- J. Miller (AR) advised that, earlier this year, she proposed to the Rules Committee that the definition of “relocate” should be deleted or amended. However, the proposal was not adopted. She added that several states see this step as unnecessary work. Requiring a travel permit for these cases could be cumbersome and perhaps trigger compliance issues.
- K. Palmateer (NY) commented that compliance is based on executing the current rules as written. She reiterated that the proposed amendment restates the rule as it is currently written.
- N. Dalton (VA) asked if an option could be to recommend to the Rules Committee to propose an amendment to the definition of “relocate”. Director Underwood replied that the time frame could not be completed to allow vetting and posting of the proposed amendments prior to vote during the 2021 Annual Business Meeting.
- N. Dalton (VA) commented that the BA Team initially planned to propose the rule amendment last year under the emergency rule process. The amendment may have shed light on the issue for a resolution prior to the UNITY development completion.
- **J. Miller (AR) made a motion that the Technology Committee reject the recommendation to withdraw the proposed amendment to Rule 8-101, paragraph 1(b)(ii) and request that Technology Committee members be allowed to address the Rules Committee at its next meeting to provide additional information regarding the proposal. N. Lawson (OH) seconded. The motion passed.**

Form II and Accused Delinquents

- Chair Connor presented the ICJ Form II: Requisition for Escapee or Absconder and Requisition for Accused Delinquent. She noted that a member of the committee asked to discuss the follow issues: What happens when an accused delinquent needs to be returned on the Form II but did not flee to avoid prosecution? Due to time, Chair Connor recommended this topic be tabled for a future meeting.
- **M. Farmer (CA) made a motion to table discussion of the Form II until other form updates are discussed. T. Casanova (VT) seconded. The motion passed.**

Old Business

UNITY Work Teams

- Chair Connor provided an update on the UNITY Work Teams formed during the early part of the development process (Business Analysis, Training, and Data Reporting). As the development of UNITY progressed, priorities shifted, and other measures were created to meet the demands. Now that UNITY is live, it is time to re-convene a couple of the UNITY teams and transition work back to the applicable responsible committees.
- Chair Connor recognized the work of the following members and teamwork:
 - **UNITY TA Team**
 - A UNITY Technical Assistance (TA) Work Team was formed to provide one-on-one assistance to states needing assistance in preparing for the transition. Members included:
 - Anne Connor (ID)
 - Holly Kassube (IL)
 - Jessica Wald (ND)
 - Rachel Johnson (NC)
 - Kelly Palmateer (NY)
 - Kellianne Torres (IA)
 - A Training Work Team was formed to provide instructor-led trainings prior to the transition. Members included:
 - Holly Kassube (IL)
 - Jessica Wald (ND)
 - Roy Yapple (MI)
 - Felicia Dauway (SC)
 - Training and Technical Assistance (TTA) are still available by [request](#) from any state's Commissioner as described in the TTA Policy.
 - **Data Visualization Team**
 - This team will be re-convened with the original members, plus two new Technology Committee members. The team will begin

meeting in July to work on the Data Visualization and Reporting, using Tableau software.

- Rachel Johnson (NC), Nate Lawson (OH), Brandon Schimelpfenig (WY) and Jedd Pelander (WA) (Compliance Committee member) were on the original team. Chair Connor requested two additional Technology Committee members volunteer by contacting her or Rachel Johnson by the end of the week.
- **On Demand Training Development**
 - A UNITY Training team formed early in the development phase developed a new course structure, referred to as “ICJ in Action”. The team developed content for several courses.
 - Director Underwood reported that the team’s work was put on hold until after UNITY development was completed. Staff have been developing modules for courses using the work of the UNITY Training Team. The Training Committee is recruiting volunteers to continue the work in the months ahead.
 - Chair Connor suggested that this should be a collaboration between the Technology Committee and the Training Committee. She asked members to volunteer by contacting her.

New Business

Survey Re: UNITY Development & Implementation

- Chair Connor presented potential draft questions for a UNITY Survey. The survey will be a combined collection of questions looking for user experience and satisfaction from both the Training Committee’s and the Technology Committee’s perspectives.
- **N. Dalton (VA) made a motion to table discussion of the survey to the next meeting in July. K. Torres (IA) seconded. The motion passed.**

Adjourn

- The next meeting is July 13, 2021 @ 2 p.m. ET.
- **Chair Connor adjourned the meeting by acclamation without objection at 3:10 p.m. ET.**