

# INTERSTATE COMMISSION FOR JUVENILES

## Technology Committee Meeting Minutes

July 13, 2021  
2:00 p.m. ET  
Via WebEx



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### **Voting Members in Attendance:**

1. Anne Connor (ID), Designee, Chair
2. Kellianne Torres (IA), Designee, Vice Chair
3. Judy Miller (AR), Designee
4. Jacey Rader (NE), Commissioner
5. Nate Lawson (OH), Commissioner
6. 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. Rachel Johnson (NC)
9. Raymundo Gallardo (UT)

### **Members Not in Attendance:**

1. Michael Farmer (CA), Designee
2. Trissie Casanova (VT), Designee
3. Maxine Baggett (MS)
4. Brandon Schimelpfenig (WY)

### **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. Lawson (OH) made a motion to approve the agenda. J. Rader (NE) seconded. The motion carried.**

## Minutes

**J. Miller (AR) made a motion to approve the June 15, 2021 meeting minutes as presented. J. Rader (NE) seconded. The motion carried.**

## Discussion

### **Rule Proposals and UNITY Impact**

- Chair Connor presented the estimated costs by Optimum Technology to modify UNITY under the fiscal impact section of proposed Rule 5-103 and proposed Rule 8-101.
- This was the first request for quotes from the vendor for changes to UNITY. The quote was significantly higher than the cost to implement changes to the previous system (JIDS).
  - Rule 5-103: The estimated cost to update field labels on the Form IX is \$3,000.
  - Rule 8-101: The estimated cost to update workflows is \$18,750.

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

- A. Christian (NE) updated that the Rules Committee was receptive to her explanations of the proposal during their July meeting; however, retained their position not to support the proposal. However, the Rules Committee requests that someone from the Technology Committee join them in their 2021 ABM rule proposals presentation.
- Chair Connor shared that the proposal will move forward to the full Commission for vote without the recommendation for adoption from the Rules Committee. Abbie Christian (NE) and Kelly Palmateer (NY) will be presenting the proposal during the ABM training, and she requested that others from the UNITY BA Team be available to assist with any questions regarding the reasoning behind the proposal.
- Chair Connor noted that during the Model 3 UNITY Training session recently, she was reminded that travel “information” is required regardless of the three options selected in UNITY; however, there is no requirement to complete and sign a form. She suggested the proposal presentation include clarity that while it appears to be additional work for some, the travel information is always required and can be captured within the UNITY data fields, but generating the Form VII is not a required task in UNITY.
- Chair Connor shared her concern that the combination of the lack of support by the Rules Committee combined with the cost to modify UNITY may result in the lack of passage. A. Christian (NE) added that you can submit the travel information even though you do not have a signed form.
- J. Miller (AR) commented that Abbie gave an excellent presentation to the Rules Committee; however, this creates extra work on Compact offices, especially the Model 3 States.
- J. Rader (NE) did not question the labor quote, but rather the estimated number of service hours to complete. She added that the Interstate Commission for Adult Offender Supervision incurs high costs for updates to

their national data system. N. Wright (IN) and Chair Connor recalled the request for proposal for a new system was the ability for basic changes to be made in-house rather than going back to the vendor.

- Director Underwood responded to the comments. The most expensive quote for JIDS was \$20,000 which was incurred when the last state was added. The modification to Rule 8-101 requires major restructure. The National Office has requested the vendor to recalculate their estimate. She agreed to review the proposal to determine exactly what the vendor quoted, adding that the data system required a lot of customized coding. Lastly, Director Underwood will confer with the ICAOS Executive Director for data system comparable updates and costs.
- Director Underwood updated that Jenny Adkins discussed the quote with Xavier Donnelly of the Interstate Commission for Adult Offender Supervision (ICAOS) and learned that ICOTS data system updates carry a high-ticket price. All changes to the ICAOS's data system are approved by the Commission at their annual business meeting, due to the high cost of modifications to a custom-built system.
- Chair Connor commented that we may wish to consider modifying the ICJ Information System Modification Policy to include similar requirements.

### **UNITY Enhancements Subcommittee**

- K. Torres (IA) updated that the UNITY Enhancements Subcommittee has meetings scheduled each week for the next five weeks starting July 22. Vice Chair Torres will lead the meetings. The subcommittee consists of members of the original UNITY Business Analysis Team: Natalie Dalton (VA), Abbie Christian (NE), Holly Kassube (IL), Kelly Palmateer (NY), and Nita Wright (IN). These folks were a part of the foundational build.
- J. Miller (AR) questioned if the UNITY Enhancements Subcommittee was reviewing the requests and bringing them to the full Technology Committee.
- Chair Connor responded that the subcommittee will review the many requests, noting that to date there are 59. The subcommittee will sort requests for duplicates, similarities, and determine bug fixes versus enhancements. Then, they will bring requests to the Technology Committee for review and decisions.
- Chair Connor confirmed that those who submitted requests will be notified of the outcome of their request.

### **Draft Survey – UNITY Training and Transition Feedback**

- Chair Connor presented a draft Post-UNITY Survey which is a combination of questions from both the Training and Technology Committees.
- N. Dalton (VA) spoke to the intent of the technology questions added to determine how UNITY has assisted with ICJ office productivity and comprehension. The information captured will serve as a guide moving forward. R. Johnson (NC) suggested using the scale in question #5 for question #9. K. Palmateer (NY) suggested to keep the survey short.
- **N. Dalton (VA) made a motion to approve the technology questions as presented in the survey. K. Torres (IA) seconded. The motion passed.**

- The survey questions will go to the Training Committee for review and approval of their questions and then to the Executive Committee for final approval.

## Old Business

### TSA Identification Form

- Chair Connor presented the draft Transportation Identification Form with updates from the last conversation which now includes the airport CODE or the departure city, as this form may be used for both air and ground transportation.
- Director Underwood noted that Stacey Sanders, Homeland Security, agreed to assist with educating TSA airport personnel regarding the ICJ form.
- J. Adkins shared the ICJ Training Bulletin drafted earlier in the year noting the email address for TSA and questioned how that would look in UNITY. J. Johnson explained the UNITY event will populate the form and then the form could be emailed within the system, since the form may be used for both air transport and ground transport.
- The Technology Committee agreed the TSA email address should be included on the form. Regarding making the form available outside UNITY, the Technology Committee retained their original position to make available only in UNITY to avoid piracy of the form.
- **J. Rader (NE) made a motion to approve the recommended changes to the ICJ Transportation Identification Form and share with the Rules and Executive Committees for the 30-day comment period. K. Torres (IA) seconded. The motion passed.**
- Chair Connor affirmed that the new Transportation Identification Form is an optional form available when juveniles 18 or older travel either by air or ground without adequate identification such as the “Real ID”.

## New Business

### UNITY ICJ Help Center

- J. Adkins provided a demonstration of the new UNITY Help Center. During the week of July 26, a new UNITY Help Center will be launched via Zendesk. SmartSheet will no longer be used to submit requests for support. Many will recognize Zendesk, as the platform was previous used for the JIDS Help Desk.
- A. Christian (NE) suggested that help desk tickets from field staff UNITY users be filtered through their ICJ Compact office. She noted it is helpful to know the areas in which field staff request assistance. Director Underwood noted that not all states wish to see the help desk tickets.
- The Technology Committee agreed that at a minimum, the State Compact offices could be copied. This would allow State Compact office be empowered to decide how they wished to engage.

### Form II and Accused Delinquents

- Chair Connor noted that due to time, the ICJ Form II discussion will be tabled until the next meeting.

## Adjourn

- The next meeting is August 10, 2021 @ 2 p.m. ET.
- **N. Lawson (OH) made a motion to adjourn. N. Dalton (VA) seconded. The motion passed by acclamation at 3:47 p.m. ET.**