INTERSTATE COMMISSION FOR JUVENILES
Technology Committee Meeting Minutes

November 24, 2020
3:00 p.m. ET
Via WebEx

Voting Members in Attendance:
1. Anne Connor (ID), Designee, Chair
2. Kellianne Torres (IA), Designee
3. Jacey Rader (NE), Commissioner
4. Traci Marchand (NC), 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. Maxine Baggett (MS)
6. Abbie Christian (NE)
7. Gladys Olivares (NV)
8. Kelly Palmateer (NY)
9. Raymundo Gallardo (UT)
10. Brandon Schimelpfenig (WY)

Members Not in Attendance:
1. Judy Miller (AR), Designee
2. Michael Farmer (CA), Designee
3. Trissie Casanova (VT), Designee
4. Rachel Johnson (NC)

National Office Staff & Legal Counsel 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

Call to Order
Chair Connor (ID) called the meeting to order at 3:00 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 as presented. J. Rader (NE) seconded. The motion carried.

Minutes
> **N. Lawson (OH) made a motion to approve the August 11, 2020 meeting minutes as presented. N. Dalton (VA) seconded. Traci Marchand (NC) abstained. The motion carried**.

Discussion

Welcome and Introductions
- Chair Connor welcomed new and returning ICJ Technology Committee members and thanked them for participating on the Technology Committee. She noted that both the Rules and Technology Committees will be a Commission focus, due to this year being a "rules year" and the roll out of UNITY.
- Chair Connor announced that as a part of the ICJ Strategic Plan and the Committee Guidelines to cultivate leaders, each committee will have a Chair and a Vice Chair. She announced that Kellianne Torres (IA) agreed to serve as the Vice Chair of the Technology Committee. K. Torres (IA) was active in the development of content for the new ICJ On Demand Training courses as a member of the UNITY Training Team and recently was appointed as the full-time Designee for Iowa.

Rule Proposals
- Chair Connor shared the process for committees and regions to propose new rules and/or rule amendments.
  - All proposals are to be submitted to the Rules Committee for recommendation by March 31, 2021.
  - A proposal submitted by a committee or region, whether or not recommended by the Rules Committee, will go forward for comment and ultimately a vote unless withdrawn by the committee or region submitting the proposal.
  - Committees and regions may submit concerns to the Rules Committee to review to determine if any action should be taken.
- Additionally, Chair Connor advocated for discussing ICJ rule proposals with State Councils.

Identification Form – TSA Feedback
- Chair Connor presented for discussion the proposed identification form and feedback from TSA which was emailed to the committee for review prior to the meeting. Last year the Technology Committee drafted a proposed Identification Form after the 2019 ABM. The form was forwarded to the Transportation Security Administration (TSA) for feedback.
- To move the proposed form forward, the Technology Committee needs to approve the form. Next, the Rules and Executive Committees would receive and have 30 days to review and provide comments.
- N. Dalton (VA) shared that ICJ does not always have all the information shown on the form, particularly a photo. She questioned whether or not the TSA would accept this form without a photo or any other information in lieu of the Real ID. Also, she noted that the ICJ Rules do not require and that some states are prohibited from taking photos of non-adjudicated juveniles.

- The National Office displayed the flow chart of *TSA Alternate ID Options* developed and presented by Stacey Sanders (TSA) at the 2019 Annual Business Meeting. Ms. Sanders represented TSA as a panelist on the Transportation Jeopardy panel discussion.
- Chair Connor cited Ms. Sanders regarding her feedback on the submitted form.
  - *The form you have put together should work as an alternate ID. Acceptance of the alternate ID is determined by a Lead or Supervisor at each airport location. It is important to begin using this form for ALL airport returns for familiarity, but it will be especially important for the returns with the 18 and over juveniles. For these, the acceptance of the alternate ID will be supplemented by court documents, prescription medication, and/or the identification of the person escorting (assuming they will have something that says ICJ on it).*
  - *I still think we should also add the component of notification beforehand, if possible. We have two options…I can give you a list of all the Coordination Centers across the country for the transport officer to contact, or they can contact me and I can make the connection for them at the airport where the return will take place. I don't think there are too many airports for juvenile returns that this would be a heavy lift for me, and I also think it will be good to track them as they take place. That way, we can follow back up and make sure everything goes as planned. I can also circle back and share this information with you and your team, if desired.*
- The committee discussed and shared concerns around her comment regarding juvenile escorts and ICJ identification. H. Kassube (IL) commented that county employees escorting a juvenile in the airport would not have an ICJ identification; however, they would be in possession of an authorized ICJ form. A. Christian (NE) agreed county employees would not have an ICJ identification but would have the ICJ paperwork.
- Chair Connor requested Joe Johnson and Abbie Christian (UNITY Business Analysis Work Team Leader) share what this looks like in UNITY. A. Christian (NE) explained that some of the data fields are in UNITY and that data would populate the form. J. Johnson noted the form is considered an "event" that is not triggered in the normal return process; therefore, it would require generating a new event (optional task) and completing any additional data fields that are not pulled from the case profile.
- Director Underwood shared an email she received from TSA noting the email does not specifically address a photo being required but mentions a photo may be found on the other forms of identification.
- N. Lawson (OH) commented for clarity that if the proposed form is not an acceptable ID, then ICJ's intent is to "beef up" what TSA considers "other acceptable forms of ID" so that TSA officials would become familiar with the ICJ. Director Underwood confirmed that to be the correct summation.
- H. Kassube (IL) questioned whether the field "authorized by" refers to a specific entity or the ICJ Office. J. Johnson and A. Christian (NE) commented that the form was drafted very early in the UNITY development process and that it should be reviewed to ensure consistency with the terminology used on other forms.

- Director Underwood has a meeting scheduled December 11 with Stacey Sanders and she will address the committee's questions.
  - Would the proposed form be accepted by TSA without a photo?
  - Will the proposed process suffice given that county employees escorting juveniles usually do not have an ID that indicates "ICJ"?
- **N. Lawson (OH) made a motion to table the discussion to the December meeting to obtain additional information. N. Dalton (VA) seconded. The motion passed.**

Old Business

There was no old business.

New Business

UNITY and Policies
- Chair Connor shared that upcoming tasks for the Technology Committee will involve updating/developing ICJ Policies as they relate to the transition from JIDS to UNITY prior to the go-live date in February 2021.
- Chair Connor highlighted an overview sheet of the three primary policies areas to be modified or developed as:
  1. Juvenile Record Expungement;
  2. Information System Modifications; and
  3. Privacy Policy.
- Chair Connor requested the National Office display a past rule proposal to highlight the designated area of a rule proposal that reflects any impact to the data system and the forms.
- For the next meeting, draft policies will be emailed to the members for review prior to the meeting discussion.

Monthly Meetings Schedule
- Chair Connor explained the committee's monthly meeting pattern from last year to be the 2nd Tuesday of each month at 2 pm ET. Members were in agreement with continuing the pattern.
- Due to the holidays, the December monthly meeting will be an exception meeting on Tuesday, December 15, 2020 @ 2 pm. ET.

Adjourn

J. Rader (NE) made a motion to adjourn. N. Lawson (OH) seconded. Chair Connor adjourned the meeting without objection at 4:01 p.m. ET.