

INTERSTATE COMMISSION FOR JUVENILES

Technology Committee Meeting Minutes

December 15, 2020
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. Trissie Casanova (VT), Designee
7. Natalie Dalton (VA), Commissioner

Non-Voting Members in Attendance:

1. Howard Wykes (AZ)
2. Holly Kassube (IL)
3. Anna Butler (KY)
4. Maxine Baggett (MS)
5. Abbie Christian (NE)
6. Kelly Palmateer (NY)
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. Gladys Olivares (NV)

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

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 as amended. N. Lawson (OH) seconded. The motion carried.

Minutes

J. Miller (AR) made a motion to approve the November 24, 2020 meeting minutes as presented. N. Lawson (OH) seconded. The motion carried.

Discussion

UNITY Transition Sessions

- Chair Connor updated the UNITY Transition Live Training Sessions have been developed and will be offered in January. She asked Director Underwood to provide an update on the origination of these sessions.
- Director Underwood first recognized and applauded the hard work and time commitment of so many Commission members in the last couple of years and now here we are at the cuff of launching UNITY, the new data system, in February.
- Director Underwood reported that Rules Committee Chair Hudrlik suggested a live presentation on UNITY prior to launch similar to the ICJ Rules Amendments Training offered when new rules go into effect. Afterwards, the recorded sessions and the presentations would be made available to the Compact state offices to replicate for their in-state trainings as desired. In response to the request, the following sessions have been initiated and posted on the website. The training materials are in development and will be presented by ICJ practitioners:
 - Jan 12, “What All States Need to Know”
 - 2-4pm EST, All States
 - Jan 13 model specific session
 - 2-3pm EST, Model 3
 - Jan 14 model specific sessions
 - 2-3pm EST, Model 2
 - 4-5pm EST, Model 1
- Director Underwood noted the concern for the merger of documents discussed at the last UNITY Coordinator’s meeting, and updated that the request has been made to the developers. A response is anticipated soon. However, due to the close proximity of go live, the change may not occur prior to the transition.

Rule 8-101: Travel Permit Proposal

- Chair Connor briefed on the history of the proposed amendment to Rule 8-101: Travel Permits by the Technology Committee. The amendment was recommended by the UNITY Business Analysis Team, during their thorough review of fields and forms to standardize the terms for labeling consistency as part of transition to UNITY.
- Chair Connor updated that the ICJ Rules Committee recently reviewed the proposed rule amendment and referred it back to the Technology Committee for justification to the proposed amendment in paragraph 5. Chair Connor commended A. Christian (NE) for providing the additional justification to the proposed amendment, as presented.
- The Technology Committee reviewed and affirmed the justification to be solid.
- **N. Lawson (OH) made a motion that the previously approved proposed amendment to paragraph 5 of Rule 8-101: Travel Permit was sound and to**

approve the additional justification as presented. N. Dalton (VA) seconded. The motion passed.

- Director Underwood suggested noting that the UNITY Business Analysis Team is a sub-work group of the Technology Committee. The Technology Committee concurred. The updated proposed amendment will be returned to the Rule Committee for a recommendation and go before the full Commission for vote in October 2021.

UNITY Policies

New Information System Modifications Policy

- Chair Connor presented the proposed new policy: Information System Modifications. She explained that it formalizes the process currently used in JIDS for enhancements/modifications as those same processes will continue in UNITY.
- N. Dalton (VA) commented on the reference to ICJ Rule 3-101 under Section I. She questioned the applicability of the language “e-forms” as we move from a forms management to a data management system. J. Miller (AR) commented that there would continue to be e-forms. A proposed amendment to Rule 3-101 could be submitted to the ICJ Rules Committee for consideration if the Technology Committee so desired.
- M. Farmer (CA) commented that the use of electronic forms will continue regardless of the type of data system used. He further suggested that the Technology Committee recommend language for consideration to the Rules Committee rather than a general request to review. J. Johnson, project manager, commented that fields of data will be entered into UNITY that will produce documents.
- K. Palmateer (NY) drafted the language below for consideration:
Rule 3-101 Forms:
"States shall use the electronic information system approved by the Commission ~~for e-forms processed through~~ **to facilitate the transfer of supervision or return of juveniles under** the Interstate Compact for Juveniles."
 - The Technology Committee agreed to table the discussion for a possible rule proposal at the next meeting; however, the policy could move forward as presented.
 - **N. Lawson (OH) made a motion to recommend the *Information System Modifications Policy* as presented to the Executive Committee for approval. M. Farmer (CA) seconded. The motion passed.**

New Juvenile Record Expungement Policy

- Chair Connor presented a proposed draft for a new policy: *Juvenile Record Expungement* for consideration. The proposed policy provides guidelines and procedures for expunging juvenile records from the Commission’s electronic information system.
- The committee discussed concerns regarding the term “*court memorandum*” and the need to use terminology broad enough to encompass all states processes. N. Dalton (VA) noted that Virginia courts do not expunge cases, instead expungements are conducted pursuant to state law and/or policy.

- M. Farmer (CA) was the only committee member who had made an expungement request in JIDS in the past. He shared that in California the statutory requirement aligns to the level of supervision regarding expungement.
- J. Miller (AR) shared Webster’s definition of “court memorandum,” as the term is not defined by ICJ. Chair Connor commented that “court memorandum” appears to be used primarily for administrative processes. The committee considered dropping Court and using only “memorandum.” Director Underwood advised that memorandum should include a descriptor, in order to avoid being overly broad.
- J. Adkins reported a total of 120 requests related to JIDS over the years regarding expungement and noted some were multiple requests related to one juvenile. The support documentation included Court Orders and Court Memorandums. She shared an example of a Court Memorandum submitted by North Dakota in August 2019. She clarified that the goal in drafting this policy is to determine what documentation is acceptable for expungement from the ICJ data system.
- Chair Connor requested that prior to the next meeting members research the required supporting documents in their states and counties for expungement for next month’s meeting. Director Underwood suggested and the committee agreed that states, such as Virginia, with a process for expungement outside of the Court to share that information as well.
- **N. Dalton (VA) made a motion to table the discussion of the *new ICJ Administrative Policy - Juvenile Record Expungement* to the next meeting. K. Torres (IA) seconded. The motion passed.**

Revised Privacy Policy

- Chair Connor provided a brief update on the current JIDS Privacy Policy. She explained that the policy originated from an amended Interstate Commission for Adult Offender Supervision (ICAOS) Privacy Policy for their data system, ICOTS.
- Chair Connor advised that due to the length of the proposed Privacy Policy, it will be added as a discussion item for the next meeting.

Old Business

Identification Form – TSA

- Chair Connor referred to the ICJ National Office for an update from their meeting with Stacey Sanders, Transportation Security Administration (TSA), regarding the proposed new identification form.
- J. Adkins provided an update regarding the questions and concerns posed by the Technology Committee in the November meeting, as described below.

“What if ICJ cannot provide a photo of the juvenile?”

- A new check box has been added to the form:
 - *State law prohibits release of photograph because this person has not been adjudicated.*
- TSA agreed to the addition of a check box, noting there will be other documentation supporting the identity.
- A. Christian (NE) questioned the wording “*because this person has not been adjudicated*” as some juveniles, such as absconders, have been adjudicated and the wording may be confusing.
- Staff agreed to work on alternative language.

“Transport officers usually are not ICJ employees.”

- On the form under the section Contact Information, the title has been updated to: HOLDING (DEPARTING) STATE TRANSPORT OFFICER.
- TSA agreed they could identify the transport officer by verifying their ID credentials provided onsite to the information completed here.

- Additionally, to better identify the purpose of the form, the form title was updated to:

TRANSPORTION IDENTIFICATION FORM

- Director Underwood added there was discussion on a plan for communications with airport TSA regarding ICJ juveniles. That discussion will continue in the next scheduled meeting with Stacey Sanders, TSA, in January.
- Chair Connor questioned the time frame to approve the form. Director Underwood clarified that once approved by the Technology Committee, the form would go to the Executive and Rules Committees for a 30-day review. As this form is not a part of the UNITY roll out in February, there is time to continue the review.
- M. Farmer (CA) questioned who would complete the section: FORM AUTHORIZED BY. J. Johnson clarified that section would be completed at the ICJ Office level. M. Farmer (CA) requested clarity on the difference between the other authorized signatures in the same section of the form.
- The Technology Committee agreed to continue the discussion of the form at the next meeting.

New Business

There was no new business.

Adjourn

T. Casanova (VT) made a motion to adjourn. N. Lawson (OH) seconded. Chair Connor adjourned the meeting without objection at 3:11 p.m. ET.