



Preliminary Business

Committee Chair K. Torres (IA) called the meeting to order at 2:17 p.m. EST.

Director Underwood called the roll, and a quorum was established.

Commissioners/Designees in Attendance:

1. Kellianne Torres (IA), Designee, Chair
2. Roy Curtis (ME), Commissioner, Vice Chair
3. Natalie Dalton (VA), Commissioner

Additional State ICJ Personnel in Attendance:

1. Nordia Napier (CT)
2. Shirleen Cadiz (HI)
3. Nita Wright (IN)
4. Alan Garrett (NC)
5. Abbie Christian (NE)
6. Shyra Bland (NJ)
7. Jenny McFadden (WI)

Commissioners/Designees not in Attendance:

1. Antonio DeJesus (CA), Commissioner
2. Judy Miller (AR), Designee

National Office Staff in Attendance:

1. MaryLee Underwood, Executive Director
2. Joe Johnson, Systems Project Manager
3. Jenny Adkins, Operations and Policy Specialist
4. Kirsten Wade, Logistics and Administrative Specialist

N. Dalton (VA) made a motion to approve the agenda, as presented. The motion passed by unanimous consent.

R. Curtis (ME) made a motion to approve the minutes of the Technology Committee on December 9, 2025, as presented. The motion passed by unanimous consent.

Unfinished Business

Training/Education Subcommittee Update

- Vice Chair R. Curtis shared that the subcommittee reviewed and narrowed a list of “tech tips” for which the members will create training videos to release in the *UNITY Spotlight* newsletter.
- N. Dalton (VA) inquired about where “tech tips” are archived.
- J. Johnson (National Office) confirmed the tech tip videos are housed within a TechSmith video repository but noted the need for a more accessible website location.

Business Analysis (BA) and Enhancement Subcommittee Update

- J. McFadden (WI) provided an overview of enhancements being reviewed, including changes to transfer of supervision (TOS) cases, transfer of supervision verbiage, and corrections to the 24-hour release return event in UNITY.

New Business

Update to Enhancement [Form VIII: Home Evaluation Report](#)

- Chair K. Torres (IA) reported that the 30-day period for members of the Executive and Rules Committees to object to proposed changes to ICJ Forms is ongoing. To date, no comments have been received. However, the Business Analysis Subcommittee identified the need for an additional modification to the Form VIII, Home Evaluation Report.
- She explained that a third dropdown option was needed on Form VIII to allow for appropriate responses in parole cases where conditions of supervision have not been issued at the time of the home evaluation. The subcommittee recommended adding "conditions not yet provided" option for parole cases, with specific triggers and tasks for both sending and receiving states. If approved by the committee, the modification would require an additional 15-day comment period, during which members of the Executive and Rules Committee could object.
- **N. Dalton (VA) made a motion to approve the addition of a “conditions not yet provided” option to the drop-down box on Form VIII, Home Evaluation Report, as presented, and move forward to the 15-day comment period at the end of the current comment period if there are no other comments made during the current commenting period.**

High Level Review of Spring UNITY Rule, Enhancements, and Forms Release

- Chair K. Torres (IA) presented a spring rollout timeline, which included UNITY changes related to pending rule proposals ([Rule 4-103: Transfer of Supervision Procedures for Juvenile Sex Offenders](#), [Rule 4-104: Authority to Accept/Deny Supervision](#), and [Rule 5-103A: Failed Supervision Determined by Receiving State](#)), ten operational updates, and four form updates ([Form VII: Out-of-State Travel Permit and Agreement to Return](#), [Form VIII: Home Evaluation Report](#), [Form IX: Violation Report \(Mandatory Relocation\)](#), and the [Final Travel Plan form](#)).
- The committee will begin developing training material in February. Form changes must be finalized by March 1, 2026, to ensure a 30-day availability period before the April 1st go-live date.
- Chair K. Torres (IA) asked for volunteers to assist with four training courses on rules, UNITY updates, and forms in March.
- Vice Chair R. Curtis (ME), N. Wright (IN), S. Bland (NJ), J. McFadden (WI), A. Christian (NE) and S. Cadiz (HI) volunteered to assist with the trainings.

Next Steps

- Vice Chair R. Curtis (ME) shared the National Center for Missing and Exploited Children (NCMEC) will be presenting a *Wednesday Workshop* on Wednesday, January 28, 2026, at 1:00 p.m. EST.
- The next Technology Committee meeting was scheduled for February 10, 2026, at 3:30 p.m. EST.

Adjourn

Chair K. Torres (IA) adjourned the meeting by acclamation without objection at 2:52 p.m. EST.