

INTERSTATE COMMISSION FOR JUVENILES



Information Technology Committee Meeting

Minutes

January 14, 2020

2:00 p.m. ET

Voting Members in Attendance:

1. Tony De Jesus (CA), Chair
2. Judy Miller (AR), Designee
3. Anne Connor (ID), Designee
4. Becki Moore (MA), Designee
5. Jacey Rader (NE), Commissioner
6. Nate Lawson (OH), Commissioner
7. Natalie Dalton (VA), Commissioner

Non-Voting Members in Attendance:

1. Jason Criscio (CT)
2. Ryan Smith (FL)
3. Holly Kassube (IL)
4. Maxine Baggett (MS)
5. Gladys Olivares (NV)
6. Candice Alfonso (NJ)
7. Abbie Christian (NE)
8. Joy Swantz (WI)
9. Brandon Schimelpfenig (WY)

Staff in Attendance:

1. MaryLee Underwood, Executive Director
2. Jennifer Adkins, Operations and Policy Specialist
3. Leslie Anderson, Logistics and Administrative Coordinator
4. Joe Johnson, Systems Project Manager

Call to Order

Chair T. De Jesus (CA) called the meeting to order at 2:00 p.m. ET.

Roll Call

Director Underwood called the roll and a quorum was established.

Agenda

A. Connor (ID) made a motion to approve the agenda. N. Lawson (OH) seconded. The motion carried.

Minutes

J. Miller (AR) made a motion to approve the December 10, 2019 meeting minutes. A. Connor (ID) seconded. The motion carried.

Discussion

- UNITY Project Update
 - Chair T. De Jesus (CA) acknowledged the Business Analysis Team's collaborative effort on development of the UNITY system and asked A. Christian (NE) to provide an update regarding UNITY.
 - A. Christian (NE), leader of the Business Analysis Team, reported that the team met after the holidays to prepare for the Forms Change Recommendations to be presented during this meeting. Team members will meet in Covington, KY from January 21-24, 2020, with staff from Optimum Technology to review the work they have made to the Travel Permit workflows. The team is currently working on a draft layout of the Transfer of Supervision and corresponding workflows.

- Business Analysis Team Form Change Recommendations
 - Chair T. De Jesus (CA) asked A. Christian (NE) to present the fourteen (14) Forms that will be modified as part of the transition to the UNITY system. A. Christian (NE) noted that most of the revisions are recommended for clarity and uniformity.
 - A. Christian (NE) presented the amendments of the ICJ Juvenile Rights Form for Consent for Voluntary Return of Out of State Juvenile and opened the floor for discussion.
 - **A. Connor (ID) made a motion to adopt the recommended amendments as presented. N. Lawson (OH) seconded. The motion carried.**
 - A. Christian (NE) presented the amendments of the ICJ Form A – Petition for Requisition to Return a Runaway Juvenile and opened the floor for discussion.
 - **J. Rader (NE) made a motion to adopt the recommended amendments as presented. N. Dalton (VA) seconded. The motion carried.**
 - A. Christian (NE) presented the amendments of the ICJ Victim Notification Supplement Form and opened the floor for discussion.
 - **N. Lawson (OH) made a motion to adopt the recommended amendments as presented. A. Connor (ID) seconded. The motion carried.**
 - A. Christian (NE) presented the amendments of the ICJ Final Travel Plan Form and opened the floor for discussion.
 - **N. Dalton (VA) made a motion to adopt the recommended amendments as presented. J. Rader (NE) seconded. The motion carried.**
 - A. Christian (NE) presented the amendments of the ICJ Form I – Requisition for Runaway Juvenile and opened the floor for discussion.
 - **A. Connor (ID) made a motion to adopt the recommended amendments as presented. N. Lawson (OH) seconded. The motion carried.**
 - A. Christian (NE) presented amendments of the ICJ Form II – Requisition for Escapee, Absconder or Accused Delinquent and opened the floor for discussion.

- **J. Rader (NE) made a motion to adopt the recommended amendments as presented. N. Lawson (OH) seconded. The motion carried.**
- A. Christian (NE) presented the amendments of the ICJ Form III – Consent for Voluntary Return of Out of State Juvenile and opened the floor for discussion.
 - **J. Miller (AR) made a motion to adopt the recommended amendments as presented. A. Connor (ID) seconded. The motion carried.**
- A. Christian (NE) presented the amendments of the ICJ Form V – Report of Sending State Upon Parolee or Probationer Being Sent to Receiving State and opened the floor for discussion.
 - **A. Connor (ID) made a motion to adopt the recommended amendments as presented. N. Dalton (VA) seconded. The motion carried.**
- A. Christian (NE) presented the amendments of the ICJ Form IV – Parole or Probation Investigation Request and opened the floor for discussion.
 - **A. Connor (ID) made a motion to adopt the recommended amendments as presented. J. Rader (NE) seconded. The motion carried.**
- A. Christian (NE) presented the amendments of the ICJ Form VIII – Home Evaluation Form and opened the floor for discussion.
 - The committee discussed the separation of and development of separate fields for “Reporting Instructions” and “Completed By,” given that these are often two different individuals.
 - J. Miller (AR) noted concern that the phrase “if juvenile has not relocated” may cause confusion.
 - The committee came to a consensus that it provides more clarity than confusion and directly correlates to the ICJ Form V.
 - **A. Connor (ID) made a motion to adopt the recommended amendments as presented. N. Lawson (OH) seconded. The motion carried.**
- A. Christian (NE) presented the amendments of the ICJ Form IX – Quarterly Progress, Violation or Absconder Report and opened the floor for discussion.
 - **J. Rader (NE) made a motion to adopt the recommended amendments as presented. A. Connor (ID) seconded. The motion carried.**
- A. Christian (NE) presented the amendments of the ICJ Form X – Case Closure Notification and opened the floor for discussion.
 - **A. Connor (ID) made a motion to adopt the recommended amendments as presented. N. Lawson (OH) seconded. The motion carried.**
- A. Christian (NE) presented the amendments of the ICJ Form IA/VI – Application for Services and Waiver and opened the floor for committee discussion. She noted that suggested changes include reclassifying the Form, so that it will be identified as Form VI, rather than Form IA/VI. The recommendation includes removing the address in the receiving state.
 - **A. Connor (ID) made a motion to adopt the recommended amendments as presented. N. Dalton (VA) seconded. The motion carried.**

- A. Christian (NE) presented the amendments of the ICJ Form VII – Out of State Travel Permit and Agreement to Return and opened the floor for discussion.
 - The committee discussed making an amendment to the Form to separate the “Juvenile’s Statement of Understanding” into two sections. The first would be a signature area for the juvenile to sign that they have read and understand the statement. The second section would be a section stating “Unable to obtain juvenile’s signature prior to departure” with the inclusion into the data elements to cite a specific reason the juvenile’s signature could not be obtained.
 - **A. Connor (ID) made a motion to adopt the recommended the form as presented with the discussed amendments. N. Dalton (VA) seconded. The motion carried.**

Old Business

No Old Business to report.

New Business

- Rules Committee Response Recommended Updates to Reflect Rule Changes Effective March 1, 2020
 - Executive Director Underwood reported that the Rules Committee Chair T. Hudrlik (MN) provided a written response to the changes to ICJ Forms proposed by the Technology Committee for conformity with the ICJ Rule changes effective March 1, 2020. Affected forms include: Form I - Requisition for a Runaway Juvenile; Form II - Requisition for Escapee, Absconder, or Accused Delinquent; Form III - Consent for Voluntary Return; Juvenile Rights Form; Order Setting Hearing for Requisition for Escapee, Absconder, or Accused Delinquent; and Order Setting Hearing for the Requisition of a Runaway Juvenile. The Rules Committee objected to the proposed language (“Similar Court Authority”) recommended by the Technology Committee, on the grounds that it does not conform with the rules. The objection noted that there is no definition of “similar court authority” or “court authority,” nor are those phrases used elsewhere in the rules.
 - The committee discussed the alternately proposed language of the Rules Committee to utilize the language “Judge/Court” in lieu of “Similar Court Authority.” The committee came to a consensus to adopt the proposed language recommended by the Rules Committee and provide a written recommendation back to the Rules Committee for future review of the related definitions in the rules.
 - **A. Connor made a motion to approve the Rules Committee recommendation that “Judge/Court” replace “Judge” on all ICJ Forms, including the ICJ Form IA/VI, and recommend that the Rules Committee review the definition of “court” in the future. J. Rader (NE) seconded. The motion carried.**
 - Chair T. De Jesus (CA) and J. Rader (NE) volunteered to draft the recommendation regarding review of the rules definitions to the Rules Committee.
 - N. Dalton (VA) suggested that in the future it may be beneficial for the Rules Committee to recommend suggested language for the forms that will be impacted by the proposed amendments during their review.

Adjourn

Chair T. De Jesus (CA) adjourned the meeting by acclamation at 3:44 p.m. ET.

