

INTERSTATE COMMISSION FOR JUVENILES

Information Technology Committee Meeting

Minutes

February 11, 2020

2:00 p.m. ET



Voting Members in Attendance:

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

Non-Voting Members in Attendance:

1. Brodean Shepard (FL)
2. Holly Kassube (IL)
3. Maxine Baggett (MS)
4. Gladys Olivares (NV)
5. Candice Alfonso (NJ)
6. Abbie Christian (NE)
7. Rachel Johnson (NC)

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 amend the agenda to change the order for discussion of issues under New Business. J. Rader (NE) seconded. The motion carried.**
- **A. Connor (ID) 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 January 14, 2020 meeting minutes. A. Connor (ID) seconded. The motion carried.

Discussion

- **UNITY Business Analysis Team Update**
 - Chair T. De Jesus (CA) asked A. Christian (NE) to provide an update regarding the UNITY Business Analysis Team.
 - A. Christian (NE), leader of the Business Analysis Team, reported that the team met in Covington, KY from January 21-24, 2020, with staff from Optimum Technology to review the work they have made to data element requirements, preliminary workflows and to ensure understanding of the architectural and conceptual requirements. The team first worked on Travel Permit workflows and now are working on a draft layout of the Transfer of Supervision workflows and discussing the base line scenarios.

- **UNITY Training and Reporting Team Update**
 - Chair T. De Jesus (CA) asked J. Johnson to provide an update regarding the UNITY Training and Reporting Teams.
 - J. Johnson reported that the Training Team held their first Kick-Off Meeting on January 16, 2020. The Reporting Team held their first Kick-Off Meeting on January 15, 2020. These meeting were orientation meetings to discuss the future responsibilities for each team as they continue meeting on a regular basis until the system goes live.

Old Business

- **Form IA/VI – “Judge/Court” Amendment**
 - Chair T. De Jesus (CA) provided an update on the Form IA/VI. No Executive Committee Members or Rules Committee members objected to the amendment of “Judge” to “Judge/Court.” Furthermore, members of those committees provided expedited responses. Therefore, the updated Form IA/VI to be effective March 1, 2020 with the release of the Rule Amendments.
 - Chair T. De Jesus also reported that a recommendation was sent to the Rules Committee to consider amending the current definition of “Court” to include additional citing authorities such as Judge, Magistrate or Family Court Commissioner. An update will be provided upon the response from the Rules Committee.

New Business

- **Review Advisory Opinion 02-2015 - Signatures on Form IA/VI**
 - Executive Director Underwood presented the draft Advisory Opinion 02-2015 regarding signatures on the Form IA/VI to the committee. While under review and amendment to update the language to reflect the rules amendments the legal counsel raised a question of the language in paragraph two (2) under Analysis and Conclusions. The question raised was if it is necessary to have the judge’s signature on the Form IA/VI.
 - The Executive Committee referred this issue to the Technology Committee for review. The committee may decide whether or not it is necessary to make any changes to the form at this time. The floor was opened for committee discussion.
 - The committee discussed the use of the Form IA/VI as an extradition waiver in transfer of supervision cases where the transfer either fails or new violations are committed by the juvenile. Committee members expressed concerns

regarding whether there would be greater reluctance to proceed based on the waiver if it was not initially signed by a judge.

- **A. Connor (ID) made a motion to refer the Form IA/VI to the Rules Committee for review and determination regarding if the historical purpose of the form as a due process waiver for transfer of supervision cases was still being met. J. Rader (NE) seconded. The motion carried.**
 - Executive Director Underwood asked the Committee to consider whether any recommendation should be made regarding Advisory Opinion 02-2015, as revisions are scheduled to be posted on March 1, 2020 deadline, to reflect changes to ICJ Rules cited therein. She noted that the Committee could reconsider changes to the form at a later date, based on input from the Rules Committee.
 - **J. Miller (AR) made a motion to strike the language “While the better practice might be to eliminate the need of the judge’s signature,” from the last paragraph of page 4 of the Advisory Opinion 02-2015. J. Rader (NE) seconded. The motion carried.**
- Rule Proposal Draft ICJ Rule 4-104: Authority to Accept/Deny Supervision
 - H. Kassube (IL) presented a draft rule proposal to amend ICJ Rule 4-104: Authority to Accept/Deny Supervision to the committee recommending the language in Rule 4-104(6) be consistent with Rule 5-103(4)(b): Reporting Juvenile Non-Compliance, Failed Supervision and Retaking. The language presented in the draft would allow for greater clarity to be utilized in the UNITY data system regarding cases where supervision is denied by the receiving state.
 - The committee discussed whether the proposed language “new” would be interpreted as a completely new referral request packet be completed as opposed to just the completion of only a specific form update be completed. To avoid misinterpretation the committee agreed to substitute “an updated” for “new” in the proposal.
 - Executive Director Underwood suggested amending the sentence structure of the proposed amendment as “...shall, within five (5) business days, secure...” to ensure consistency with how other rules are drafted.
 - **A. Connor (ID) made a motion to approve the proposed rule amendment to Rule 4-104: Authority to Accept/Deny Supervision as amended and recommend it to the Rules Committee for consideration. J. Miller (AR) seconded. The motion carried.**
 - Rule Proposal Draft ICJ Rule 8-101: Travel Permits
 - H. Kassube (IL) presented a draft rule proposal to amend ICJ Rule 8-101: Travel Permits to the committee recommending amendments and additional language to address a lack of clarity in the current rule regarding juveniles who are relocating pending a request of supervision. The language presented in the draft would clarify steps to be utilized in the UNITY data system to specify that travel permits shall be submitted for all juveniles proceeding to the receiving state prior to acceptance of the case. It also provides time limits for travel permits and referral packets for cases about which the rules are currently silent, noting the importance of limiting the time juveniles are unsupervised in the receiving state. References have been included in the draft proposal to

address parole and sex offenders that are subject to special rules regarding timeframes.

- The committee discussed if the language “proceed” could be misinterpreted and if so, would a definition of “proceed” need to be recommended for inclusion in Rule 1-101: Definitions. They also discussed that the current rules only provide consistent parameters of notification and referral packet submittal time frames for cases involving the testing of residence. The proposed language would streamline and provide time frames for all juvenile cases where movement across state lines occurs.
- **J. Miller (AR) made a motion to approve the proposed rule amendment to ICJ Rule 8-101: Travel Permits as presented and recommend it to the Rules Committee for consideration. N. Dalton (VA) seconded. A. Connor (ID) abstained. The motion carried.**

Adjourn

Chair T. De Jesus (CA) adjourned the meeting by acclamation at 3:24 p.m. ET.