



INTERSTATE COMMISSION FOR JUVENILES

Information Technology Committee Meeting Minutes

February 19, 2019

2:00 p.m. ET

Voting Members in Attendance:

1. Tony DeJesus (CA), Chair
2. Judy Miller (AR), Designee
3. Anne Connor (ID), Designee
4. Maxine Baggett (MS), Designee
5. Jacey Rader (NE), Commissioner
6. Natalie Dalton (VA), Commissioner

Voting Members Not in Attendance:

1. Nate Lawson (OH), Vice Chair
2. Summer Foxworth (CO), Commissioner
3. Sherry Jones (MD), Commissioner

Non-Voting Members in Attendance:

1. Nita Wright (IN)
2. Bob Lemieux (MA)
3. Rachel Johnson (NC)
4. Abbie Christian (NE)
5. Candice Alfonso (NJ)
6. Gladys Olivares (NV)
7. Raymundo Gallardo (UT)
8. Brandon Schimelpfenig (WY)

Staff in Attendance:

1. MaryLee Underwood, Executive Director
2. Jennifer Adkins, Operations and Policy Specialist
3. Emma Goode, Training Coordinator and Administrative Specialist
4. Leslie Anderson, Logistics and Administrative Coordinator

Call to Order

Chair DeJesus called the meeting to order at 2:02 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. Dalton (VA) seconded. The motion carried.

Minutes

A. Connor (ID) made a motion to approve the December 15, 2019 meeting minutes as amended. J. Rader (NE) seconded. The motion carried.

Discussion

RFP Team Updates

- Chair DeJesus (CA) reported that the SEARCH RFP Team met face-to-face on February 12-13, 2019 to complete scoring of the four (4) vendor proposals received. Upon completion of the scoring the team decided not to select any of the proposals evaluated and recommended continuing the search for a solution that meets ICJ business requirements. SEARCH will continue to assist under the current contract. Chair DeJesus (CA) opened the floor for discussion.
- J. Miller (AR) asked what issues the team encountered during the scoring process that led to the decision to continue the search.
- Several team members discussed that while each proposal exhibited strengths in several areas, they presented weaknesses in other areas that hindered their ability to meet the ICJ requirements.
- Executive Director Underwood discussed planning with SEARCH to improve solicitation of vendor proposals in the future.

JIDS Enhancements

- User Management Approved Edits
 - Chair DeJesus (CA) asked J. Adkins to provide an update on the User Management approved edits.
 - J. Adkins reported that the enhancement would add an additional two fields in User Management that would allow review of a user's last log-in date and password expiration date. During testing there was one issue identified that is being addressed and the enhancement is expected to be available soon.
 - Chair DeJesus (CA) requested that the testing be available in Sandbox for committee testing and input.

Old Business

- Chair DeJesus (CA) asked the committee for feedback on the recently enhanced return workflows.
- J. Miller (AR) expressed concern regarding the lack of documentation around the Travel Plan and Form III within the JIDS workflow process.

- The committee discussed several possible solutions to include the release of a JIDS training document to better define the enhanced workflow process and discussing with Instream the addition of an extra step in the workflows that would send confirmation upon the completion of the workflow to the holding state.
- The national office agreed to obtain quotes to add email notifications at the end of the return workflows.

New Business

- A. Connor (ID) requested that a communication be provided to update the Commission that the SEARCH RFP Team has met, reviewed the vendor proposals and the process is continuing with further updates in the near future.
- The national office agreed to provide an update to the Commission.

Adjourn

Chair DeJesus (CA) adjourned the meeting by acclamation at 2:43 p.m. ET.