

# INTERSTATE COMMISSION FOR JUVENILES

## Information Technology Committee Meeting

### *Minutes*

March 19, 2019

2:00 p.m. ET

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### **Voting Members in Attendance:**

1. Tony DeJesus (CA), Chair
2. Nate Lawson (OH), Vice Chair
3. Judy Miller (AR), Designee
4. Maxine Baggett (MS), Designee
5. Natalie Dalton (VA), Commissioner

### **Voting Members Not in Attendance:**

1. Summer Foxworth (CO), Commissioner
2. Anne Connor (ID), Designee
3. Sherry Jones (MD), Commissioner
4. Jacey Rader (NE), Commissioner

### **Non-Voting Members in Attendance:**

1. Holly Kassube (IL)
2. Nita Wright (IN)
3. Bob Lemieux (MA)
4. Rachel Johnson (NC)
5. Abbie Christian (NE)
6. Gladys Olivares (NV)
7. David Hensley (TX)
8. Raymundo Gallardo (UT)
9. Brandon Schimelpfenig (WY)

### **Guest in Attendance:**

1. Mike Jacobson (SEARCH)

### **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 2:00 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. N. Lawson (OH) seconded. The motion carried.**

## Minutes

**J. Miller (AR) made a motion to approve the February 19, 2019 meeting minutes. N. Lawson (OH) seconded. The motion carried.**

## Discussion

### JIDS Enhancements

- Return email notifications quote
  - Chair DeJesus (CA) asked J. Adkins to provide an update on the return email notifications enhancement.
  - J. Adkins reported that the JIDS enhancement to the Voluntary and Non-Voluntary Return Workflow that would generate an email to the holding state upon completion of a juvenile return could be provided by the current vendor. This enhancement can be provided with minimal financial impact and no impact on current reports. She asked the committee if they would also want to provide a similar enhancement to the Return for Failed Supervision Workflow that would generate an email to the home/demanding state of failed supervised placement.
  - **J. Miller (AR) made a motion to approve the JIDS enhancements for returned email notifications. N. Lawson (OH) seconded. The motion carried.**

### RFP Team Update

- Chair DeJesus (CA) reported representatives of the RFP Team met on March 12, 2019 to ask questions related to the highest scoring proposal. Chair DeJesus (CA) opened the floor for RFP Team members to provide input regarding the meeting.
- A. Christian (NE) discussed the verbal and written question and answer process and demo. She expressed that she was impressed by the demonstration, but was concerned that the proposal would not meet the needs and requirements of the ICJ. She expressed disappointment with the lack of vendor options that were made available.
- N. Dalton (VA) concurred with A. Christian's (NE) summary. She expressed a lack of comfort with continuing with the current vendor, and indicated she did not want to move forward with further collaboration.
- The RFP Team agreed not to accept the proposal and to issue a revised RFP and continue the search for a proposal that meets the needs and requirements of the ICJ.
- Chair DeJesus (CA) then opened the floor for committee member discussion.
- J. Miller inquired what revisions were being made to the RFP.

- Chair DeJesus reported that the RFP Team was submitting suggestions that would improve the requirements and scoring criteria process. The requirements would remain the same with modifications made to the descriptions, more direct questions would be added, and some modifications would be made to the scoring criteria. He reported that there would be no changes to the current objectives. However, the dates in the current timeline would require modification.
- **N. Lawson (OH) made a motion to approve the RFP Team recommendation to issue a revised RFP to present to the Executive Committee at their next meeting. J. Miller (AR) seconded. The motion carried.**

### **Old Business**

- No Old Business to report.

### **New Business**

- Chair DeJesus (CA) opened the floor to the committee members for suggestions on outreach strategies to foster interest in the RFP by a larger group of potential vendors.
- A. Christian (NE) reported that she had reached out to request information on a vendor that had developed a case management program for Nebraska that is familiar with the functions of the ICJ. She provided information on their user guides and has arranged a demo of the system they developed and how it operates.
- Executive Director Underwood reported that holding a Vendor Information Session was suggested by Integrated Justice Information System (IJIS). The revised RFP would be released and publicized then followed by an invitation to prospective vendors to join and ask questions.
- M. Jacobson (SEARCH) reported that SEARCH plans to take a more direct marketing type approach with the revised RFP. This will include publicizing through IJIS, the ICJ website, and directly reaching out to potential vendors in the case management field.

### **Adjourn**

**Chair DeJesus (CA) adjourned the meeting by acclamation at 3:12 p.m. ET.**