

INTERSTATE COMMISSION FOR JUVENILES

Information Technology Committee Meeting Minutes

May 15, 2025

2:00 p.m. EDT

Via Zoom



Preliminary Business

Committee Chair K. Torres (IA) called the meeting to order at 2:03 p.m. EDT.

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. Judy Miller (AR), Designee
4. Sasaun Lane (OH), Commissioner
5. Natalie Dalton (VA), Commissioner

Additional State ICJ Personnel in Attendance:

1. Terrance Clayton (FL)
2. Shirleen Cadiz (HI)
3. Benjamin Turner (KY)
4. Abbie Christian (NE)
5. Shyra Bland (NJ)
6. Jenny McFadden (WI)

Commissioners/Designees Not in Attendance:

1. Jefferson Regis (DC), Commissioner

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

Vice Chair R. Curtis (ME) made a motion to approve the agenda as presented. The motion passed by unanimous consent.

J. Miller (AR) made a motion to approve the minutes of the Technology Committee on March 11, 2025, as presented. The motion passed by unanimous consent.

Reports

- Business Analysis (BA) and Enhancement Subcommittee
 - Chair K. Torres (IA) reported the subcommittee reviewed changes made to rule amendment proposals after the Rule Committee's face-to-face meeting in April. The Technology Committee will discuss a request to update one of the UNITY

impact statements due to some changes made to the rule proposals by the Rules Committee.

- The subcommittee also reviewed UNITY Enhancement Requests to present and is assisting the UNITY/Tableau Subcommittee to test the Transfer of Supervision Dashboard.
- UNITY/Tableau Subcommittee
 - Vice Chair R. Curtis (ME) reported that the subcommittee has moved into the testing phase of the Transfer of Supervision Dashboard.

Unfinished Business

Update from the Rules Committee amendment to Rules 4-102

- Chair K. Torres (IA) reported the Rules Committee modified the proposed amendments to Rule 4-102. Due to the amendments, the Technology Committee needs to update the UNITY and form impact statement for Rule 4-102.
- **Vice Chair R. Curtis (ME) made a motion to update UNITY impact statement to reflect changes made by the Rules Committee to the pending proposal to amend Rule 4-102 at their April meeting. The motion passed.**

New Business

Business Analysis and Enhancements Subcommittee Presentation and Vote on Enhancements to Move Forward to Optimum Technology LLC

- Chair K. Torres (IA) reported that the subcommittee reviewed 10 UNITY enhancement requests and developed quote requests for those deemed to have the greatest potential for impact. She presented the quote requests for review and approval to submit to Optimum Technologies (vendor for UNITY).
 - UNITY Enhancement: Case Documents Section, Document Deletion
 - UNITY Enhancement: Haloed Non-Required UNITY Form Fields that Populate ICJ UNITY Forms
 - UNITY Enhancement: Data Fields – Arrival Date and Departure Date
 - UNITY Enhancement: TOS Referral Workflow Field Labels
 - UNITY Enhancement: JPO Signature on Form VII when “Unable to Obtain juvenile Signature Prior To Departure”
 - UNITY Enhancement: UNITY Session Expire Warning
 - UNITY Enhancement: Return Event Correction in a 24-Hour Release
 - UNITY Enhancement: Ability to Reject – Event “Reject Form 1 and 2”
 - UNITY Enhancement: Reopen TOS Case Event – 10 Day Count
 - UNITY Enhancement: Return Airline Travel Plan
- **J. Miller (AR) made a motion to submit the ten proposed enhancement requests, as amended, to Optimum Technology LLC. The motion passed.**

Next Steps

- Chair K. Torres (IA) stated that the UNITY Training database has been purged of cases that were opened before July 1, 2024.
- The next Information Technology Committee meeting is scheduled for June 10, 2025, at 2:00 pm EDT.

Adjourn

Vice Chair R. Curtis (ME) motioned to adjourn the Technology Committee meeting. Chair Torres (IA) adjourned the meeting by unanimous consent at 3:27 p.m. EDT.