

INTERSTATE COMMISSION FOR JUVENILES



Information Technology Committee Meeting

Minutes

July 14, 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. Natalie Dalton (VA), Commissioner

Voting Members Not in Attendance:

1. Becki Moore (MA), Designee
2. Jacey Rader (NE), Commissioner

Non-Voting Members in Attendance:

1. Brodean Shepard (FL)
2. Holly Kassube (IL)
3. Nita Wright (IN)
4. Maxine Baggett (MS)
5. Gladys Olivares (NV)
6. Abbie Christian (NE)
7. Raymundo Gallardo (UT)
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

Call to Order

Chair T. De Jesus (CA) called the meeting to order at 2:01 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 June 9, 2020 meeting minutes. N. Lawson (OH) seconded. The motion carried.

Discussion

Forms Review Comments

- Chair T. De Jesus (CA) reported that no comments were received during the second Thirty (30) day review period from the Rules and Executive Committees. Therefore, the amendments will take effect when the UNITY system is introduced in December 2020.

UNITY Updates

- Chair T. De Jesus (CA) asked A. Christian (NE) of the UNITY Business Analysis Team to provide UNITY updates.
- A. Christian (NE) reported that the Business Analysis team and Optimum were finalizing the Transfers of Supervision and are currently working on data elements and the workflow for returns. The Training Team has released the first set of UNITY training modules to all state ICJ offices. Training modules will continue to be released monthly on an incremental basis up to the December 2020 rollout. The Reporting Team is working on development of various reports accessed within UNITY to assist state ICJ offices with compliance standards within their state.
- J. Miller (AR) was asked by another ICJ member to find out if UNITY had to be rolled-out to their County Offices and if the use of UNITY could be pushed back until a later date due to the pandemic.
- A. Christian (NE) reported that the rollout of UNITY to the County Offices was not mandatory and that from a development standpoint the December rollout date for UNITY should not be impacted by the current pandemic.
- Executive Director M. Underwood reported that the National Office will be emailing a request for user profile information to each state ICJ office. The current user account information in JIDS may include users who no longer need access; therefore, the current JIDS user list will not be transferred into UNITY. Executive Director M. Underwood also noted that the roll-out could be postponed if necessary. However, any postponement would require action soon to modify contracts with related vendors. She asked whether Committee Members believed that the rollout should be delayed. No committee members indicated that delay was necessary.
- A. Connor (ID) reported that the Training Team is currently working to develop the five (5) "ICJ in Action" courses. Each course will include a UNITY Training module. The first five courses will include: Absconder Reports, Home Evaluation Reports, Quarterly Progress Reports, Violation Reports, and Case Closure Reports.

Historical Data Policy

- Chair T. De Jesus (CA) asked Executive Director M. Underwood to discuss the need for a JIDS Historical Data Policy.
- Executive Director M. Underwood presented discussion points regarding retrieval of case data and documents from JIDS after it is retired. She highlighted the need to set access parameters, since JIDS will no longer be fully supported. She asked the Committee to consider recommendations regarding: 1) giving each state a list of cases entered for reference, and 2) enabling states to request specific data for a limited period of time. Further recommendations included that states could access specified documents upon request for a period of one year after JIDS retirement; after 1 year, a court order would be required for access; and after 5 years, no data would be accessible. The floor was opened for Committee discussion.

- A. Connor (ID) noted that many states do not maintain back-up systems and suggested that sufficient time should be provided for states to develop back-up systems, if needed.
- N. Dalton (VA) and H. Kassube (IL) expressed similar concerns.
- The Committee discussed conducting a survey to gather additional information regarding back-up systems.
- A. Christian (NE) noted that the contract with the vendor who supports JIDS is set to expire at the end of the calendar year and may need to be extended.
- Executive Director M. Underwood asked whether one (1) year of limited access to JIDS would be sufficient.
- Members indicated that it probably would be, especially if it is announced prior to the date on which JIDS is set to retired.
- N. Lawson (OH) noted that there would be additional costs for maintaining access to JIDS.
- A. Connor (ID) asked for information regarding how migration costs were addressed in initial proposals.
- A. Christian (NE) noted that only minimal information was required in the proposals. Instead, the selected vendor was required to make recommendations and has recommended only migration of active cases.
- Executive Director M. Underwood noted that funds not expended for face-to-face meetings in FY 20 and FY 21 could be used to support additional costs, if the additional access is necessary.
- A. Connor (ID) noted the importance of ensuring that states are fully informed and have adequate time to plan. She suggested discussing at upcoming region meetings.
- Executive Director M. Underwood advised that the next region meetings will be held in September and will focus on the transition to UNITY. The policy could be presented to the regions at that time.
- The National Office will develop a survey to gather additional information regarding back-up systems and request budget estimates for extended access that can be reviewed at the next Committee Meeting.

Old Business

No Old Business to report.

New Business

- Chair T. De Jesus (CA) announced this will be his final meeting serving as Chair due to taking a new position within his state. His resignation from ICJ will be effective July 17, 2020.
- Executive Director M. Underwood reported that the final meeting of the Committee will be chaired by Commission Chair J. Rader (NE). The chair position will be filled when committees are re-established after the Annual Business Meeting.

Adjourn

N. Lawson (OH) made a motion to adjourn. N. Dalton (VA) seconded. Chair T. De Jesus (CA) adjourned the meeting by acclamation at 3:11 p.m. ET.