

INTERSTATE COMMISSION FOR JUVENILES

Information Technology Committee Meeting

Minutes

November 12, 2019

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. Jason Criscio (CT)
2. Brodean Shepard (FL)
3. Holly Kassube (IL)
4. Nita Wright (IN)
5. Maxine Baggett (MS)
6. Gladys Olivares (NV)
7. Candice Alfonso (NJ)
8. Abbie Christian (NE)
9. Rachel Johnson (NC)
10. Raymundo Gallardo (UT)
11. Joy Swantz (WI)
12. Brandon Schimelpfenig (WY)

Staff in Attendance:

1. MaryLee Underwood, Executive Director
2. Jennifer Adkins, Operations and Policy Specialist
3. 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 approve the agenda. J. Rader (NE) seconded. The motion carried.

Minutes

J. Miller (AR) made a motion to approve the July 18, 2019 meeting minutes. A. Connor (ID) seconded. The motion carried.

Discussion

○ **UNITY Project Update**

- Chair T. De Jesus (CA) reported that the project has been launched and is moving forward. All three project teams have been established. The Business Analysis Team is meeting regularly and working consistently.
- A. Christian (NE), leader of the Business Analysis Team, provided an update. She recognized the following members: N. Dalton (VA), H. Kassube (IL), K. Palmateer (NY) and N. Wright (IN) for their time and effort. She reported that the team first met October 2, 2019 to become oriented with the toolsets that are being utilized and set up the structure for future meetings. The team meets bi-weekly, holds optional daily calls at 11:00 a.m. ET to discuss any questions or concerns and utilizes a team discussion board to assist them in working through the process and formulating ideas. The team's first objective was to review the Travel Permit/Residential Facility Workflow and its related individual data elements. Objective one has been completed and a draft proposal workflow has been prepared. The team is currently working on objective two, the Transfer of Supervision data elements as it relates to juvenile files, case file levels and all related forms. The team plans to have all 200 data elements reviewed by next week and will then begin review of the Transfer of Supervision Workflows.
- A. Connor (ID) thanked the members of the Business Analysis Team and acknowledged their hard work.

○ **March 1, 2020 Rule Changes & Form**

- Chair T. De Jesus (CA) noted that several forms required updates to reflect changes made to the Rules Proposals that had been approved at the 2019 Annual Business Meeting. He advised the committee that each form would be presented individually to the committee. Time would be allowed for committee discussion and then a motion would be taken to approve the form changes as presented.
- **"Form I: ICJ Requisition for Runaway Juveniles"** was presented to the committee reflecting the language change of "Judge" to "Court Representative," due to the change of "judge" to "court" throughout the rules.
 - The committee discussed whether "Court Representative" is the appropriate term to utilize on the forms. Members expressed concerns that it may be too broad and has the potential for the forms to be signed by individuals without competent jurisdiction. Committee also discussed potentially using "Judge or Similar Court Authority."
 - N. Wright (IN) suggested adding an asterisk to the forms and including a footnote to define those considered to have proper authority to sign. Several members discussed what entities should be included as having the authority to sign in the footnote.
 - N. Dalton (VA) suggested going back to the way the forms had been in previous years. This included the addition of a second page for each form with instructions on how to complete the form.
 - Executive Director Underwood noted that the issue had been raised because of importance of consistency between the ICJ Rules and the forms when the rules changes take effect in March 2020. Some members noted concerns expressed prior to the adoption of the change to the rules; others

indicated they had not thought about the impact to forms. Members agreed that further consideration is need.

- **A. Connor (ID) made a motion to table the discussion of all form changes related to the amendment of “Judge” to “Court.” J. Rader (NE) seconded the motion. The motion carried.**
- **Draft “TSA Identification Form”**
 - Chair T. De Jesus (CA) presented the draft form to the committee and indicated that the goal was to design an identification that could be used at airport security points by juveniles traveling by air. This will be increasingly important for those without state issued IDs when the REAL ID Act goes into effect in October 2020.
 - J. Swantz (WI) suggested the addition of demographics such as height, weight, hair color and eye color to the form as often photos of the juveniles are several months or years old and can look much different in short periods of time. Chair T. De Jesus (CA) and C. Alfonso (NJ) agreed that adding demographics would be beneficial.
 - C. Alfonso (NJ) asked who should be listed as the points of contact at the bottom of the draft form.
 - A. Connor (ID) suggested that it should be an individual that is on call for the juvenile detention facility or potentially the transport officers that are assigned to the case.
 - N. Wright (IN) suggested adding surveillance state information into the point of contact information also and making the form available to surveillance states.
 - The committee agreed that the addition of both of these suggestions and requested amendments be made to reflect the suggestions to be reviewed at the next meeting.
 - **A. Connor (ID) made a motion to table the draft “TSA Identification Form” to allow the suggested amendments to be made for committee review at the next meeting. N. Dalton (VA) seconded. The motion carried.**
 - J. Swantz (WI) also suggested amending the Form IV to include a photograph of the juvenile. The committee agreed that this could be very beneficial.
 - Chair T. De Jesus (CA) told the committee he would suggest the recommendation to A. Christian (NE) and the Business Analysis Team for consideration as they continue to review the forms for the UNITY Project.
- **Sample “Order for Declining Jurisdiction”**
 - Executive Director Underwood presented the sample form to the committee explaining that C. Smith (TN) requested the sample form be presented to the committee for discussion. The sample form was recently utilized by Tennessee to address a case where one state attempted to transfer the disposition of a case that was not appropriate for transfer by ICJ rules.
 - C. Alfonso (NJ) noted that this could be an issue in only a few states that could be handled between those states. She indicated reluctance in creating an ICJ form if it is not a wide spread issue because it might yield unintended consequences.

- Several other committee members advised that they frequently encountered this issue on a regular basis especially regarding boarder states and felt that the form and issue deserved further discussion and consideration.
- Executive Director Underwood suggested that related concerns could also be addressed in a “white paper” that might be useful for educating judges on related matters.
- **A. Connor (ID) made a motion to refer the issue to the Executive Committee to discuss the possible issuance of a white paper to address these cases. J. Miller (AR) seconded. The motion carried.**

Old Business

- **JIDS Enhancement Request**
 - Chair T. De Jesus presented the committee with the twelve (12) requests submitted for JIDS enhancements. Requests number 5 – 12 relate to the forms changes that were tabled for later discussion earlier in the meeting.
 - The committee discussed request numbers 1 – 4 and agreed that at this time due to the development of the UNITY system that further investment into JIDS enhancement implementation was not necessary.
 - **A. Connor (ID) made a motion to rescind JIDS enhancement requests number 1 - 4 as they are being addressed in the UNITY Project development. N. Dalton (VA) seconded. The motion carried.**

New Business

- A. Connor (ID) asked if the Help Desk had received performance related issues with JIDS.
 - J. Johnson indicated the National Office had not received any other feedback of this nature, but that he would discuss the concern with InStream.
 - A. Christian (NE) provided an overview of inconsistencies that the Business Analysis Team had been encountering during their review of the data elements on current forms. The team has noted that multiple labels for the same information are used on different forms. She presented an example to the committee and reported that as the team moved further along in the forms review process they would be presented to the committee during future meetings for review and consideration. The team is working to ensure consistency across all forms as the transition to a system that will populate data into various forms and away from the current system.

Adjourn

A. Connor (ID) made a motion to adjourn. N. Dalton (VA) seconded. The meeting was adjourned at 3:39 p.m. ET.