INTERSTATE COMMISSION FOR JUVENILES
Technology Committee Meeting Minutes
November 14, 2023
2:00 p.m. ET
Via Zoom

Preliminary Business

Call to Order
Technology Committee Chair K. Torres (IA) called the meeting to order at 2:00 p.m. ET.

Roll Call
Director Underwood called the roll, and a quorum was established.

Voting Commissioners/Designees in Attendance:
1. Kellianne Torres (IA), Designee, Chair
2. Roy Curtis (ME), Commissioner, Vice Chair
3. Judy Miller (AR), Designee
4. Nordia Napier (CT), Designee
5. Mary Kay Hudson (IN), Commissioner
6. Melina Hampton (KY), Designee
7. Maureen Clifton (WY), Commissioner

Non-Voting Members in Attendance:
1. Terrance Clayton (FL)
2. Benjamin Turner (KY)
3. Maxine Baggett (MS)
4. Abbie Christian (NE)
5. Bridget Webb (SC)
6. Jenny McFadden (WI)

Members Not in Attendance:
1. Tasha Hunt (CT)
2. Amy Welch (KY)
3. Nita Wright (IN)
4. Shyra Bland (NJ)
5. Rachel Johnson (NC)

National Office Staff in Attendance:
1. MaryLee Underwood, Executive Director
2. Amanee Cabbagestalk, Training and Administrative Specialist
3. Emma Goode, Logistics and Administrative Specialist
4. Jenny Adkins, Operations and Policies Specialist
5. Joe Johnson, System Project Manager

Agenda
- M. Clifton (WY) made a motion to approve the agenda as presented. R. Curtis (ME) seconded. The motion passed.

Minutes
- J. Miller (AR) made a motion to approve the July 11, 2023 meeting minutes. R. Curtis (ME) seconded. The motion passed.

Check-ins
- Technology Committee Vice Chair R. Curtis (ME) initiated a check-in icebreaker activity. All attendees introduced themselves and shared a 'win' from the week.

Orientation
- Technology Committee Vice Chair Curtis (ME) led the 2024 Technology Committee Orientation. He highlighted the new action-oriented agenda format. Also new this year, members will use a Technology Committee SmartSheet for visual updates, communications, and project progression and completions.

Unfinished Business

Determine if renumbering of ICJ Forms based on rule passage of Form IX: Failed Supervision is to be acted on
- Technology Committee Chair Torres (IA) presented an unfinished business item brought to the Technology Committee last year. The Rules Committee recommended that the ICJ Form IX be renumbered and that each report have its own form number to avoid confusion. The ICJ Form IX is used for the Quarterly Progress Report (QPR); Absconder Report; Violation Report; and due to the passage of Rule 5-103A will also be used for Failed Supervision.
- A. Christian (NE) did not support renumbering the ICJ Form commenting that it would impact the ICJ Form X Case Closure. Additionally, there would be costs to modify the system.
- R. Curtis (ME) questioned whether such a change would lead to changing the ICJ Travel Permit Form, as it too is used for multiple reports.
- Chair Torres (IA) added that multiple numbered forms would cause the list to get lengthy and confusing to field staff.
- M. Clifton (WY) spoke against renumbering forms commenting that experienced Compact staff refer to the form numbers often rather the name of the form because they are familiar with the form's purpose.
- J. Miller (AR) commented that she would have liked to have had all forms individually numbered; however, at this juncture she understands it is better to leave as is.
- **R. Curtis (ME) made a motion not to move forward with renumbering the ICJ Forms**. M. **Clifton (WY) seconded. The motion passed**.

New Business

Review and Adopt the Technology Committee 2024 Objectives and Calendar

- Technology Committee Chair Torres (IA) presented the 2024 Objectives for the Technology Committee and a 2024 monthly meetings calendar. The Technology Committee will meet on the second Tuesday of each month at 2:00 p.m. ET.
- Joe Johnson, Project Manager, revealed the partially completed SmartSheet (as shown below) and demonstrated its functions.

⊟ Technology Committee Meetings		10/31/23	07/31/24
◆ UNITY 24 Rule Enhancement Project		11/01/23	05/15/24
◆ UNITY Maintenance / Proactive Monitoring		03/01/24	06/28/24
◆ Tableau Reporting			
Enhancement Board: Review & Prep for 2025		08/01/24	08/30/24
◆ IT Comm Sub-Committee: Spotlight Articles			
IT Comm Sub-Committee: Workflow Diagrams			
Review Annual Report Data			
◆ Parking Lot			

- Technology Committee Chair Torres (IA) provided an overview of the objectives under each heading and explained the color coding to be the order of priority. The green items are to be addressed first followed by the yellow items. The pink parking lot indicates an area to capture and retain items for the future consideration.
- A. Christian (NE) shared concern about the proposed dates for the "Enhancement Board: Review and Prep for 2025" compared to the time frame used last year. Chair Torres (IA) noted the dates were tentative. J. Johnson, Project Manager, added the dates were a suggested framework and will be tweaked accordingly as the work progresses and items are completed. Also, he explained that the exhaustive work by the subcommittee last year will not be the same this year.
- **R. Curtis (ME) made a motion to accept the ICJ 2024 Technology Committee Objectives as presented. N. Napier (CT) seconded. The motion passed.**

Create subcommittee/work teams for adopted 2024 Initiatives and Technology Committee Regional Ambassadors

- Technology Committee Chair Torres (IA) explained that last year in each ICJ Regional Meeting a member of the Technology Committee provided an update to their region on the technology development and work of the committee.
- Chair Torres (IA) and Vice Chair Curtis (ME) will continue as the region ambassadors for the Midwest and East Region respectfully. They asked Maureen Clifton (WY) to cover the West Region and Maxine Baggett (MS) to cover the South Region.
- The Technology Committee roster was divided into two subcommittees the Enhancement Subcommittee lead by Chair Torres (IA) and the Tableau/Maintenance Subcommittee led by Vice Chair Curtis (ME). Members under each subcommittee are set out below.

- o <u>Enhancement Subcommittee</u>
  - Kellianne Torres (IA)
  - Abbie Christian (NE)
  - Judy Miller (AR)
  - Nita Wright (IN)
  - Bridgett Webb (SC)
  - Jenny McFadden (WI)
- o <u>Tableau/Maintenance Subcommittee</u>
  - Roy Curtis (ME)
  - Nordia Napier (CT)
  - Terrance Clayton (FL)
  - Rachel Johnson (NC)
  - Maxine Baggett (MS) and regional rep

<u>Next Steps</u>
- Potential kick start dates for both subcommittees were presented. Chair Torres (IA) requested that the subcommittee members confirm their availability for their assigned subcommittee's first meeting by the end of the day.
- J. Johnson, System Project Manager, will email an invitation to the SmartSheet file on Friday.

<u>Adjourn</u>

R. Curtis (ME) made a motion to adjourn. M. Clifton (WY) seconded. Technology Committee Chair Torres (IA) adjourned the meeting by acclamation without objection at 2:59 p.m. ET.