

INTERSTATE COMMISSION FOR JUVENILES

Information Technology Committee Meeting Minutes

November 17, 2025

2:00 p.m. EST

Via Zoom



Preliminary Business

Committee Chair K. Torres (IA) called the meeting to order at 2:00 p.m. EST.

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. Antonio DeJesus (CA), Commissioner
5. Natalie Dalton (VA), Commissioner

Additional State ICJ Personnel in Attendance:

1. Jon Garcia (CA)
2. Nordia Napier (CT)
3. Terrance Clayton (FL)
4. Nita Wright (IN)
5. Benjamin Turner (KY)
6. Alan Garrett (NC)
7. Jenny McFadden (WI)

National Office Staff in Attendance:

1. MaryLee Underwood, Executive Director
2. Joe Johnson, Systems Project Manager
3. Amanee Cabbagestalk, Training and Administrative Specialist
4. Kirsten Wade, Logistics and Administrative Specialist

N. Dalton (VA) made a motion to approve the agenda, as presented. The motion passed by unanimous consent.

R. Curtis (ME) made a motion to approve the minutes of the Technology Committee on October 20, 2025, as presented. The motion passed by unanimous consent.

Unfinished Business

Business Analysis (BA) and Enhancement Subcommittee Update

- J. McFadden (WI) reported on the BA Subcommittee's progress, which included discussions on the language and functionality of UNITY session expiration warnings, document deletion

permissions, adding a halo or color around data fields that would pre-populate forms, and a potential language update to [Form IX, the Failed Supervision Report](#) regarding [Rule 5:103A: Failed Supervision Determined by Receiving State](#).

- Chair K. Torres (IA) stated that the subcommittee revised language in [Form IX, the Failed Supervision Report](#).
- J. McFadden (WI) stated that the subcommittee is working on UNITY enhancement forms and ensuring compliance with new rules by April 1, 2026.

Training/Education Subcommittee Update

- Vice Chair R. Curtis (ME) reported that the subcommittee created two training videos.
 - N. Wright (IN) and S. Cadiz (HI) took the lead to create a training video on human trafficking.
 - A. DeJesus (CA) and J. Garcia (CA) took the lead to create a UNITY Notification Management training video, that will be released in December.
- Vice Chair R. Curtis (ME) shared that the subcommittee discussed how to train and onboard new UNITY users.
- Chair K. Torres (IA) encouraged members who are not on the Training/Education subcommittee to send UNITY Quick Tip topics ideas to Vice Chair R. Curtis (ME) or A. DeJesus (CA).
- Director Underwood shared that the National Runaway Safeline (NRS) would present a *Wednesday Workshop* on November 19, 2025, 1–2 p.m. EST. [Registration was required in advance](#).
 - She shared that NRS serves as the national communications system for runaway and homeless youth. The Executive Director of NRS is an ex officio member of the Commission.

New Business

- No new business was discussed.

Next Steps

- The next Technology Committee meeting will be held on December 9, 2025.

Adjourn

Chair K. Torres (IA) adjourned the meeting by acclamation without objection at 2:38 p.m. EDT.