

INTERSTATE COMMISSION FOR JUVENILES

Information Technology Committee Meeting Minutes

December 9, 2025

2:00 p.m. EST

Via Zoom



Preliminary Business

Committee Chair K. Torres (IA) called the meeting to order at 2:02 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. Shirleen Cadiz (HI)
4. Nita Wright (IN)
5. Benjamin Turner (KY)
6. Abbie Christian (NE)
7. Shyra Bland (NJ)
8. Steven Bruun (NV)
9. 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

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 November 17, 2025, as presented. The motion passed by unanimous consent.

Unfinished Business

Business Analysis (BA) and Enhancement Subcommittee Update

- A. Christian (NE) reported on the BA subcommittee's progress in reviewing changes to UNITY workflows to incorporate the recently adopted enhancement requests and rule amendments, with a goal to finalize them by the end of the month.

Training/Education Subcommittee Update

- Vice Chair R. Curtis (ME) shared that a *UNITY Spotlight* video about using the human trafficking field was released on November 25, 2025. A *UNITY Spotlight* video on UNITY email notification management will be released in December.
- Vice Chair R. Curtis (ME) reported that the National Center for Missing and Exploited Children (NCMEC) would present a *Wednesday Workshop* on January 28, 2026, at 1:00 p.m. EST.

New Business

Review and Approve BA Subcommittee ICJ Form Updates

- Chair K. Torres (IA) presented proposed changes to ICJ Form IX, Failed Supervision, replacing "failed supervision" with "mandatory relocation" to align with rule amendments.
- Members reviewed updates to ICJ Form VII, Out of State Travel Permit and Agreement to Return, including changes to the arrival and departure date labels for clarity.
- J. Miller (AR) inquired about whether the supervising agent's name would auto-populate, and A. Christian (NE) explained that names would be manually entered in UNITY, with potential for automatic population in the future.
- Technology Committee members reviewed updates to ICJ Form VIII, Home Evaluation Report, and discussed modifications to improve clarity and usability, particularly for jurisdictions that print and complete forms by hand.
- Chair K. Torres (IA) suggested using yes/no toggle boxes instead of dropdowns for better visibility, and N. Dalton (VA) proposed adding "yes/no" text below the boxes to be consistent with other forms. Members agreed to these changes to Form VIII: Home Evaluation Report.
- Technology Committee members discussed and approved proposed changes to the ICJ Final Travel Plan form, including updates to transportation methods, airport supervision options, and the removal of specific fields to streamline the process.
- **N. Dalton (VA) made a motion to approve the proposed form changes to ICJ Form IX: Failed Supervision Report, Form VII: Out of State Travel Permit and Agreement to Return, Form VIII: Home Evaluation Report, and the Final Travel Plan form and to send the forms to the Rules Committee and Executive Committee for the 30-day review and comment period.**
- J. Johnson (National Office) and Chair K. Torres (IA) stated they would coordinate to finalize the remaining BA workflows and address additional feedback from UNITY users.
- Chair K. Torres (IA) stated that the forms would be subject to a 30-day review period by the Rule Committee and Executive Committee. Final modifications would be published at least 30 days before the April 1, 2026, effective date.

Next Steps

- The next Technology Committee meeting will be held on January 13, 2026.

Adjourn

N. Dalton (VA) made a motion to adjourn the Technology Committee meeting. Chair K. Torres (IA) adjourned the meeting by acclamation without objection at 2:59 p.m. EST.