

INTERSTATE COMMISSION FOR JUVENILES

Information Technology Committee Meeting

Minutes

December 10, 2019

2:00 p.m. ET



Voting Members in Attendance:

1. Tony De Jesus (CA), Chair
2. Judy Miller (AR), Designee
3. Anne Connor (ID), Designee
4. Becki Moore (MA), Designee
5. Jacey Rader (NE), Commissioner
6. Nate Lawson (OH), Commissioner
7. Natalie Dalton (VA), Commissioner

Non-Voting Members in Attendance:

1. Jason Criscio (CT)
2. Ryan Smith (FL)
3. Holly Kassube (IL)
4. Nita Wright (IN)
5. Gladys Olivares (NV)
6. Abbie Christian (NE)
7. Rachel Johnson (NC)
8. Raymundo Gallardo (UT)

Staff in Attendance:

1. MaryLee Underwood, Executive Director
2. Jennifer Adkins, Operations and Policy Specialist
3. Joe Johnson, Systems Project Manager
4. Leslie Anderson, Logistics and Administrative Coordinator

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. N. Dalton (VA) seconded. The motion carried.

Minutes

J. Miller (AR) made a motion to approve the November 12, 2019 meeting minutes. A. Connor (ID) seconded. The motion carried.

Discussion

○ UNITY Project Update

- Chair T. De Jesus (CA) asked A. Christian (NE) to provide an update regarding the development of the new data system, UNITY.
- A. Christian (NE), leader of the Business Analysis Team, reported that 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. That objective has been completed and a draft workflow has been prepared. The team is currently working on objective two, the Transfer of Supervision data elements as they relate to juvenile files, case file levels, and all related forms. The team is currently reviewing all forms for consistency and working on the layout and design of the system.
- A. Connor (ID) noted that the work team has been working diligently and extensively, and thanked members for their service.
- J. Miller (AR) asked whether significant modifications to the forms had been identified.
- A. Christian (NE) noted that most modifications identified have been non-substantive. She reported that any recommendations regarding modifications to the forms will be presented to the committee for review in January 2020.
- It was also noted that the vendor is currently building the new system and it will be important for the committee to review and provide feedback on the data element entries as quickly as possible. The Work Team intends to send the materials well in advance of the next committee meeting to allow members ample time to review.

Old Business

○ March 1, 2020 Rule Changes and Form Updates

- Chair T. De Jesus (CA) presented the draft forms reflecting the suggested language amendments discussed during the last committee meeting. The suggested amendments would add the language "or Similar Court Authority" to all forms that currently request a "Judge Signature."
- J. Miller (AR) asked whether members agreed that "Court Authority" is an appropriate term, noting that it is not currently defined in the ICJ Rules or the Compact itself.
- A. Christian (NE) responded that any recommendations and amendments to the forms by the committee would be presented to the Rules Committee and Executive Committee for review and approval.
- J. Rader (NE) requested that the concern regarding the lack of definition of "Court Authority" in the current ICJ Rules and Compact be reflected in the minutes, and that the Executive Committee will review.
- **A. Connor (ID) made a motion to approve the amended language to all presented forms and move them forward to the appropriate committees for review and approval. N. Lawson (OH) seconded. The motion carried.**

○ TSA Form

- Chair T. De Jesus (CA) presented the draft ICJ Identification Form reflecting the suggested amendments made by the committee at their previous meeting and opened the floor for discussion.
- N. Dalton (VA) suggested that the draft ICJ Identification Form be referred to the Business Analysis Team for review and consideration of date elements for incorporation into the UNITY data system.
- A. Connor (ID) noted that the form includes “Gender Identity,” which is not an identifier currently utilized on other ICJ forms.
- J. Johnson noted that currently only a preliminary endorsement is needed at this time. If an endorsement is given, the draft will be presented to the TSA for review and determination as to whether it will meet their criteria for the REAL ID Act. Then, the draft form will need to be reviewed by the Business Analysis Team for review and incorporation into UNITY before the October 2020 deadline for the REAL ID Act. Regarding the question related to the “Gender Identity” field, J. Johnson advised that the identifier has been incorporated into the draft UNITY data fields, along with several other potential new fields.
- **J. Rader (NE) made a motion to recommend the draft ICJ Identification Form to the UNITY Business Analysis Team for review and incorporation into the UNITY System. A. Connor (ID) seconded. The motion carried.**

○ White Paper: Transfer of Supervision vs. Transfer of Jurisdiction

- Chair T. De Jesus (CA) reported that the Executive Committee approved the Technology Committee’s recommendation regarding the development of a white paper to address the differences between a Transfer of Supervision and a Transfer of Jurisdiction. Legal Counsel Rick Masters has agreed to prepare a draft White Paper for review at the next Executive Committee Meeting.

New Business

○ Executive Committee: Form Referrals for Future Consideration

- Chair T. De Jesus (CA) reported that the Executive Committee referred two (2) forms to the Information Technology Committee for consideration. One form is “Consent for Medical Treatment” and the second is “Order Honoring Requisition”.
- Chair T. De Jesus (CA) recommended that the committee defer action on these two forms considering the current development of the new data system.
- The committee came to a consensus that optional forms be postponed until development of the higher priority primary forms has been completed.
- **A. Connor (ID) made a motion to defer action on the two referred forms and any optional forms for consideration as development of the UNITY project, but not for incorporation into the JIDS system. J. Miller (AR) seconded the motion. The motion carried.**

○ Windows Security Issues Facing JIDS

- J. Johnson reported that the National Office was recently advised that Microsoft will be ending support for Microsoft Server 2008 on January 14, 2020. This is the server that JIDS runs on in the Amazon Web Service (AWS). This means that after January 14, 2020, Microsoft will not provide security updates to protect the server that hosts JIDS, which means it will be at risk of attack by ransomware. The National Office consulted with InStream to identify three (3) possible options.
 - Option 1 – ICJ pays to extend the support of Microsoft Server 2008 in AWS.
 - Option 2 – InStream upgrades the JIDS server using the AWS Operating System Upgrade path.
 - Option 3 - InStream creates a new environment in a supported version and migrates the current JIDS environment to the supported version.
- J. Johnson also reported that he consulted with Optimum Technologies, who is developing the new UNITY data system regarding the three (3) available options.
- J. Johnson described each of the options presented and their potential risks and financial impact. J. Johnson recommended that the Commission pursue Option 1 and opened the floor for committee discussion.
- A. Connor (ID) asked if it was necessary to engage in any of the three (3) options presented, considering the current investment and development of the new data system.
- J. Johnson explained that there is a significant security risk to the JIDS system if the Commission chose not to pursue any of the three (3) options. Potentially, the JIDS system and all confidential data included therein would be at risk to be compromised.
- **A. Connor (ID) made a motion to recommend Option 1, that ICJ pays to extend the Support of Microsoft Server 2008 in AWS, to the Executive Committee for approval. N. Dalton (VA) seconded. The motion carried.**

Adjourn

Chair T. De Jesus (CA) adjourned the meeting by acclamation at 2:59 p.m. ET.