

INTERSTATE COMMISSION FOR JUVENILES
West Region Meeting
Minutes

September 23, 2020

Via SpotMe/Zoom

3:00 p.m. ET



Commissioners/Designees in Attendance:

1. Dale Dodd (NM), West Region Representative Region Representative
2. Howard Wykes (AZ), Designee
3. Summer Foxworth (CO), Commissioner
4. Kristin Davidson (HI), Commissioner
5. Anne Connor (ID), Designee
6. Cathy Gordon (MT), Commissioner
7. Nina Belli (OR), Designee
8. Raymundo Gallardo (UT), Designee
9. Jedd Pelander (WA), Commissioner
10. Maureen Clifton (WY), Commissioner

Commissioners Not in Attendance:

1. Barbara Murray (AK), Commissioner
2. David Laity (NV), Commissioner

Compact Office Staff in Attendance:

1. Ellen Hackenmueller (AK)
2. Shannon Dilley (AK)
3. Paul Cody (AZ)
4. Michael Farmer (CA)
5. Shirleen Cadiz (HI)
6. Gladys Olivares (NV)
7. Kelsey Hewit (OR)
8. Dawn Bailey (WA)
9. Brandon Schimelpfenig (WY)

Guests in Attendance:

1. Abbie Christian (NE)
2. Steve Jett, Ex officio (National Partnership for Juvenile Services)
3. Dawn Marie Rubio, Ex officio (Conference of State Court Administrators)

National Office Staff in Attendance:

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

Call to Order

Region Representative D. Dodd (NM) called the meeting to order at 3:05 p.m. ET.

Roll Call

- Executive Director Underwood provided an overview regarding use of the SpotMe platform that enables the Commission to conduct Roll Call and Voting.
- Roll call was conducted and a quorum was established.

Agenda

N. Belli (OR) made the motion to approve the meeting agenda. C. Gordon (MT) seconded. The motion carried.

Minutes

M. Clifton (WY) made a motion to approve the minutes of the July 15, 2020 meeting. H. Wykes (AZ) seconded. The motion carried.

Discussion

- **ABM Preparation**
 - Representative D. Dodd (NM) requested the pre-recorded video presentation regarding ABM Preparations be presented.
 - In a pre-recorded video presentation, Executive Director Underwood encouraged members to explore the SpotMe platform and Zoom before the Annual Business Meeting (ABM). The presentation provided an overview of agenda highlights for the three (3) day ABM.
- **UNITY Update**
 - **General Update**
 - In a pre-recorded video presentation, Executive Director Underwood discussed the fundamental concepts of the UNITY system, the UNITY Roll-Out Timeline, On Demand training plans for UNITY, the transition from JIDS, state UNITY Coordinator appointments and responsibilities, the three types of Roll-Out Models, and the Access to Historical Data Policy to govern access to JIDS data over the five (5) years following JIDS retirement.
 - Members were advised that information regarding the topics discussed could be located in the SpotMe platform under the “Meeting Materials” tab as well as on the Commission Website.
 - **Demonstration**
 - A pre-recorded video was presented providing a demonstration by J. Johnson on how to enter a Travel Permit case from beginning to end in the new UNITY data system.

- Question and Answer Session
 - J. Johnson and A. Christian (NE) addressed region member questions regarding case file review for travel and transfer cases; the process for closing all inactive cases before the transfer into the UNITY system; use of the user directory profile to setup approval privileges to accommodate particular processes in particular zones within a state; entry of a travel permit after the arrival date has passed; email notifications to receiving states upon entry of new cases; and the ability to assign privileges to specific personnel within their user profiles.

Adjourn

A. Connor (ID) made a motion to adjourn. C. Gordon (MT) seconded. Region Representative D. Dodd (NM) adjourned the meeting by acclamation at 4:01 p.m. ET.