



## INTERSTATE COMMISSION FOR JUVENILES

### Technology Committee

*Informal*

**Meeting**

*Minutes*

**June 8, 2016**

**2:00 p.m. EDT**

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#### **Committee Members in Attendance:**

1. Lea Quam (ND) Chair
2. Judy Miller (AR) Designee
3. Dale Dodd (NM) Commissioner
4. Shelley Hagan (WI) Commissioner
5. Abbie Christian (NE) Ex officio
6. Joy Swantz (WI) Ex officio

#### **Committee Members Not in Attendance:**

1. Summer Foxworth (CO) Commissioner
2. Angela Bridgewater (LA) Commissioner
3. Sherry Jones (MD) Commissioner
4. Julie Hawkins (MO) Commissioner
5. Jen Baer (ID) Ex officio
6. Melonie Taylor-Gore (MS) Ex officio

#### **Guests in Attendance:**

None

#### **Staff in Attendance:**

1. Ashley Lippert, Executive Director
2. Emma Goode, Administrative and Logistics Coordinator
3. Shawn Robinson, Training and Administrative Coordinator
4. Jennifer Adkins, Project Manager

#### **Call to Order**

Chair Quam called the meeting to order at 2:01 p.m. EDT.

#### **Roll Call**

A. Lippert called the roll. Chair Quam moved to an informal meeting due to the lack of a quorum.

#### **Discussion**

#### **JIDS Enhancements**

- Chair Quam presented the list of the approved JIDS enhancements in the 2016 summer bundle. The list encompasses 7 workflows, 3 forms, and 2 custom reports tallying 56 service hours for a total cost of \$7,000.
- S. Hagan (WI) commented that the enhancements were approved, the costs reasonable, and the money allotted. A. Lippert affirmed the budget appropriations.
- Chair Quam commended the Technology Committee on their diligent work tackling the entire enhancements list. The approved enhancements will be tested after FileBound 7.0 goes into production with an anticipated go live date in the fall.
- J. Swantz (WI) noted that some information was inadvertently lost in a previous upgrade. Chair Quam clarified that the National Office captured results from previous upgrades to address during the testing period.

### **Forms - Auto-Populated Fields**

- Chair Quam presented Form III and Form IV with the State field highlighted in green. These are the only two forms in the summer bundle containing eligible auto-populated fields. The modification proposed to Form III requires the City and State field to be separated to allow the State field to auto-populate. The modification proposed to Form IV is to auto-populate the one field – State.
- J. Miller (AR) suggested the State fields appear blank and not auto-populate with the first state in the drop down – Alabama. Chair Quam clarified the field will appear blank on the website forms and the JIDS will auto-populate the field on the e-form from the file details page.
- The Technology Committee concurred with the proposed modifications to both forms and agreed to vote for approval via email.

### **Best Practice**

- Chair Quam presented a Best Practice - Transferring Supervision of Juveniles When Multiple Court Orders are Involved. When states create a new file for each Order for one juvenile, the results are multiple case files for the one juvenile. Consequently inconsistent data is captured and reported.
- The Technology Committee discussed and agreed that the goal is to capture data on the movement of youth across the country and supported the best practice as presented.
- J. Miller (AR) commended the language in the best practice prepared by the Jenny Adkins in the National Office.
- The Technology Committee concurred with the best practice as presented and agreed to vote for approval via email.

### **Old Business**

#### FileBound Upgrade and Testing

- Chair Quam reported that the FileBound 7.0 testing has commenced. Chair Quam and A. Christian (NE) praised the updated appearance, features, and functionality tested to date.

### **New Business**

- Chair Quam updated that she is taking a new position in North Dakota and will be stepping down as the ICJ Technology Committee Chair. Chair Quam applauded the Technology Committee for their participation and dedication throughout the year to complete the committee's goals. The items above will be emailed for vote which will conclude the work of the committee. The Technology Committee will reconvene after the 2016 Annual Business Meeting under the direction of a new chair.

- The Technology Committee members applauded Chair Quam for her outstanding leadership as Chair and dedication to ICJ.

**Adjourn**

- Chair Quam closed the meeting at 2:26 p.m. EDT.