

INTERSTATE COMMISSION FOR JUVENILES

Technology Committee Meeting Minutes

February 13, 2024

11:30 a.m. ET

Via Zoom



Preliminary Business

Call to Order

Technology Committee Chair K. Torres (IA) called the meeting to order at 11:30 a.m. ET.

Roll Call

Director Underwood called the roll, and a quorum was established.

Voting Commissioners/Designees in Attendance:

1. Kellianne Torres (IA), Designee, Chair
2. Judy Miller (AR), Designee
3. Roy Curtis (ME), Commissioner, Vice Chair
4. Melina Hampton (KY), Designee
5. Bob Lemieux (MA) Designee
6. Maureen Clifton (WY), Commissioner

Non-Voting Members in Attendance:

1. Benjamin Turner (KY)
2. Maxine Baggett (MS)
3. Abbie Christian (NE)
4. Bridget Webb (SC)
5. Jenny McFadden (WI)
6. Terrance Clayton (FL)
7. Rachel Johnson (NC)

Members Not in Attendance:

1. Nordia Napier (CT), Designee
2. Tasha Hunt (CT), Commissioner
3. Mary Kay Hudson (IN), Commissioner
4. Nita Wright (IN), Designee
5. Amy Welch (KY), Commissioner
6. Becki Moore (MA), Commissioner
7. Shyra Bland (NJ)

National Office Staff in Attendance:

1. MaryLee Underwood, Executive Director
2. Jenny Adkins, Operations and Policy Specialist
3. Joe Johnson, System Project Manager

Agenda

- M. Clifton (WY) made a motion to approve the agenda as presented. Technology Committee Vice Chair R. Curtis (ME) seconded. The motion passed by unanimous consent.

Minutes

- J. Miller (AR) made a motion to approve the Technology Committee January 9, 2024, meeting minutes as presented. M. Clifton (WY) seconded. The motion passed by unanimous consent.
- Technology Committee Vice Chair R. Curtis (ME) made a motion to approve the Technology Committee December 12, 2023, meeting minutes as presented. J. Miller (AR) seconded. The motion passed by unanimous consent.

Check-ins

- Technology Committee members shared a work project for which they were proud.

Unfinished Business

Report from Technology Committee Chair

- Technology Committee Chair Torres (IA) reported that the Form IX, Failed Supervision, and Form XIII, Home Evaluation Report, completed comment period with no comments.

Report from Rule Enhancements Subcommittee

- Technology Committee Chair Torres (IA) reported that the PDF Forms of the Form IX Failed Supervision and Form XIII Home Evaluation Report are ready for the subcommittee to review. The subcommittee will meet later today, February 13, to discuss next steps for UNITY testing.

Report from Technology Committee Vice Chair

- Technology Committee Vice Chair Curtis (ME) reported that the UNITY Maintenance Subcommittee met twice to develop, test, and finalize the UNITY Maintenance calendar, which begins in March. He also reported that the Tableau Reports Subcommittee worked on Tableau reports related to ICJ Compliance Standards B-01: Voluntary Returns and B-02: Non-voluntary Returns reports.
- The report formats were shared with the committee.
- **Technology Committee Vice Chair Curtis (ME) made a motion for the committee to adopt the B-01: Voluntary Return and B-02: Non-Voluntary Return Tableau report formats as presented by the Tableau Reports Subcommittee. M. Clifton (WY) seconded.**
- The floor was open for discussion. The committee reviewed report B-02: Non-Voluntary Returns and the column header title related to the date that the Holding State submits the acceptance of the requisition to the Home/Demanding State.
- Executive Director M. Underwood suggested that the column header title might be confusing. The committee discussed various title changes and agreed to change the header title to read "Req. Accept. Sent to H/D." The committee discussed the need to educate and inform ICJ Offices about what each column data represents.
- **Technology Committee Vice Chair Curtis (ME) amended his previous motion for the committee to adopt the B-01: Voluntary Return and B-02: Non-Voluntary Return Tableau report formats with the amended B-02 column header title from "Submit Requisition to H/D" to "Req. Accept. Sent to H/D." M. Clifton (WY) seconded. The motion passed unanimously.**

New Business

Assess Return report Data for Potential Recommendation

- Technology Committee Chair Torres (IA) introduced the topic of return data for consideration at the next meeting. The return data was previously shared at the January 2024 meeting. Members were asked to review a memorandum provided to develop a recommendation to the Executive Committee. Specifically, should returns in the “other” category be included in the Commission’s annual reports? Additionally, should the committee consider adjustments in UNITY to better track return data? She opened the floor for questions. She questioned what makes a case eligible to fall into the category of “Juveniles detained beyond the expected processing time” from the memorandum.
- Executive Director M. Underwood asked the committee for input on how data from the *annual report is used* and what is most useful to states.
- Technology Committee Chair Torres (IA) said that the data assists with discussions about how the ICJ Office is managed. The Iowa field officers also review the data to get a picture of what their officers are doing.
- A. Christian (NE) said they use the data for local distribution. She suggested the “other” returned juvenile data might be useful. Even when the ICJ Office isn’t involved in cases, the data helps provide information about staff time on those cases, even if they are not formally returned by the ICJ, such as juveniles returned under 24 hours.
- R. Johnson (NC) reported that they use the data to report ICJ transportation information.
- J. McFadden (WI) said that they use the data for state council meetings. She asked if any states use the data when budgeting for returns.
- M. Clifton (WY) explained that adding more reporting requirements adds more work to ICJ offices. Sometimes ICJ offices work on cases but don’t receive credit for them.
- Technology Committee Chair Torres (IA) said that they also use the *annual reports* to share information on ICJ Staff Recognitions. She informed the group that the returns discussion will move to the March meeting, and the airport surveillance discussion will move to the April meeting.

Next Steps

- Technology Committee Chair Torres (IA) opened the floor for new business items at future meetings. None were received.
- The next Technology Committee meeting is scheduled for March 12, 2024 @ 11:30 a.m. ET.

Adjourn

R. Curtis (ME) made a motion to adjourn. M. Clifton (WY) seconded. Technology Committee Chair Torres (IA) adjourned the meeting without objection at 12:31 p.m. ET.