

INTERSTATE COMMISSION FOR JUVENILES

Technology Committee Meeting Minutes

March 12, 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 11:31 a.m. ET.

Roll Call

Joe Johnson, National Office, called the roll, and a quorum was established.

Voting Commissioners/Designees in Attendance:

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

Non-Voting Members in Attendance:

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

Members Not in Attendance:

1. Tasha Hunt (CT), Commissioner
2. Mary Kay Hudson (IN), Commissioner
3. Amy Welch (KY), Commissioner
4. Becki Moore (MA), Commissioner
5. Benjamin Turner (KY)

National Office Staff in Attendance:

1. Joe Johnson, Systems Project Manager
2. Amanee Cabbagestalk, Training and Administrative Specialist

Agenda

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

Minutes

J. Miller (AR) made a motion to approve the Technology Committee February 13, 2024, meeting minutes as presented. M. Clifton (WY) seconded. The motion passed by unanimous consent.

Check-ins

Vice Chair Curtis (ME) opened the floor for the Technology Committee to share anything they would like to bring to the attention of the rest of the committee.

Unfinished Business

Report from Rule Enhancements Subcommittee

- Chair Torres (IA) thanked the Rule Enhancements Subcommittee for their tremendous work in testing the UNITY enhancements that will be included in the go-live in April.
- The results of the testing were sent to Optimum Technology (OTech), and the forms are ready to be released.
- She reminded members to make sure that the new forms are being distributed to field officers and to invite them to the Rule Amendment training sessions. The sessions are every Wednesday in March.
- Chair Torres (IA) stated that in April, the Commission will host open houses for people to drop in if they have questions on the UNITY enhancements. She requested volunteers for the open houses. Shyra Bland (NJ) volunteered via chat.

Report from Tableau/UNITY Maintenance Subcommittee

- Vice Chair Curtis (ME) thanked everyone who volunteered to participate in the Tableau/UNITY Maintenance Subcommittee. The team met on February 27, 2024, and focused on UNITY Maintenance calendar, which rolled out today (March 12, 2024). The subcommittee is scheduled to meet again on March 19, 2024.
- They plan to focus on offering support and assistance for the remainder of the maintenance calendar.
- J. Johnson, National Office, shared the low number of juveniles without cases, 2.5% of 31,000 Cases. The active overdue travel permit cases were also low at .02%.
- In May, the review will be internal and will focus on transfers of supervision and returns to see if there are any technical issues and identify any trends that may require future education.
- J. Johnson, National Office, also added that the Compliance Committee did not take up or have any discussion on the B-01 and B-02 Standards Reports, so he had nothing further to add from that meeting. The B-01 and B-02 Standards Training will be available in June and the soft release will occur in July.
- Vice Chair Curtis (ME) gave a shout out to the National Office Staff and Rules Committee for their assistance and hard work on the Rule Amendment Training sessions. He noted that there were over 300 attendees at last week's session.
- Chair Torres (IA) also gave a shout out to Vice Chair Curtis (ME) who presented at the training session on behalf of the Technology Committee.

Assess Return Report Data for Potential Recommendation

- Chair Torres (IA) lead a discussion on the Annual Report Return Data, which was sent to the Technology Committee from Executive Committee to review.
- Chair Torres (IA) posed the question: What data should be published? Currently, the report only includes cases of youth who were actually returned, not cases where returns were started, but not completed/released within 24 hours.
- N. Wright (IN) added that a lot of staff hours go into handling returns, whether the case is completed or not. It could be beneficial to include the data to see the volume of cases that are handled through the Compact.
- J. Johnson (National Office) added that it is plausible to do a return data report that can be published for each state to isolate what they want out of the report.
- A. Christian (NE) agreed with N. Wright. She stated that the information may not need to go in the annual report but be provided as a supplemental report. This data is important for staffing and to show stakeholders the volume of work that was done.
- N. Wright (IN) added that one of the reasons her state was successful in adding a new position for the first time in 15 years was because of the amount of data available, bringing extensive behind-the-scenes work to the forefront.
- Chair Torres (IA) agreed with the comments. She stated that based on the conversation so far, there was some agreement that the cases need to be reported either through the annual report or some other type of report.
- S. Bland (NJ) agreed that all data needs to be reported. Based on a conversation at the 2023 Annual Business Meeting, she believes there is a disconnect on how some states are entering cases and some are not. The additional information will cause everyone to sit and pause. She said that the report does not capture the hours staff are putting in and that cases that are released within 24 hours are also an important aspect of returns.
- Chair Torres (IA) added that there is a great variation of how states enter cases. To make sure everyone is aware, there are several return events within UNITY for these situations (youth released within 24 hours, youth not returned, determined that adult warrant has been issued, etc.).
- J. Johnson (National Office) added that this plays into the concept that the youth may not be returned, but the activity can still be captured.
- N. Napier (CT) agreed to having this data tracked. She said that the annual report is often reviewed by executive staff who make decisions on hiring, so that might be helpful. She also stated that she believes this could be an opportunity to publish a *UNITY Spotlight* article to remind states of the previously mentioned return events and how to enter them into UNITY to bring awareness.
- A. Christian (NE) added that this could be a potential training opportunity.
- N. Wright (IN) added that she believes the data should be included in the annual report because the cases are included in the rules and utilize ICJ resources.
- R. Johnson (NC) agreed with putting a column of “other” in the annual report, but not until the data is properly gathered, because it may not be as beneficial. She suggested conducting training first to make sure people are using UNITY consistently.
- Chair Torres (IA) will report back to the Executive Committee that this topic was discussed, and the data should be entered into UNITY and should be tracked. The return report is needed, but the committee does not believe it should be included in the Annual Report until we can ensure that it is being entered into UNITY properly. The committee

will focus on publishing *UNITY Spotlight* articles and conduct additional training needed. She will consult with the Training Committee as a Wednesday Workshop or LMS course may be the best format to make everyone aware and knowledgeable of how to use events in UNITY.

- The Technology Committee agreed with this plan of action.

New Business

Rule Enhancement Subcommittee

- J. Johnson (National Office) added that he met with OTech, and they are working on Failed Supervision workflow corrections. He will reach out if he needs the Technology Committee's opinion.
- A. Christian (NE) asked J. Johnson to let her and Chair Torres (IA) know when corrected, so they can prepare for the upcoming training.
- The Rule Enhancement Subcommittee will meet again on April 16, 2024, at 2:00 pm ET. Subcommittee members are to contact Joe Johnson if that date no longer works.

Tableau/UNITY Maintenance Subcommittee

- The Tableau/UNITY Maintenance Subcommittee will meet again on March 19, 2024.

Assess Return Report Data for Potential Recommendation

- Chair Torres (IA) asked the Technology Committee to review the annual report data regarding airport surveillance prior to the committee meeting in April. She requested states that provide supervision to contact her separately to find out how they track this data now.
- Chair Torres (IA) requested Joe Johnson to pull data on fields on the travel plan.
- Should Technology Committee members have questions related to the requests, please contact Chair Torres (IA) or Vice Chair Curtis (ME).

Next Steps

- Chair Torres (IA) opened the floor for new business items at future meetings. None were received.
- The next Technology Committee meeting is scheduled for April 9, 2024 @ 2:00 p.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 12:23 p.m. ET.