



INTERSTATE COMMISSION FOR JUVENILES

Information Technology Committee Meeting *Minutes*

December 5, 2017
2:00 p.m. EDT

Voting Members in Attendance:

1. Tony DeJesus (CA) Chair
2. Judy Miller (AR) Designee
3. Julie Hawkins (MO) Commissioner
4. Thom O'Connor (NH)
5. Dale Dodd (NM)
6. Daryl Liedecke (TX) Commissioner
7. Natalie Dalton (VA) Commissioner

Members Not in Attendance:

1. Jen Baer (ID)
2. Maxine Baggett (MS)
3. Abbie Christian (NE)
4. Raymundo Gallardo (UT)

Guests in Attendance:

None

Staff in Attendance:

1. MaryLee Underwood, Executive Director
2. Jennifer Adkins, Project Manager
3. Emma Good, Training and Administrative Specialist

Call to Order

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

Roll Call

M. Underwood called the roll and a quorum was established.

Agenda

T. O'Connor (NH) made a motion to approve the agenda. N. Dalton (VA) seconded. The motion passed.

Minutes

J. Miller (AR) made a motion to approve the May 18, 2017 meeting minutes as presented. S. Jones (MD) seconded. The motion passed.

Discussion

March 1, 2018 Enhancement Review

- J. Adkins gave a summary of the proposed JIDS Enhancements which included the following:
 - Forms I, II, IV, VII: Edit Hair Color
 - Form IV: Add Field for email address
 - Final travel plan: Redesign
 - First name field truncation: Correct forms with field truncation issues
 - Auto-population
- J. Adkins summarized JIDS changes required because of changes to the ICJ Rules, which become effective March 1, 2018. She noted that because of edits to Rule 5-103, changes are necessary to the Violation Report & Reply Workflow and Compliance for Violation Report Response Custom Report. **T. O'Connor (NH) made a motion to approve the JIDS enhancements that are necessary because of changes to ICJ Rules that become effective March 1, 2018. J. Miller (AR) seconded. Motion approved.**
- J. Adkins suggested making changes to the Sandbox to match the changes in JIDS. **D. Dodd (NM) made a motion to approve the Sandbox enhancements to match JIDS. T. O'Connor (NH) seconded. Motion approved.**

JIDS Trainers: Field Staff and Compact Office Trainers

- J. Adkins explained the format of the JIDS training for Field Staff and Compact Offices. She noted that volunteers are needed to provide the training.
- Chair DeJesus noted that a California field user had volunteered to serve as a trainer, and asked whether that would be appropriate. Director Underwood responded that only Compact Staff had previously served as JIDS trainers, and suggested the Chair consider collaborating to serve with her as a co-trainer.
- A. Christian (NE) volunteered to be a trainer.

SiteImprove Website Monitoring Service

- J. Adkins shared information regarding the subscription-based service provided by SiteImprove. It provides readability, looks for broken links, and monitors the website for accessibility. Overall the software provides assistance in maintaining the website, which is needed because ICJ does not have dedicated staff specifically for the ICJ website. **J. Miller (AR) made motion to approve to the expenditure for the SiteImprove quote for ICJ website maintenance. N. Dalton (VA) seconded. Motion approved.**

Old Business

There was no old business.

New Business

Director Underwood reported that the Executive Committee approved the authorization of an Ad Hoc Special Project Committee to make recommendations for expenditures of the Special Projects fund.

Adjourn

- **Chair DeJesus adjourned the meeting by unanimous consent at 2:46 p.m. EDT.**