



INTERSTATE COMMISSION FOR JUVENILES

Technology Committee Meeting *Minutes*

May 18, 2017
2:00 p.m. EDT

Committee Members in Attendance:

1. Shelley Hagan (WI) Chair
2. Judy Miller (AR) Designee
3. Michael Farmer (CA) Designee
4. Julie Hawkins (MO) Commissioner
5. Daryl Liedecke (TX) Commissioner
6. Maxine Baggett (MS) Ex officio
7. Abbie Christian (NE) Ex officio
8. Joy Swantz (WI) Ex officio

Committee Members Not in Attendance:

1. Sherry Jones (MD) Commissioner
2. Natalie Dalton (VA) Commissioner
3. Jen Baer (ID) Ex officio
4. Holly Kassube (IL) Ex officio

Guests in Attendance:

None

Staff in Attendance:

1. MaryLee Underwood, Executive Director
2. Emma Goode, Administrative and Logistics Coordinator
3. Jennifer Adkins, Project Manager

Call to Order

Chair Hagan called the meeting to order at 2:03 p.m. EDT.

Roll Call

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

Agenda

J. Hawkins (MO) made a motion to approve the agenda. M. Farmer (CA) seconded. The motion passed.

Minutes

J. Miller (AR) made a motion to approve the March 21, 2017 meeting minutes as presented. J. Hawkins (MO) seconded. The motion passed.

Discussion

JIDS Upgrade Update

- J. Adkins provided the following update on the JIDS upgrade roll out:
 1. System Performance. In 2013 InStream created 23 application pools to improve performance. The large number of pools had the reverse effect in the upgraded version. The application pools have since been reduced and the JIDS performance improved. The national office will monitor with the assistance of an outside vendor that will provide daily reports on the system's performance.
 2. Ad Hoc Workflow. The native ad hoc customized workflow worked properly during testing. InStream is working to disable the workflow; however, this customized enhancement may not be hidden on the screen.
 3. Sandbox Upgrade. We await a quote from InStream to update the JIDS training sandbox and anticipate the update to be completed in June.
 4. Icon Display. States have successfully addressed the invisible icons issue by adding the ICJ as a *trusted website*.
- J. Hawkins (MO) and J. Miller (AR) shared that they must enter their email address each time. J. Adkins noted the issue to be browser specific. Email addresses were cleared when the cache was cleared.
- J. Hawkins (MO) noted that she can change the status of a case from active to close on the search page whether or not her state is involved. J. Adkins explained that while the case appears to close on the search page, it remains active on the file details page and does not close the case.

Final Travel Plan

- Chair Hagan presented a mock Final Travel Plan prepared by the national office incorporating suggestions from the previous meeting. She clarified that the information at the top of the form above *Airport Transportation* covers both the air and ground travel.
- The Technology Committee discussed the proposed changes to the form. J. Miller (AR) suggested for consistency to change *ground travel* to *ground transportation* to be consistent with airport transportation.
- J. Adkins clarified that the "Date Travel Plan Submitted" field is the only required field on the form as it is used in reporting airport surveillance data.
- **J. Miller (AR) made a motion to approve the form as presented with the *transportation* modification and to refer to the Executive and Rules Committees for the 30 day review. M. Farmer (CA) seconded. The motion passed.**

Auto-Populate Form Fields

- Chair Hagan presented six forms that currently have a drop down "STATE" field.
- M. Farmer (CA) suggested that the first item listed in the drop down field be *<blank>* rather than the first state in alphabetical order - ALABAMA.
- J. Swantz (WI) supported auto-population on the forms. A. Christian (NE) echoed support for the auto-population for improved efficiency and accuracy to the completion of forms.
- The Technology Committee discussed the difficulty to auto-populating all STATE fields in all forms citing the Form V in the Rules 4-102 and 4-104 as an example. While the receiving state is most often the applicable state, it is not 100% of the time. Therefore, a thorough review of the forms to the rules would be required to determine the correct auto-populated state and how to address any exceptions.
- The Technology Committee agreed that their order of preference regarding the STATE field to be:

1. Auto-Populate
 2. Add <blank> as the first drop down choice.
 3. Type in the State
- J. Adkins will discuss the enhancement and the committee's preferences with InStream and report findings at the next meeting.

JIDS Enhancements

- Chair Hagan deferred discussion of the JIDS enhancements to the next meeting due to the lack of time.

Old Business

There was no old business.

New Business

Website Platform

- Chair Hagan presented the new 2017 ICJ Website Project and provided a written overview and updated that the project was presented to the Executive Committee prior to the Technology Committee due to the urgency of the timeline. The Executive Committee approved the submission of a Request for Proposal (RFP) to potential vendors to determine actual costs for ICJ. The RFP submissions deadline is May 19.
- Chair Hagan explained that currently ICJ shares website resources with ICAOS for the subscription to a fee-based content management system (CMS) and hosting site. In September, ICAOS will move to a new website platform as the current original platform can no longer handle the increased demand in website features and functionality. ICJ will be impacted financially either by moving with ICAOS or by remaining with the original platform. The Technology Committee reviewed the cost estimate comparison presented showing the long term cost savings to move to a new platform with ICAOS. J. Adkins presented the current ICAOS website and their proposed new website design. Chair Hagan acknowledged the additional work by J. Adkins on the website project during the JIDS upgrade launch.
- The Technology Committee supported updating the website platform and taking advantage of the cost savings by moving to the new platform on the same timeline as ICAOS.
- **J. Miller (AR) made a motion that the national office continue to respond to the Request for Proposals and to present the findings to the Executive Committee meeting in May.**
D. Liedecke (TX) seconded. The motion passed.

Adjourn

- The next meeting will be July 11 @ 2:00 p.m. EDT.
- **Chair Hagan adjourned the meeting by unanimous consent at 3:07 p.m. EDT.**