

# INTERSTATE COMMISSION FOR JUVENILES

## Technology Committee Meeting Minutes

April 11, 2023  
2:00 p.m. ET  
Via Zoom



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### Voting Members in Attendance:

1. Kellianne Torres (IA), Designee, Chair
2. Roy Curtis (ME), Commissioner, Vice Chair
3. Judy Miller (AR), Designee
4. Brooke Montelongo (CO), Commissioner
5. Jean Hall (FL), Commissioner
6. Mary Kay Hudson (IN), Commissioner
7. Amy Welch (KY) Commissioner
8. Jacey Rader (NE), Commissioner
9. Natalie Dalton (VA), Commissioner

### Non-Voting Members in Attendance:

1. Terrance Clayton (FL)
2. Shirleen Cadiz (HI)
3. Holly Kassube (IL)
4. Nita Wright (IN)
5. Melina Hampton (KY)
6. Maxine Baggett (MS)
7. Abbie Christian (NE)
8. Rachel Johnson (NC)

### Members Not in Attendance:

1. Tasha Hunt (CT), Commissioner
2. Nordia Napier (CT), Designee
3. Benjamin Turner (KY)

### Guests in Attendance:

1. Sherri Springate (KY)

### National Office Staff in Attendance:

1. MaryLee Underwood, Executive Director
2. Emma Goode, Logistics and Administrative Specialist
3. Joe Johnson, Systems Project Manager
4. Jenny Adkins, Operations and Policy Specialist
5. Amanee Cabbagestalk, Training and Administrative Specialist

### Call to Order

Technology Committee Chair Torres (IA) called the meeting to order at 2:00 p.m. ET.

### Roll Call

Director Underwood called the roll and a quorum was established.

## Agenda

R. Curtis (ME) made a motion to approve the agenda. J. Hall (FL) seconded. The motion carried.

## Minutes

- J. Miller (AR) made a motion to approve the March 14, 2023 meeting minutes as presented. M. K. Hudson (IN) seconded. The motion carried.
- J. Miller (AR) made a motion to approve the March 28, 2023 meeting minutes as presented. J. Hall (FL) seconded. The motion carried.

## Discussion

### UNITY Enhancement Project Update

- Chair K. Torres (IA) reported that the Executive Committee approved the Technology Committee's recommendation to purchase an additional UNITY testing site ([enhance.icjunity.org](https://enhance.icjunity.org)). The new site will serve as a testing environment for the UNITY enhancements without infringing on the current training or the live site.
- Optimum Technologies has completed building the site and it is now available to begin testing the UNITY 2023 Enhancements as they are completed. The UNITY 2023 Enhancements roll out will begin in June and continue through September 2023.

### Rule Proposals Comment Period

- Chair K. Torres (IA) reminded the members that the [2023 Rule Proposals comment period](#) is currently open and will remain open until May 8. The National Office provided an email to the Commission with the link and instructions on how to submit comments.
- Chair K. Torres (IA) encouraged members to review and provide comments about the proposed rules.
- Later in the year, the Technology Committee will again review the rule proposals for the UNITY impact with the estimated implementation costs.

## Old Business

### Rule 5-103 and 5-103A Proposals Update

- Chair K. Torres (IA) updated that the Rules Committee met April 5 and revisited the Technology Committee's proposed amendment to Rule 5-103 and the proposed new Rule 5-103A. She was happy to report that the Rules Committee changed their recommendation to recommend the proposals for adoption.
- J. Rader (NE) updated that K. Torres (IA), R. Curtis (ME), and A. Christian (NE) worked behind the scenes to modify the proposal as recommended by Rules Committee and adjust the justifications to better explain the intent of the proposals.
- Additionally, Chair Torres and Vice Chair Curtis attended the Rules Committee Meeting on April 5 for support of the proposals and to address any questions.

## UNITY Teams Updates

### ENH 23 Team

- Chair Torres (IA) updated that the UNITY Enhancements Team continues to meet. The UNITY Phase I and II enhancements testing will have begun in the new testing site prior to the next Technology Committee meeting.

### Tableau Team

- The UNITY Tableau Team continues to work towards finalizing the Tableau Quarterly Progress and Home Evaluation Reports.
- Chair Torres (IA) updated that she and Vice Chair Curtis met with Compliance Committee Chair Rader to clarify some information for the reports.
- J. Johnson, Project Manager, updated on his work setting the data parameters. He will validate the information and set the next meeting soon to discuss the Home Evaluation metrics report design. The team will then be ready to construct the Quarterly Progress Report (QPR) metrics report.

### UNITY Maintenance

- R. Curtis (ME) updated that all Compact offices received a UNITY Maintenance email earlier in the day regarding probation and parole expiration dates. He, Nita Wright (IN), and Nordia Napier (CT) have been meeting with Joe Johnson to develop the template for what was received today. The team is open for feedback on the maintenance framework that will be used for different topics going forward.
- J. Miller (AR) asked if emails regarding maximum probation/parole expiration dates will be sent repeatedly and how often.
- J. Johnson, System Project Manager, updated that everyone received an email. If there were no overdue probation / parole expiration dates, the email simply stated: "Great job!" This month's maintenance topic was probation/parole expiration dates. Only one email will be provided to each state about that topic. Should states be interested in receiving the report on their own, a monthly auto-generated report can be set up in Tableau. He would be happy to assist states with the set up.
- R. Curtis (ME) added that each month's maintenance email will address a different topic. Next month, the topic will be "user access review."
- J. Johnson, Project Manager, added that states could look at updating their zone architecture and he would be happy to assist in that venture.
- J. Hall (FL) questioned receiving the report for cases that have not yet expired. J. Johnson, Systems Project Manager, explained that the time frame for the email today included cases where the maximum probation/parole date would expire within the next 10 business days.

### UNITY Workflow Diagrams

- R. Curtis (ME) updated that the team has not met since the last meeting and they will resume in early May.

### **UNITY Spotlight**

- Chair Torres (IA) reminded members to let the Technology Committee Chair and Vice Chair and the National Office know of any *UNITY Spotlight* articles they would like to see featured.

- Joe Johnson explained the framework is set and he will drop in the practitioners' information for the *UNITY Spotlight* articles.

## **New Business**

### **Wednesday Workshop Update**

- Director Underwood updated on the technical issue experienced during the March 29, 2023, Wednesday Workshop Series. The Zoom account was limited to 100 participants for the live session. The series was so well received and will continue; therefore, the Zoom account has been upgraded to a 500 attendees per Zoom meeting cap.
- For those that were not able to attend and/or wish to know more, the recorded session is uploaded to the ICJ.TalentLMS and the power point presentation is now available on the Commission's website.
- Director Underwood updated that the April 26 live workshop session topic will be "Quarterly Progress Reports" and the May session will be "Violation Reports." The Training Committee has agreed to dedicate the monthly Workshop sessions for June, July, and August to UNITY Enhancement Training.

### **Adjourn**

**Chair Torres adjourned the meeting by acclamation without objection at 2:30 p.m. ET.**