

# INTERSTATE COMMISSION FOR JUVENILES

## Technology Committee Meeting Minutes



July 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. Nordia Napier (CT), Designee
6. Jean Hall (FL), Commissioner
7. Natalie Dalton (VA), Commissioner

### **Non-Voting Members in Attendance:**

1. Terrance Clayton (FL)
2. Holly Kassube (IL)
3. Nita Wright (IN)
4. Benjamin Turner (KY)
5. Maxine Baggett (MS)
6. Abbie Christian (NE)
7. Rachel Johnson (NC)

### **Members Not in Attendance:**

1. Tasha Hunt (CT), Commissioner
2. Mary Kay Hudson (IN), Commissioner
3. Amy Welch (KY), Commissioner
4. Melinda Hampton (KY), Designee
5. Jacey Rader (NE), Commissioner

### **Guests in Attendance:**

None

### **National Office Staff in Attendance:**

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

### **Call to Order**

Technology Committee Chair K. 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. B. Montelongo (CO) seconded. The motion carried.

## Minutes

J. Hall (FL) made a motion to approve the June 13, 2023 meeting minutes as presented. J. Miller (AR) seconded. The motion carried.

## Discussion

### Review of Optimum Technology Quotes on Rule Amendments and UNITY Impact

- Chair K. Torres (IA) reported quotes were received from the UNITY vendor, Optimum Technology, for modifications in UNITY directly related to four proposed rule amendments. She highlighted each of the following four rule proposals and provided an explanation of the UNITY impact and presented the estimated cost for each.

Item/Task	Cost
Rule 5-103A – ‘New Failed Supervision Form IX and workflow’	\$ 50,750.00
Rule 4-102 – ‘Point of Contact workflow for juveniles in RS before TOS approval’	\$ 15,750.00
Rule 4-104 – ‘New HE text box in data entry and generated Form VIII’	\$ 17,250.00
Rule 8-101 – ‘Removing the Travel Permit from Scenario 7’	\$ 13,750.00

- Chair Torres (IA) explained that the if bundled proposed rule amendments (Rule 1-101, 4-101, and 4-103) pass and Rule 8-101 does not pass there are no changes in UNITY and therefore no costs. The chart below provided a visual explanation.

What happens to Travel Permit requirements for juveniles who already reside in the receiving state at the time of adjudication?		
	If 8-101 Passes	If 8-101 Does Not Pass
If Bundle Passes	 Travel Permit Required No Changes to UNITY	 Changes Required to UNITY to Remove Travel Permit For These Cases
If Bundle Does Not Pass	 Travel Permit Required No Changes to UNITY	 Travel Permit Required No Changes to UNITY

- J. Miller (AR) questioned if the \$50,750.00 for modifications in UNITY associated with the proposed amendments bundled (Rule 5-103 and 5-103A) are considered a normal cost for changes in a data system. Joe Johnson, Project Manager, explained the complexities involved with this proposal to the necessary modification in UNITY to implement the rule. The bundled proposals impact multiple fields, workflows, and a form. The quote in this instance would be normal. He added that the actual costs may be a little lower but no higher.

- R. Curtis (ME) asked if there would be additional discussions with the vendor regarding the costs. Joe Johnson, Project Manager, explained that once the proposals pass, vendor communications will commence and granular clarifications could lead to a lower cost. Director Underwood explained the budget includes an approved line item for UNITY. Should all proposals pass this year, the total estimate for UNITY modifications (\$97,500) is within the budget allotted.
- Chair Torres (IA) added that this is the first year with UNITY modifications resulting from rule proposals. To date, the Commission has incurred the cost to build and implement the system, and is now incurring costs for implementing the approved enhancements.
- Director Underwood added that UNITY impact quotes for rule proposals are presented to the Technology and Rules Committees for an opportunity to review and ask questions; however, no action is necessary. The rule proposals with UNITY impact information will move forward for vote at the Annual Business Meeting.

### **New Recommendation: Form IX Numbering**

- Chair K. Torres (IA) presented a recommendation from the Rules Committee to the Technology Committee regarding the ICJ Form IX. Currently, the form is used for the ICJ Quarterly Progress Report (QPR), Absconder Report, and the Violation Report. Should a proposal rule amendment pass, the ICJ Form IX will also be used for a Failed Placement Report. The Rules Committee recommends that each report have its own unique number to avoid confusion. The recommendation was presented for consideration. However, the proposed change would not be implemented in the current UNITY enhancements.
- A. Christian (NE) commented that perhaps the Form IX could be re-numbering to IXa, IXb, IXc, etc. She also noted there would be costs involved. R. Curtis (ME) commented that the ICJ Travel Permit Form is also used for multiple functions. Chair Torres (IA) added that multiple number forms would cause the list of forms to get lengthy and out of sequence.

### **Executive Committee on Closing JIDS Update**

- Chair K. Torres (IA) updated that the Executive Committee has not decided about closing JIDS early. The Executive Committee awaits a report from the Compliance Committee's July 20 meeting.

### **UNITY Enhancement: Round Robin**

- Vice Chair R. Curtis (ME) opened the floor for feedback about the UNITY Enhancements rollout multi-facet approach: implementation, open houses, monthly live training sessions, "UNITY Spotlight" articles, and support.
- The overall feedback of the members was positive to the multi-faceted approach. They shared success with the multiple modes of communication and implementation. The most popular new enhancement recognized was the floating panels. The committee also shared that they are enjoying the following new enhancements daily:
  - case communications;
  - selections for email communications;
  - referencing to the spotlight articles; and

- document section order.

### **July Enhancements Release**

- The Open House will be conducted July 12.
  - The July enhancements were released earlier in the day (July 11) which included the return workflow updates and the new case reassignment tool.

### **August Enhancement Release Schedule:**

- July 26 - Training Session
- August 8 – UNITY Enhancement Release
- August 8 – 11 UNITY Enhancement Release Open House
- August 23 – Currently there is a slot for training. The Technology Committee discussed whether the August 23 training should occur on the topic of Zone Training for Model 2 and 3. The Technology Committee discussed without reaching a decision.

### **Vendor Contract**

- N. Dalton (VA) recalled the discussion last year when the vendor increased the hosting costs.
- Joe Johnson, Project Manager, shared there have been conversations ongoing with the vendor and specific elements of the contract as the renewal date approaches. All costs, including consolidation into one single hosting cost are being considered

### **Old Business**

- Team Meeting Updates
  - ENH 23
    - Chair Torres (IA) updated that the team continues to review and provide feedback for the next group of enhancements.
    - The team reviewed the UNITY impact for the rule proposals.
  - Tableau
    - Chair Torres (IA) updated the team has not met, but is awaiting the draft metric reports to be provided by the vendor.
    - The Tableau multi-factor authentication code is active. J. Johnson emailed users earlier with screen shots on how to set up.
    - J. Miller (AR) noted that the setup requires a smartphone. J. Johnson expanded on how to set up the feature. The topic will be addressed in the upcoming Open House and he will work with Judy after the meeting on how to acquire a code without a smartphone.
  - UNITY Maintenance
    - Vice Chair R. Curtis (ME) reported the team has not met recently. However, the work accomplished earlier in the year is having positive impacts, as reflected in the UNITY data reports. There has been a significant reduction in the number of duplicate juveniles and cases open beyond the maximum probation/parole date.
  - Workflow Diagrams
    - Vice Chair R. Curtis (ME) updated that the team paused their work to address other UNITY elements. The team will reconvene in August.

- **UNITY Spotlight**
  - Chair K. Torres (IA) reported that the next UNITY Spotlight will feature the August Enhancements Released.
  - Should anyone have a suggested topic or willingness to assist in the development of the articles, to let the Technology Committee Chair, Vice-Chair, and/or J. Johnson know.

### **New Business**

There was no New Business.

### **Adjourn**

**R. Curtis (ME) made a motion to adjourn. B. Montelongo (CO) seconded. Chair Torres adjourned the meeting by acclamation without objection at 3:02 p.m. ET.**