

INTERSTATE COMMISSION FOR JUVENILES

Technology Committee Meeting Minutes



February 14, 2023
2:00 p.m. ET
Via Zoom

Voting Members 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 (representing Tasha Hunt, Commissioner)
5. Mary Kay Hudson (IN) Commissioner
6. Melina Hampton (KY), Designee (representing Amy Welch, Commissioner)
7. Jacey Rader (NE), Commissioner
8. 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. Maxine Baggett (MS)
6. Abbie Christian (NE)

Members Not in Attendance:

1. Jean Hall (FL), Commissioner
2. Rachel Johnson (NC), Compact Staff
3. Brandon Schimelpfenig (WY), Compact Staff Coordinator

Guests in Attendance:

1. Sherri Springate (KY), Compliance Committee Member
2. Benjamin Turner (KY), Compliance Committee Member
3. Wendy Lautsbaugh (PA), Commissioner, Compliance Committee Member

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

M. K. Hudson (IN) made a motion to approve the agenda. J. Rader (NE) seconded. The motion carried.

Minutes

J. Miller (AR) made a motion to approve the January 10, 2023 meeting minutes as presented. M. K. Hudson (IN) seconded. The motion carried.

Discussion

Recommendation Regarding Failed Placement

- Chair K. Torres (IA) welcomed and acknowledged members of the Compliance Committee in attendance. The Compliance Committee members were invited to hear the discussions regarding the draft proposed rule amendment and new rule. The draft proposals are a result of the Compliance Committee's recommendation to review failed placement supervision workflows in UNITY.
- Chair Torres (IA) updated that since the last meeting, a small work group discussed the recommendation and reviewed ICJ Rule 5-103 with regards to failed placement. The work group recommended two rule proposals.

Proposed Amendment to Rule 5-103 by the Technology Committee

- Chair Torres presented a proposed amendment to ICJ Rule 5-103: Reporting Juvenile Non-Compliance, Failed Supervision and Retaking. The proposed amendment deletes paragraph 4 and removes "Failed Supervision" from the title of the rule. The extracted language from paragraph 4 is the basis for proposed new Rule 5-103A.

Proposed new Rule 5-103A by the Technology Committee

- Chair Torres provided an overview of the proposed new ICJ Rule 5-103A: Failed Supervision. As noted above, the foundation of the rule was taken from Rule 5-103(4) and modified into the proposed new rule as presented.
- Related to the first paragraph of the proposal, J. Miller (AR) questioned how to address instances when the juvenile may already be detained. A. Christian (NE) clarified the focus of the new rule proposal was to address failed supervision. The phrase "not detained" was proposed because other rules address cases where the juvenile is detained.
- J. Miller (AR) presented a recommendation to paragraph 3 and its subsections which combined all into one short paragraph to be more direct.
- Chair Torres explained the intent for the new rule is to align the failed supervision process with the process for responding to a violation report. Guardrails would be set in UNITY to require a response before UNITY would allow a case closure or issuance of a travel permit.
- A. Christian (NE) added that the new proposed rule will require an updated Failed Supervision Report Form in UNITY that requires specifics. Joe Johnson, Project Manager, shared a draft of the referenced form. J. Rader (NE) suggested that information regarding the proposed new form should be included with the presentation of the proposed to rule for clarity.

- The Technology Committee compared J. Miller's recommendation related to paragraph 3 to the original proposal and edited the language until a consensus was reached.
- There were no further discussions or questions regarding the paragraphs 1 or 2 of the proposed new rule.
- **J. Rader (NE) made a motion to adopt the proposed new Rule 5-103A as revised, and to adopt the proposed amendment to Rule 5-103 as presented. R. Curtis (ME) seconded. The motion passed unanimously.**

Key Dates Regarding Rule Proposals

- Chair K. Torres (IA) noted the key dates from the [Rules Committee's calendar](#). She outlined how the rule proposal process relates to the Technology Committee's work this year. During the March 14 Technology Committee meeting, all rule proposals will be reviewed with a focus on UNITY modifications should the proposals pass. Next, the proposals requiring UNITY modifications will be revisited by the UNITY Enhancements 23 Team to take a deeper dive into the UNITY modifications.
- The Technology Committee will conduct a special meeting the end of March or first of April to review the proposals again prior to the Rules Committee April 5 meeting and the April 6 proposed rule amendments comments posting.
- M. K. Hudson (IN) asked when the fiscal UNITY impact section will be ready. Director Underwood explained it would be after the comment period. The proposals will be forwarded to the UNITY vendor, Optimum Technology, to determine the fiscal impact. Joe Johnson, Project Manager, update that the UNITY impact review will include data entry, workflows, and/or forms.

Old Business

Team Meetings

- UNITY Maintenance
 - Vice Chair Curtis (ME) updated that the team will conduct its first meeting February 16. The team will focus on the proactive monitoring program being launched in March.
- Tableau
 - Chair Torres (IA) updated that the team will meet February 16. The team will discuss the Quarterly Progress Reports (QPRs) and Home Evaluation Reports.
- ENH 23:
 - A. Christian (NE) updated the team will meet February 22. The team will work through the first round of UNITY 2023 Enhancements and establish parameters for the transition from Phase I to Phase II.
- Work Flow Diagrams Maintenance
 - Vice Chair Curtis (ME) updated that the team recently established their first meeting date. The team will review how to be most effective this year and in the future.

UNITY Spotlight

- Chair Torres (IA) noted there is a continued interest in hearing from field staff about what articles and information to include in the UNITY Spotlight.

- The Training Committee is seeking Technology Committee members to collaborate on developing an article. N. Dalton (VA) updated that the article will focus on states denying travel permits without signatures.
- Joe Johnson, Project Manager, reported that 600 persons have signed up to receive the UNITY Spotlight online resource.

ENH 23 Release

- Chair Torres updated that the first UNITY enhancement release is scheduled to start June 6, 2023, to accommodate other Commission projects and not overwhelm the Commission with changes. This will provide time to educate users and allow them to absorb the changes. Updates will be released via the “UNITY Spotlight” articles, “ICJ Updates” newsletter, ICJ.TalentLMS, and the monthly Wednesday Workshops.

New Business

- Director Underwood reminded members of the Winter Website Cleanup that is now underway. There are numerous invaluable resources on the Commission’s website and it is important to keep the information current. This year it is particularly important to have all UNITY Coordinators information correct and updated. Additionally, all UNITY Coordinators must have a Tableau License. Additional Tableau Licenses may be acquired by contacting [Joe Johnson](#).

Adjourn

N. Dalton (VA) made a motion to adjourn. J. Rader (NE) seconded. The motion passed. The meeting adjourned at 2:55 p.m. ET.