

INTERSTATE COMMISSION FOR JUVENILES

Technology Committee Meeting Minutes

July 12, 2022
2:00 p.m. ET
Via Zoom



Voting Members in Attendance:

1. Kellianne Torres (IA), Designee, Chair
2. Judy Miller (AR), Designee
3. Jefferson Regis (DC), Commissioner
4. Roy Curtis (ME), Commissioner
5. Jacey Rader (NE), Commissioner
6. Felicia Dauway (SC), Commissioner

Non-Voting Members in Attendance:

1. Holly Kassube (IL)
2. Nita Wright (IN)
3. Abbie Christian (NE)
4. Kelly Palmateer (NY)
5. Rachel Johnson (NC)
6. Gladys Olivares (NV)
7. Brandon Schimelpfenig (WY)

Members Not in Attendance:

None

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

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

- Chair Torres amended the agenda to move the “Best Practice on Direct Entry of Data into UNITY” discussion item to old business.
- **J. Regis (DC) made a motion to approve the agenda as amended. F. Dauway (SC) seconded. The motion carried.**

Minutes

J. Miller (AR) made a motion to approve the June 14, 2022 meeting minutes. R. Curtis (ME) seconded. The motion carried.

Discussion

Executive Committee Update on the UNITY Enhancement Recommendations

- Technology Committee Chair K. Torres (IA) updated that the Executive Committee approved the UNITY enhancement packages as recommended.
- The next step will be a review by ICJ Rules Committee and Executive Committee Members, who will have 30 days to object based on non-conformity with rules. To be mindful of the need for training and to avoid UNITY users being overwhelmed, the enhancements will probably be released in two-phases, both in 2023.

Enhancements Maintenance and Support Update

- Chair Torres (IA) noted that at the time of the June meeting, the maintenance and support costs for the enhancement packages were quoted at 20 percent. The National Office was successful in re-negotiating those costs to a reduced fee of 12 percent.
- Director Underwood added a formal contract is being prepared.

Old Business

UNITY Support and Bug Fix Updates

- Chair Torres provided an update on the UNITY Support and Bug Fixes.
 - The spelling of “Behavioral” in UNITY Return Cases has been corrected.
 - The Final Travel Plan Form "Date Travel Plan Submitted" data field is now populating.
 - The label changes have been completed on the Form II as follows:
 - From “Circumstances of breach of terms of probation, parole, escape from institution or fleeing to avoid prosecution”
 - To “Circumstances of pending charges, active warrant, breach of terms of probation, parole, escape from institution or absconding.”
- Director Underwood commented that the requests for bug fixes and support have drastically reduced. Lately, support is primarily related to state-specific issues on a case-by-case basis.

UNITY Healthy Data

- Chair Torres reported that as the Commission enters the second year of using UNITY, maintenance of the system is vital to retain healthy data. Joe Johnson will be emailing reminder notifications related to UNITY clean-up issues that are discovered. An example would include duplication of juveniles or exceptionally long evaluation time frames.
- R. Johnson (NC) shared that she has received such an email regarding a juvenile residing in North Carolina, the receiving state. However, the information requiring an update needed to be completed by the sending state. Chair Torres suggested working with the applicable state(s) to resolve such instances.

- Director Underwood updated that there will be an email to all states this summer regarding a system clean-up. The first area of focus will be cleaning-up UNITY users.

Executive Committee Referral: UNITY Data Fields

- Chair Torres reported that the Executive Committee did not approve the recommended draft “Best Practice: Direct Entry of Data into UNITY.” Of particular concern was the language on page 1, paragraph 2 which states “... and increases risks to the safety of juveniles and communities.”
- J. Rader (NE) commented that the Compliance and Technology Committees were aware of state staff shortages when the Best Practice: Direct Entry of Data into UNITY was recommended. A best practice describes the best-case scenario; however, no compliance action would be taken based on a best practice. The direct entry of data is vital because it determines what can be queried and reported. She suggested that the document be amended to remove the concerning language mentioned above and recommend the Executive Committee approve. The recommendation would emphasize that the document is a best practice, it is not a rule and sanctions will not be imposed. We want what is best for the system and for the Commission to perform their work.
- J. Miller (AR) asked if the best practice would include a statement explaining that it would not be a part of compliance or if that is understood.
- J. Rader (NE) replied she did not recommend adding such a statement to the document. She re-stated that a best practice is a best-case scenario, it is not a rule and sanctions will not be imposed and that should be made clear if passed when presented to the Commission
- R. Curtis (ME), F. Dauway (SC), and J. Miller (AR) supported removing the language as suggested.
- **J. Rader (NE) made a motion to remove “...and increase risks to the safety of juveniles and communities” in the draft Best Practice: Direct Entry of Data into UNITY Data Fields and to recommend for approval by the Executive Committee. F. Dauway (SC) seconded. The motion passed.**

New Business

There was no new business.

Adjourn

R. Curtis (ME) made motion to adjourn. J. Rader (NE) seconded. Chair Torres adjourned the meeting by acclamation at 2:21 p.m. ET.