

INTERSTATE COMMISSION FOR JUVENILES

Technology Committee Meeting Minutes

January 14, 2025

2:00 p.m. EST

Via Zoom



Preliminary Business

Call to Order

Technology Committee Chair K. Torres (IA) called the meeting to order at 2:01 p.m. EDT.

Roll Call

Director Underwood called the roll, and a quorum was established.

Voting Commissioners/Designees in Attendance:

1. Kellianne Torres (IA), Designee, Chair
2. Roy Curtis (ME), Commissioner, Vice Chair
3. Sasaun Lane (OH), Commissioner
4. Natalie Dalton (VA), Commissioner
5. Jefferson Regis (DC), Commissioner
6. Judy Miller (AR), Designee

Non-Voting Members in Attendance:

1. Terrance Clayton (FL)
2. Shirleen Cadiz (HI)
3. Benjamin Turner (KY)
4. Shyra Bland (NJ)
5. Abbie Christian (NE)
6. Jenny McFadden (WI)

National Office Staff in Attendance:

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

Agenda

R. Curtis (ME) made a motion to approve the agenda as presented. S. Lane (OH) seconded. The motion passed by unanimous consent.

Minutes

J. Miller (AR) made a motion to approve the minutes of the Technology Committee on November 12, 2024, as presented. J. Regis (DC) seconded. The motion passed by unanimous consent.

Check-in

Chair Torres (IA) asked members the following check-in questions:

- What are the members looking forward to doing the most in the Technology Committee?
- Are you a new year's resolution person?

Reports

- Report from Chair
 - Chair K. Torres (IA) shared that the Technology Committee will be responsible for the Wednesday Workshop on January 22, 2025. The Wednesday Workshop will review new Multi Factor Authentication (MFA) requirements. A. Christian (NE) and J. McFadden (WI) volunteered to assist with the Wednesday Workshop.
 - Business Analysis (BA)/Enhancement Subcommittee (Subcommittee 1) Update:
 - The subcommittee met last week to work on MFA testing. Chair K. Torres (IA) shared that the subcommittee is looking at releasing the MFA on March 4, 2025.
 - Chair K. Torres (IA) stated that any Technology Committee members who have any concerns about the MFA release on March 4, 2025, should let her know.
 - J. Johnson, National Office, stated that Subcommittee 1 will also review Rules Amendment proposals to see if the proposals would have an impact on UNITY, UNITY forms, or UNITY workflows.
 - Chair K. Torres (IA) shared a reminder that the Rules Committee timeline for reviewing proposals is earlier this year due to the Annual Business Meeting having an early date.
- Report from Vice Chair
 - Tableau/ UNITY Subcommittee (Subcommittee 2) Update:
 - Subcommittee 2 is planning to meet on Monday, January 27, 2025 at 3:00 pm EST.
 - Privacy Policy Release
 - Vice Chair R. Curtis (ME) stated that the revised UNITY Privacy Policy was released in early December. There were no reported issues with the release.

Unfinished Business

There was no unfinished business to discuss.

New Business

Technical Update Videos

- Chair K. Torres (IA) shared that the Technology Committee has started adding technical update videos in the *UNITY Spotlight*. The first two released were on the UNITY Privacy Policy release and Human Trafficking.
- J. Johnson, National Office, shared that the *UNITY Spotlight* and technical video will be sent out at 9:00 am during the members time zones.
- Chair K. Torres (IA) stated that the committee will continue to create technical video updates throughout the year to engage and share information. She shared that the UNITY Privacy Policy Release video received more clicks than past *UNITY Spotlight* articles.
- J. Johnson, National Office, applauded Chair Torres (IA) and Vice Chair Curtis (ME) for reaching out to members outside of the Technology Committee to participate in the technical update videos.
- Chair K. Torres (IA) stated that other Technology Committee members might be asked to participate in a future video.

Assess/Decide UNITY Training System Annual Purge Timeframe

- Chair K. Torres (IA) stated the Training Committee needs to establish a timeline for annual purges of the UNITY Training platform. To explain the need, she noted there is a juvenile profile called “Kitty Cat” that is used for training within the UNITY training system that has around 9,000 open cases. The cleanup will help close out these types of cases.
- A. Christian (NE) asked if the purge would delete the juvenile profile.
- Chair K. Torres (IA) stated that the purpose of the discussion was to determine what should be purged.
- J. Johnson, National Office, stated that profile information would be retained, both juvenile profiles and user profiles. He asked if members want to only close out cases or if they want a full purge.
- N. Dalton (VA) asked if the amount of information impacts the speed of the UNITY training system.
- J. Johnson, National Office, answered it does not impact speed but there is a cost to operate the cloud platform.
- A. Christian (NE) stated it would be cleaner to completely purge the cases. She asked if there was an option to purge cases older than six months or so. She recommended having a certain time frame to keep cases in the system.
- J. Johnson, National Office, stated that Optimum Technologies (Optimum), the vendor, could set a time frame.
- J. McFadden (WI) asked if states would be responsible for purging the cases or Optimum would purge the cases.
- J. Johnson, National Office, answered that Optimum would purge the training database. He recommended that the training system be purged on an annual basis.

- S. Bland (NJ) stated that she agreed with A. Christian (NE) to purge cases older than six months. She asked if there was a way to obtain a list of all users in a specific training within the UNITY training system.
- J. Johnson, National Office, answered he could not from Tableau, but could ask Optimum if they can.
- Chair K. Torres (IA) stated that the recommendation might be to purge any cases older than six months from the UNITY training system. She asked J. Johnson, National Office, if the committee should pick a time frame for this to happen in.
- J. Johnson, National Office, answered that it is important to choose a time frame that will minimally impact any members using the system. He recommended picking a time frame in December and to annually purge every December.
- Chair K. Torres (IA) asked members if they had a preference for a time frame for the annual purge. She asked J. Johnson, National Office, if there were any time frames the committee should avoid recommending.
- J. Johnson, National Office, answered no.
- S. Bland (NJ) stated that she agreed that the end of the year would be a good time frame.
- A. Christian (NE) asked if the first purge would be in December 2025 since December 2024 just passed.
- J. Johnson, National Office, answered if the committee votes for an annual purge, he would ask Optimum to do the first purge within the next few weeks and then begin annually in December 2025.
- Chair K. Torres (IA) asked if members are in agreement to purge juvenile cases that are over six months old and have the purge annually in December.
- **R. Curtis (ME) made a motion to conduct an annual purge of UNITY Training System to purge cases more than 6 months old on December 1 of each year.**
- N. Dalton (VA) asked if the motion included purging juvenile profiles.
- Chair K. Torres (IA) stated the motion is to purge the cases but maintain the profiles.
- J. Johnson, National Office, recommended amending the motion to clarify that the committee would maintain juvenile profile and active user profiles.
- R. Curtis (ME) withdrew his motion and restated it.
- **R. Curtis (ME) made a motion to conduct an annual purge of the UNITY Training system of cases more than 6 months old on or about December 1 of each year, and maintain juvenile profiles and active user profiles. N. Dalton (VA) seconded. The motion passed.**

Assess Rule Committee Recommendation related to Form III. Take out partial sentence

- Chair K. Torres (IA) shared that the Rules Committee recommended the Technology Committee amend Form by deleting the phrase “in the best interest of said juvenile.” If the phrase is removed, the form would read, “is appropriate and do so order such return”.
- Chair K. Torres (IA) stated she believed the recommendation was made because the ICJ rules do not require a best interest finding or ruling from the holding state.

- J. Miller (AR) stated she is concerned with changing the form and how to distribute the revised forms to states. She noted that some states do not accept an older version of forms.
- Chair K. Torres (IA) stated that although form changes can be a hassle, there is a concern that the form is not in alignment with the rule. She asked if there were any concerns with the removal of the phrase from Form III.
- A. Christian (NE) states that she agrees it is not the holding states judge's responsibility to determine what is in the best interest of the juvenile, nor do they have the information to make that finding.
- S. Bland (NJ) stated that she agrees with removing the best interest language.
- A. Christian (NE) recommended also removing the phrase "is appropriate" from Form III.
- Director Underwood stated the committee should consult with legal counsel before recommending removal of the language "is appropriate" from Form III. She shared that, during the Rules Committee meeting, legal counsel advised that the judge needs to make a finding in order to justify their order.
- Vice Chair R. Curtis (ME) recommended tabling the discussion until the next Technology Committee meeting to give members an opportunity to review the proposed revision of Form III.
- Chair K. Torres (IA) stated the discussion will be postponed until the meeting on February 11, 2025.

Next Steps

There were no next steps discussed.

Adjourn

R. Curtis (ME) made a motion to adjourn the January 14, 2025, Technology Committee meeting. J. Miller (AR) seconded. Chair Torres (IA) adjourned the meeting by unanimous consent at 3:02 pm ET.