



Preliminary Business

Technology Committee Chair K. Torres (IA) called the meeting to order at 2:01 p.m. EST. 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. Judy Miller (AR), Designee
4. Jefferson Regis (DC), Commissioner
5. Sasaun Lane (OH), Commissioner
6. Natalie Dalton (VA), Commissioner

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

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

J. Miller (AR) made a motion to approve the minutes of the Technology Committee on January 14, 2025, as presented. The motion passed by unanimous consent.

Reports

- Report from Chair on Business Analysis (BA)/Enhancement Subcommittee:
Chair K. Torres (IA) reported the subcommittee finished review of the rule amendment proposals and prepared impact assessments. The subcommittee will discuss UNITY

enhancement requests at an upcoming meeting and is on track for the Multi Factor Authentication (MFA) rollout in early March.

- Report from Vice Chair on Tableau/UNITY Subcommittee:
Vice chair R. Curtis reported the subcommittee recently discussed what will be included on the Transfer of Supervision Dashboard, such as operational maintenance and metrics.

Unfinished Business

Assess/ Finalize Rule Committee: Form III

- Chair K. Torres (IA) summarized the Rules Committee meeting minutes November 14, 2024, regarding their recommendation to remove the reference to “best interest” from the Form III, Consent for Voluntary Return of Out of State Juvenile. She focused on advice provided by Legal Counsel Thomas Travis indicating the phrase “is appropriate” should not be deleted, as it is consistent with the judge executing that the document is an appropriate exercise of their discretion as a judge.”
- Director Underwood reported that the Work Group on Returning Non-Delinquent Youths has begun their work to address top issues identified in a survey in 2024, including lack of communication between ICJ Offices about the circumstances in which a youth was found.
- A. Christian (NE) noted that the work group may recommend other changes to Form III in the next rule amendment cycle.
- J. Miller (AR) noted the Form III has included the term “best interest” since it was created.
- N. Dalton (VA) suggested no action should be taken until the work group makes recommendations.
- Members discussed concerns regarding consistency and clarity.
- Director Underwood noted the phrase “best interest” does not appear in the current rules in relation to either the sending state or the home state.
- S. Bland (NJ) recommended aligning Form III with Rule 6-102.
- **J. Miller (AR) made a motion to take no action on the Rules Committee’s recommendation to remove the phrase "in the best interest of said juvenile" from the Form III at this time due to the ongoing work of the Work Group on Returning Non-Delinquent Youths. The motion passed.**

New Business

BA/Enhancement Subcommittee Rule Impact Statements

- Chair K. Torres (IA) reported the BA/Enhancement Subcommittee reviewed rule amendment proposals and created impact statements related to UNITY and ICJ forms. She added that the Rules Committee may make changes to the proposals at their next meeting.
- Chair K. Torres (IA) provided overviews of each proposal and impact statement.
 - Rule 1-101: Human Trafficking definition - no impact.
 - Rule 4-102: Sending Receiving Referral - impacts to UNITY and to forms.

- The rule amendment proposal would require adding a field on Form VII for documenting justification and updating UNITY so the 10-day timer is triggered by submission of the travel permit (not the arrival of the youth).
 - Rule 4-103: Transfer of Supervision Procedures for Juvenile Sex Offenders - impacts to UNITY and to forms.
 - The rule amendment proposal would require adding a field on Form VII for documenting justification and updating a timeframe so the 10-day timer is triggered by submission of the travel permit (not the arrival of the youth).
 - Rule 4-104: Authority to Accept/Deny Supervision- impacts to UNITY and to forms.
 - The rule amendment proposal would require adding a field to the Home Evaluation Information task and Form VIII, Home Evaluation Report.
 - Rule 5-103A: Failed Supervision Determination by Receiving State - impacts to UNITY and to forms.
 - The rule amendment proposal would require adjustment of settings in UNITY and updates to labels and titles In UNITY and on Form IX, Mandatory Relocation Report.
 - Rule 6-102: Voluntary Return of Runaways - no impact.
 - Rule 8-101: Travel Permit - no impact.
- **R. Curtis (ME) made a motion to approve the impact statements developed by the subcommittee for pending rule amendments. The motion passed.**
- **J. Miller (AR) made a motion to authorize the Technology Committee Chair to update related impact statements if the Rules Committee makes changes to any rule amendment proposals prior to the upcoming rule comment period. The motion passed.**

Next Steps

- Chair K. Torres (IA) asked members to send her suggestions for future agenda items

Adjourn

Chair Torres (IA) adjourned the meeting by acclamation at 3:00 pm EST.