

INTERSTATE COMMISSION FOR JUVENILES

Information Technology Committee Meeting Minutes

March 11, 2025

2:00 p.m. EDT

Via Zoom



Preliminary Business

Committee Chair K. Torres (IA) called the meeting to order at 2:00 p.m. EDT.

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. Natalie Dalton (VA), Commissioner

Non-Voting Members in Attendance:

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

Members Not in Attendance:

1. Benjamin Turner (KY)
2. Sasaun Lane (OH), Commissioner

National Office Staff in Attendance:

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

Vice Chair 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 February 11, 2025, as presented. The motion passed by unanimous consent.

Reports

- Business Analysis (BA) and Enhancement Subcommittee
 - Chair K. Torres (IA) reported that multi-factor authentication went live for UNITY on Tuesday, March 4, 2025, with a smooth rollout.
 - The subcommittee also reviewed pending enhancement requests.
- UNITY/Tableau Subcommittee
 - Vice Chair R. Curtis (ME) reported the subcommittee assessed what should be presented on the transfer of supervision dashboard.

Unfinished Business

Update from the Rules Committee amendment to Rules 4-102 and 4-103

- Chair K. Torres (IA) reported the Rules Committee modified the proposed amendments to Rules 4-102 and Rules 4-103 to avoid the unintended consequences identified by the Information Technology Committee. Chair K. Torres (IA) approved corresponding updates to the related impact statements, as previously authorized by the committee.

New Business

UNITY Spotlight Discussion

- UNITY Notification Management: Outlook subfolder and rule setup
 - Chair K. Torres (IA) stated that the UNITY notification management function is intended to help UNITY users manage alerts and notifications that they receive in Outlook.
 - Members discussed creating a *UNITY Spotlight* article that outlines how to set up subfolders and rules in Outlook so that any email that comes from UNITY will go into a notification folder. The article will include instructions on how to set that up so it can manage emails and notifications more easily.
- Case Management: When to close a case and post closure case management
 - Chair K. Torres (IA) recommended having a *UNITY Spotlight* article on Case Management: when to close a case and post-closure case management. UNITY users often forget how to use "Event" management, and an article on case management can share information on when certain "events" in UNITY are available around case closure, reopening the case, and updating the case.
 - Members discussed suggestions for having a UNITY Spotlight article on case closure and events related to case closure. Some members suggested having a *Wednesday Workshop* on Case Closure.
 - Chair K. Torres (IA) asked if members had any other suggestions for future UNITY Spotlight articles. Members discussed potential future UNITY Spotlight articles.

Next Steps

- The next meeting of the Business Analysis and Enhancements Subcommittee will be Tuesday, April 15, at 11:00 p.m. EDT.
- The next meeting of the UNITY/Tableau Report Subcommittee will be Monday, April 14, at 2:00 p.m. EDT.
- The next Information Technology Committee meeting is scheduled for April 1, 2025, at 2:00 pm EDT.

Adjourn

Vice Chair R. Curtis (ME) motioned to adjourn the Technology Committee meeting. Chair Torres (IA) adjourned the meeting by unanimous consent at 2:45 p.m. EDT.