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## **Preliminary Business**

### **Call to Order**

Technology Committee Chair K. 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.

### **Voting Commissioners/Designees in Attendance:**

1. Kellianne Torres (IA), Designee, Chair
2. Roy Curtis (ME), Commissioner, Vice Chair
3. Judy Miller (AR), Designee
4. Bob Lemieux (MA) Designee
5. Maureen Clifton (WY), Commissioner

### **Non-Voting Members in Attendance:**

1. Terrance Clayton (FL)
2. Nita Wright (IN)
3. Benjamin Turner (KY)
4. Maxine Baggett (MS)
5. Abbie Christian (NE)
6. Shyra Bland (NJ)
7. Rachel Johnson (NC)
8. Bridget Webb (SC)
9. Jenny McFadden (WI)

### **Members Not in Attendance:**

1. Tasha Hunt (CT), Commissioner
2. Nordia Napier (CT), Designee
3. Melina Hampton (KY), Designee
4. Amy Welch (KY), Commissioner
5. Becki Moore (MA), Commissioner

### **National Office Staff in Attendance:**

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

## **Agenda**

M. Clifton (WY) made a motion to approve the agenda as presented. Vice Chair R. Curtis (ME) seconded. The motion passed by unanimous consent.

## Minutes

J. Miller (AR) made a motion to approve the Technology Committee March 12, 2024, meeting minutes as presented. M. Clifton (WY) seconded. The motion passed by unanimous consent.

## Unfinished Business

### Report from Rule Enhancements Subcommittee

- Chair Torres (IA) reported that the Rule Enhancements Subcommittee has not met since completing the UNITY Enhancement testing.
- The enhancements were tested and are live on UNITY.
- Two UNITY Open Houses and UNITY Enhancements have all been a success.
- She thanked the members of the committee who staffed the open houses.

### Report from Tableau/UNITY Maintenance Subcommittee

- Vice Chair Curtis (ME) reported the Tableau/UNITY Maintenance Subcommittee has not met since the last full committee meeting.
- They scheduled their next meeting for Tuesday, April 30, 2024, at 11:00 am ET.
- J. Johnson (National Office) will send the calendar invitation to members.
- They will discuss the May UNITY review and prepare for the Return Detail Report.

### Assess Airport Surveillance Data for Potential Recommendation

- Chair Torres (IA) lead a discussion on the data published in ICJ annual reports related to airport surveillance provided for ICJ returns. Since UNITY was introduced, the number of reported supervision services has dramatically declined.
- Chair Torres (IA) reviewed Rule 7-107, which addresses airport supervision.
- Data related to airport surveillance is based on information entered into the travel plan detail fields (Layover State Code and Airport Supervision Confirmed). If these are not completed in the travel plan detail section of the return event in UNITY, the service is not included in reported totals.
- J. Johnson (National Office) added that these are optional fields.
- Currently, only three text boxes are required (Departure Date, Arrival Date, and Method of Transportation). All other information is optional.
- A. Christian (NE) noted that some fields were made “optional” because some youths are returned via direct flights, so there is no layover or surveillance necessary.
- R. Johnson (NC) asked where the data is being captured if the boxes are not required. Chair Torres (IA) replied that it is not being accurately captured. That is why the topic was referred to the Technology Committee.
- J. Johnson (National Office) highlighted a few key elements, including all airport-related information pertaining to airport surveillance from UNITY since its inception. He said that Tableau could not take the information and provide any intelligent results from it. Instead, he manually reviewed and reconciled the information. Some of the state data was reconcilable, but most of the states were not. He reported there was a significant

discrepancy, and the data could not be made reliable without modification to the UNITY data entry requirements.

- Chair Torres (IA) indicated that the Technology Committee needs to review the current “travel plan detail” fields to see if anything needs to be added or if fields need to be made mandatory. Training may need to be conducted to provide guidance on how to enter the information so that all states have accurate information. Additionally, intrastate supervision needs to be considered.
- A. Christian (NE) added that use of the “Final Travel Plan” form is optional, so there may be some push back if states are advised that they must enter the information into UNITY.
- N. Wright (IN) noted that one of the primary reasons for transitioning to UNITY was to improve the quality and consistency of data. She asserted that managing as much information in UNITY as possible be preferred.
- J. McFadden (WI) added that it may be beneficial to add a checkbox to indicate whether there is a layover, then additional fields could appear, if necessary. R. Johnson (NC) added that when the drop-down is added, more consistent information can be provided.
- J. Miller (AR) suggested the travel plan should be mandatory because it is very helpful.
- Chair Torres (IA) noted the committee can make a recommendation to the Executive Committee. If approved, the Technology Committee would be charged with establishing the specific fields, drop-down menu options, and other aspects of implementing the change.
- **R. Curtis (ME) made a motion to recommend to the Executive Committee that the Travel Plan in UNITY become a required field for air travel. B. Lemieux (MA) seconded. The motion passed.**

## New Business

### **IT Committee Input for Optimum Technology – ICJ Contract**

- J. Johnson (National Office) and Chair Torres (IA) briefly shared feedback provided by committee members to share with Optimum Technologies during an upcoming meeting with the National Office staff. The high priority items include:
  - System Security
  - Data Privacy
  - Multi-Factor Authentication
  - UNITY Support
  - Data Analytics and Reporting Capabilities
  - Software Usability
  - UNITY Enhancement Frequency
  - Cost Effectiveness and Budget Planning
- Many of these priorities were already on the agenda for discussion with Optimum Technologies.
- A. Christian (NE) and S. Bland (NJ) added that having dashboards too would be very helpful for reviewing and share data with state agency leaders.

## **BA Subcommittee Update**

- The UNITY Enhancement Subcommittee will transition into the Business Analysis (BA) Subcommittee.
- The BA Subcommittee will begin reviewing enhancement requests on April 16, 2024 @ 2:00 p.m. ET.

#### Next Steps

- Chair Torres (IA) opened the floor to suggestions for new business items to discuss at future meetings. None were received.
- The next Technology Committee meeting is scheduled for May 14, 2024 @ 2:00 p.m. ET.

#### Adjourn

Chair Torres (IA) adjourned the meeting by unanimous consent at 3:02 pm ET.