



## **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. Judy Miller (AR), Designee
3. Nordia Napier (CT), Designee
4. Melina Hampton (KY), Designee
5. Bob Lemieux (MA) Designee
6. 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. Jenny McFadden (WI)

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

1. Roy Curtis (ME), Commissioner, Vice Chair
2. Tasha Hunt (CT), Commissioner
3. Amy Welch (KY), Commissioner
4. Becki Moore (MA), Commissioner
5. Bridget Webb (SC)

### **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. J. Miller (AR) 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.

## Check-in

Chair Torres (IA) led a check-in exercise and asked members to share their favorite summertime activity.

## Unfinished Business

### Report on the Executive Committee Meeting in Louisville, KY

- Chair Torres (IA) reported that the Executive Committee discussed the Technology Committee's recommendation to require airport supervision data be entered into UNITY in the "Final Travel Plan Detail" section. The next step is to obtain a quote for the UNITY system enhancement, and then the recommendation will be presented to the Executive Committee for final approval.
- She said that the Business Analysis (BA) Subcommittee will review the UNITY "Travel Plan Detail" section prior to submitting the quote request to Optimum Technologies.
- Chair Torres (IA) reported that the committee's goals for 2025-26 will be determined by the outcome of the Executive Committee's strategic planning.

### Report from BA Enhancement Review Subcommittee

- Chair Torres (IA) reported that the BA Subcommittee met on April 16, 2024 and reviewed the outstanding UNITY enhancement requests. The subcommittee will meet again on May 22, 2024 at 1:30 p.m. ET to finalize their analysis.
- J. Johnson (National Office) said that he will add the "Travel Plan Detail" section review to the subcommittee's agenda, in addition to the 90 requests to be reviewed.

### Report from Tableau/UNITY Maintenance Subcommittee

- Chair Torres (IA) reported on the Tableau/UNITY Maintenance Subcommittee on behalf of Vice Chair Curtis who was unable to attend the meeting. She said that the subcommittee met May 14, 2024 to review report requests related to Quarterly Progress Reports and Home Evaluations. Filtering by zones was also a topic of discussion. The subcommittee also discussed the Tableau returns report training which will take place on June 26, 2024 at 1:00 p.m. ET. Shyra Bland (NJ) and Nordia Napier (CT) volunteered to be the trainers. The reports on voluntary and non-voluntary returns will be released in July.
- J. Johnson (National Office) said that he will release a *UNITY Spotlight* newsletter on the new return reports prior to the training.
- Chair Torres (IA) said that the subcommittee also discussed releasing a *UNITY Spotlight* about the use of the "Travel Plan Detail" section to remind states to fill out the data fields for accurate reporting.

## New Business

There was no new business.

## Next Steps

- Chair Torres (IA) thanked the committee members for their hard work this year.
- The next Technology Committee meeting is scheduled for June 11, 2024 @ 2:00 p.m. ET. She said that a July meeting is on the schedule, but may be cancelled.

## Adjourn

M. Clifton (WI) made a motion to close the meeting. J. Miller (AR) seconded. Chair Torres (IA) adjourned the meeting by unanimous consent at 2:24 pm ET.