



Preliminary Business

Call to Order

Technology Committee Chair K. Torres (IA) called the meeting to order at 2:00 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. Judy Miller (AR), Designee
4. Nordia Napier (CT), Designee
5. Melina Hampton (KY), 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. Shyra Bland (NJ)
6. Rachel Johnson (NC)
7. Bridget Webb (SC)
8. Jenny McFadden (WI)

Members Not in Attendance:

1. Tasha Hunt (CT), Commissioner
2. Amy Welch (KY), Commissioner
3. Becki Moore (MA), Commissioner
4. Bob Lemieux (MA) Designee

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

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

Minutes

J. Miller (AR) made a motion to approve the Technology Committee May 15, 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 what they would like to see either as a quick reminder or helpful hint in a *UNITY Spotlight*. Members shared the following suggestions:

- Rachel Johnson (NC) noted the need for a reminder about the use of “See Scan” use in the TOS Cases.
- Nita Wright (IN) suggested a reminder to the Holding State airport information is contained in the airport code dropdown field.
- Jennifer McFadden (WI) spoke to the use of the Violation Report and its relationship to the QPR Date reset.
- Shyra Bland (NJ) suggested that a name change of the “Quarterly Progress Report” to “Progress Report” might be beneficial for field officers to understand that the “QRP Report” can be used outside of the quarterly period.
- Maureen Clifton (WY) spoke to the use of current ICJ Forms and to ensure that the state is using the most current that are listed on the ICJ website.
- Roy Curtis (ME) spoke to the use and flexibility in modifying Travel Plan Permits in UNITY.

Unfinished Business

Report from BA Enhancement Review Subcommittee

- Chair Torres (IA) reported that the Business Analysis (BA) Subcommittee has met twice since the last Technology Committee meeting. They completed the initial review of UNITY enhancement requests. The Business Analysis (BA) Subcommittee also completed a thorough review of the “Final Plan Detail” workflow and did a specific redesign to capture the information needed. They sent edits to Optimum Technologies, the UNITY vendor, and are waiting for a quote.
- She thanked the group for the intense work they completed within a short period of time.
- J. Johnson (National Office) added that he has had a few deep dives with representatives from Optimum Technologies and is confident they will provide a quote before the July Technology Committee meeting.

Report from Tableau/UNITY Maintenance Subcommittee

- Vice Chair Curtis (ME) reported that the Tableau/UNITY Maintenance Subcommittee has not met since the last Technology Committee meeting, but they reviewed the draft *UNITY Spotlight* article on reports related to voluntary (B-01) and non-voluntary (B-02) returns.

- He thanked N. Napier (CT) and S. Bland (NJ) for volunteering to present at the *Wednesday Workshop* training session in June.
- J. Johnson (National Office) added that he will send an email reminder to review maximum probation/parole dates on active transfer of supervision (TOS) cases on Tuesday June 18, 2024. Currently, only 4% of 1,154 cases remain open after the maximum probation/parole date has passed.
- J. Johnson (National Office) also reminded the committee that the end of the fiscal year is approaching and it is a good time to review cases in UNITY, so that data is clean for the annual report.
- Vice Chair Curtis (ME) thanked everyone for participating in the subcommittee and looks forward to working with them again next year.
- J. Johnson added the [link](#) to *Wednesday Workshop* on June 26th in the chat.

New Business

- Chair Torres (IA) requested volunteer trainers for the *Wednesday Workshop* on August 28th, which will focus on proper airport transportation data entry into UNITY.
- Members who wish to volunteer can reach out to Chair Torres, Vice Chair Curtis, or J. Johnson.

Next Steps

- The next Technology Committee meeting is scheduled for July 9, 2024 @ 2:00 p.m. ET.

Adjourn

R. Curtis (ME) made a motion to close the meeting. M. Clifton (WI) seconded. Chair Torres (IA) adjourned the meeting by unanimous consent at 2:23 pm ET.