



Preliminary Business

Call to Order

Technology Committee Chair K. Torres (IA) called the meeting to order at 2:01 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. Bob Lemieux (MA) Designee
7. 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. Bridget Webb (SC)
7. Jenny McFadden (WI)

Members Not in Attendance:

1. Tasha Hunt (CT), Commissioner
2. Amy Welch (KY), Commissioner
3. Rachel Johnson (NC)
4. 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
5. Kirsten Wade, Logistics and Administrative Specialist

Agenda

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

Minutes

J. Miller (AR) made a motion to approve the minutes of the Technology Committee on June 11, 2024, 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 thing about the Technology Committee this past year and what the members thought they could do next year to make the experience better.

Unfinished Business

Report from BA Enhancement Review Subcommittee

- Chair Torres (IA) reported that the Business Analysis (BA) Subcommittee worked very hard to make the “Final Travel Plan Workflow” task in UNITY easier and to make sure that all of the pertinent information is included.
- The proposed Travel Plan Detail enhancement combines two optional tasks – Travel Plan Information and Travel Plan Detail (Final Travel Plan) - into one required task. This will ensure that travel details are made to both states and the intermediate state, since it is a collaborative task.
- If the enhancement moves forward, a new green outline (halo) will appear on data entry fields in the Final Travel Plan and Transportation ID Form. This would help states understand which data appears on forms.
- The two proposed new “Airport Supervision” fields would help ensure adequate supervision of the juvenile in layover airports.
- Two new “Departure Flight Airlines” fields would facilitate finding and tracking the juvenile’s flight number.
- A new “Car – Local Agent Transport” method of transportation entry would give states additional information flexibility in the return of a juvenile.
- The committee thoroughly reviewed the Travel Plan Detail workflow redesign using the .PDF version of the LucidChart schematics.
- A. Christian (NE) asked for clarification pertaining to the green halo. J. Johnson (National Office) confirmed that the quote includes adding the green halo to other optional UNITY data fields that correlate to ICJ Forms.
- J. Miller (AR) inquired about the dropdown flexibility of the Airport Supervision data field. J. Johnson (National Office) spoke of options the business analysis team could consider in a final design.
- R. Curtis (ME) asked about the location where notes should be added pertaining to the layover state. Chair Torres (IA) pointed out the required data field, Transport Details IN Layover State.
- Executive Director M. Underwood noted several grammatical corrections.
- A. Christian (NE) addressed the importance of users to identify the proper usage of data fields in the redesign.

- J. Johnson (National Office) reviewed the enhancement assessment process used by the business analysis team. He noted that other return workflow enhancements requests have been made, but have not yet been fully evaluated.
- Also related to returns, the Technology Committee will present a *Wednesday Workshop* on August 28th regarding best practices for entering data regarding returns using events.
- Executive Director M. Underwood thanked the group for providing training via the *Wednesday Workshop* series and encouraged Technology Committee members to ask questions during the sessions.
- Optimum Technologies provided the Commission with a quote of \$62,500.00 (one-time cost) to for the changes related to Travel Plan Details.
- A. Christian (NE) asked J. Johnson (National Office) for feedback on the quote. J. Johnson (National Office) responded that he believe the costs could be reduced negotiations. Operationally and economically, he feels this should be rolled into the next enhancement phase.
- Vice Chair R. Curtis (ME) thanked the subcommittee for their work and stated that he supports all of the proposed changes within the UNITY system.
- The Technology Committee discussion whether to recommend the enhancements to the Executive Committee now, or if they wanted to roll it into the next round of UNITY enhancements in 2026.
- Members expressed support for the proposed changes, but concerns regarding the costs.
- J. Johnson (National Office) suggested negotiation with Optimum Technologies during the formal Enhancement review and quote process.
- Thorough discussion occurred between committee members pertaining to the quote, the path in moving forward, and the recommendation options.
- **R. Curtis (ME) made a motion to table the discussion of recommended enhancements until the contract with Optimum Technologies is finalized and the cost can be renegotiated. J. Miller (AR) seconded. The motion passed by unanimous consent.**

Report from Tableau/UNITY Maintenance Subcommittee

- Vice Chair Curtis (ME) thanked everyone who participated in the Tableau/UNITY Maintenance Subcommittee and looks forward to working with them another next year.
- J. Johnson (National Office) reminded everyone who has a Tableau license that the voluntary and non-voluntary return reports were released on July 9, 2024. Please email J. Johnson for additional assistance.

New Business

- Chair Torres (IA) requested volunteer trainers for the *Wednesday Workshop* on August 28, 2024, which will focus on proper airport transportation data entry into UNITY.
- Members who wish to volunteer can reach out to Chair Torres or Joe Johnson.
- Executive Director M. Underwood reminded states to complete in-state training reports, as the National Office is gathering data for the *2024 Annual Report*. She added that ABM registration is now open and nominations for officers and awards would open soon. Finally, she introduced Kirsten Wade, the Commission’s new Logistics & Administrative Specialist.

Next Steps

- This was the last meeting of the year.
- Chair Torres (IA) thanked everyone for their participation over the past year.

- J. Miller (AR) thanked Chair Torres (IA) for her leadership.
- Chair Torres (IA) thanked Vice Chair Curtis (ME) for his support.

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 3:11 pm ET.