INTERSTATE COMMISSION FOR JUVENILES
Technology Committee Meeting Minutes
November 12, 2024
2:00 p.m. EDT
Via Zoom

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. Sasaun Lane (OH), Designee
4. Natalie Dalton (VA), Commissioner
5. Jefferson Regis (DC), Commissioner
6. Judy Miller (AR), Designee

Non-Voting Members in Attendance:
1. Terrance Clayton (FL)
2. Benjamin Turner (KY)
3. Shyra Bland (NJ)
4. Abbie Christian (NE)
5. Jenny McFadden (WI)

Members Not in Attendance:
1. Shirleen Cadiz (HI)

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

Agenda
N. Dalton (VA) 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 July 9, 2024, as presented. R. Curtis (ME) seconded. The motion passed by unanimous consent.

Check-in
Chair Torres (IA) asked members to share their name, state, and to share if they have served on the Information Technology (IT) Committee before.

Reports

Report from Chair
- Chair Torres (IA) shared that the Information Technology meeting is recorded and asked members to state their name and state when speaking.
- Chair Torres (IA) also stated discussions should be summarized to help keep conversations concise and on topic, and allow for clarity in the minutes.

Unfinished Business
There was no unfinished business to discuss.

New Business

Review 2025 IT Committee Objectives
- Chair Torres (IA) shared the 2025 IT Committee Objective Smartsheet, which members can access. On the Smartsheet members can find subcommittee assignments. Project deadlines will be highlighted in red print.
- On the Smartsheet the objectives for the year were color coded in light green and yellow.
- There is a section for planned Wednesday Workshop topics and a "Parking Lot" section for any projects recommended by other Committees.

Privacy Policy Release
- Chair Torres (IA) shared that, as of June 1, 2024, the ICJ UNITY Privacy Policy has been updated. As of December 1, 2024, UNITY users will be required to "Accept" the new privacy policy when they login in UNITY and on the UNITY training site.
- Chair Torres (IA) stated the privacy policy is available on the Interstate Commission for Juveniles (ICJ) website. She encouraged all members to review the policy so that they are familiar with it before logging into UNITY on December 1st.
- J. Johnson (National Office) shared that an upcoming *ICJ Updates* newsletter would have a link to a video announcement from Chair Torres (IA) and Vice Chair Curtis (ME) discussing the privacy policy. He shared that a *UNITY Spotlight* article would be disseminated to ICJ office personnel and registered field officers.
- Vice Chair R. Curtis (ME) shared that the privacy policy agreement tab will also need to be accepted in the UNITY training site.

Multi-Factor Authentication Release
- Chair Torres (IA) shared that the potential release date of multi-factor authentication (MFA) requirements would be in February 2025. Members will be able to select a 6-digit

code to be sent to their email or the Microsoft Authenticator App. This change is to ensure CJIS security compliance when working in UNITY.

- J. Johnson (National Office) shared there will be an "open house" session via Zoom to answer any questions or troubleshoot any problems during the MFA release.
- J. Johnson (National Office) stated the "MFA Release" will be the focus of the *Wednesday Workshop* on January 29, 2025. Chair Torres (IA) asked members who would like to assist with the *Wednesday Workshop* session to reach out to her or Vice Chair R. Curtis.
- J. Miller (AR) asked whether the IT Committee was finished with updates to the Travel Plan Workflow in UNITY.
- Chair Torres (IA) responded that the IT Committee previously decided to not move forward with recommendations related to the Travel Plan Workflow until further discussions were concluded. The Business Analysis (BA)/Enhancement Subcommittee will work on changes to the "Travel Plan Detail" section, then work with Optimum Technologies on an updated quote.
- Chair Torres (IA) shared the specific projects that each subcommittee will work on:
  - BA/Enhancement Subcommittee:
    - Multi-Factor Authentication
    - Pending Enhancement Requests
    - Rule Amendment Proposals
  - Tableau/UNITY Maintenance Subcommittee:
    - Compliance and Proactive Monitoring
    - Compliance Dashboard
    - Tableau General Reports
- Chair Torres (IA) asked committee members to share ideas for future topics.

Next Steps
- Determine 2025 Meeting Schedule
  - The IT Committee will meet on the second Tuesday of each month at 2:00PM ET.
- Chair Torres (IA) asked members to contact her with suggestions for a future meeting that are not captured on the Smartsheet.

Adjourn
R. Curtis (ME) made a motion to adjourn the meeting. S. Lane (OH) seconded. Chair Torres (IA) adjourned the meeting by unanimous consent at 2:39 pm ET.