

**Interstate Commission for Juveniles
Executive Committee Conference Call
6/25/2009**

In Attendance:

- 1) Donna Bonner (TX) Commissioner – Chair
- 2) Ray Wahl (UT) Commissioner – Vice Chair, IT Committee Chair, Executive Director Search Sub-Committee Chair
- 3) Dennis Casarona (KS) Commissioner – Treasurer
- 4) Summer Foxworth (CO) Commissioner – Compliance Committee Chair
- 5) Gary Hartman (WY) Commissioner – Rules Committee Chair (joined the call later in the morning)
- 6) Jean Hall (FL) Commissioner – Training, Education, and PR Committee Chair
- 7) Lisa Bjergaard (ND) Commissioner – Finance Committee Chair, Midwest Regional Representative
- 8) Terry Clark (PA) Designee – Eastern Regional Representative
- 9) Judy Miller (AR) Designee – Southern Regional Representative
- 10) Dale Dodd (NM) Commissioner – Western Regional Representative
- 11) Rick Masters, CSG
- 12) Keith Scott, CSG
- 13) Crady deGolian, CSG

Roll Call – Keith Scott, CSG

- Keith Scott called the roll. Nine of ten committee members were present, ensuring a quorum.

Approval of Agenda – Donna Bonner, Chair

- Ray Wahl motioned to approve the agenda and Jean Hall seconded.
 - The motion to approve the agenda as amended carried.

Approval of Minutes – Donna Bonner, Chair

- A motion to approve the minutes from 6/25/09 as amended was made by Summer Foxworth and seconded by Judy Miller.
 - The minutes were approved and will be updated accordingly on the Web site.

Committee Reports

Executive Committee – Donna Bonner, Chair

- Chair Bonner informed the group that NCJFCJ's Ex-Officio response letter has not been mailed yet. It should be mailed shortly.
- Donna next informed the Committee that Crady deGolian continues to work on the Web page and that good progress is being made.
- Chair Bonner has not received any updates regarding Indiana Parole.
 - She will let the group know if she hears anything differently.
- Chair Bonner also informed the Committee that Pablo Sedillo has been reassigned in Arizona. Arizona will be appointing a new Commissioner soon.

- Chair Bonner next discussed the Executive Committee’s visit to Lexington. Donna would like to schedule the trip for the first week of August.
 - The week of August 3rd works for the Committee.
 - Keith Scott agreed to finalize the agenda and pass it along to the Committee.
 - Keith will also forward travel and logistical details to the Committee so they can begin making travel plans.

- At this point Wade Littrell, CSG’s CFO, joined the call. Chair Bonner raised several questions for Wade.
 - The first question pertained to the Commission’s indirect costs as new member states joined the compact.
 - Wade noted that indirect costs are based solely on expenditures. They will be budgeted for and billed based only on annual expenses.
 - Chair Bonner next asked what is meant in section 3A of the MOU, which reads “a contribution by CSG will be made back to the Commission.”
 - Wade informed the Committee that the federally approved indirect rate is 27%. The language noted above indicates to the Federal Government that the net amount of indirect costs the Commission pays is different than the approved federal rate.
 - The primary issue for the Commission is the net rate that is charged.
 - Wade noted that 13.5% is the standard indirect cost for all new affiliates joining CSG.
 - The final question that Chair Bonner asked Wade to address pertained to the liability insurance. She added that the Committee is to consider if additional liability insurance is necessary.
 - Wade agreed to supply additional quotes for the Committee’s review once he has an opportunity to review the budget.
 - He will send off for additional quotes this week and should have something for the Committee to review shortly.
 - Wade added that the Commission is covered under CSG’s liability insurance. In Wade’s opinion, the Commission will not need additional coverage unless they have large amounts of electronic equipment that need insuring.
 - Wade noted that he is more concerned about general liability costs. Property costs can easily be quantified. General liability is harder to measure.

Executive Director Search Sub-Committee – Ray Wahl, Committee Chair

- Chair Wahl noted that the job description has been finalized and is ready to be reviewed by the Executive Committee.
 - Ray is hoping the job description can be posted the first week of July.
 - He added that the Committee has also determined where they would like to advertise the position.
 - The Committee is planning to advertise through CareerBuilder.
 - Ray estimated this would cost about \$300.00 for 30 days.

- The Committee's goal is to close the posting the first week of August.
- CSG will conduct a preliminary screening and forward an interview packet to the Sub-Committee.
- The Committee would like to conduct the first round of interviews at the end of August and the second round of interviews by the middle of September.
- The goal of the Committee is to have an Executive Director in place in advance of the second annual meeting.

Finance Committee – Lisa Bjergaard, Chair

- Chair Bjergaard informed the group that the Finance Committee met on 6/23/09. She has six items for the Executive Committee's consideration.
 - The first item that Chair Bjergaard brought to the Committee's attention was developing a protocol for requesting counsel from Rick Masters.
 - Chair Bjergaard felt inquiries for Rick should come from Committee Chairs and then through the Chair or Executive Director.
 - Rick noted that ICAOS is using a similar procedure and it has worked well for all parties.
 - The Finance Committee recommended developing a process similar to ICAOS' protocol for routing questions to Counsel.
 - Lisa made this motion to establish a similar protocol and Dennis Casarona seconded. The motion carried.
 - The next issue that Chair Bjergaard raised pertained to printing costs for the Annual Report.
 - The Finance Committee felt it was appropriate to print hard copies of the Annual Report for circulation to specific state officials, such as Governors and Senate and House leadership.
 - Lisa recommended printing 350 copies of the Annual Report the first year and also posting it on the webpage.
 - Lisa anticipated printing costs would be around \$2500.
 - Lisa made the motion to print 350 hard copies of the report and Summer Foxworth seconded. The motion carried.
 - Chair Bjergaard next noted that the Finance Committee would like to begin re-forecasting the budget in advance of the next Executive Committee call.
 - The Finance Committee is also in favor of covering the costs of the Executive Committee's trip to Lexington.
 - Chair Bjergaard next noted that the Finance Committee would like to try and determine the costs of the Executive Director hiring process.
 - Ray Wahl was unsure about costs at this time, but agreed the Executive Director Search Sub-Committee would provide estimates.
 - The final issue that the Finance Committee discussed was prorating state dues, when appropriate, for new member states.
 - Chair Bjergaard motioned to prorate state dues the month after a new state joins the compact (after July 1) for their first year of membership and Gary Hartman seconded. The motion carried.

Training, Education, and PR Committee – Jean Hall, Chair

- Chair Hall noted that the Training, Education, and PR Committee has nearly finished developing power point slides for training ICJ staff, field staff, and State Councils. The Committee is also in the process of developing a newsletter.
 - Jean anticipates having these presentations ready for approval by the Executive Committee during the next scheduled call

Rules Committee – Gary Hartman, Chair

- Chair Hartman noted that Rules Committee will take up Section 800 during the next call. The Committee has also started working on the forms and will take them up following the completion of Section 800.
- The Committee’s goal is to have a working draft complete by the end of August or the beginning of September.
 - Rick recommended that the Rules Committee circulate a working draft to the Commission well in advance of the meeting so they have an opportunity to review and comment. Doing so will ultimately save time once the Annual Meeting begins.

Compliance Committee – Summer Foxworth, Chair

- Chair Foxworth noted that the Compliance Committee last met 6/17/09.
 - During the last call, the Committee began outlining how they would like compliance disputes to be addressed.
 - Rick Masters advised that ICAOS has developed a dispute resolution policy that might be a good starting point for the Committee.
 - Chair Foxworth added that she has asked Mark Boger to join the Committee as a Commissioner to represent the Eastern Region. Summer is still waiting to hear back from Mark.
 - Chair Foxworth is going to participate on the next Rules Committee call. The Rules Committee will be discussing compliance issues during that call.

IT Committee – Ray Wahl, Chair

- Chair Wahl informed the Executive Committee that the IT Committee survey has been sent out and is due back at the end of the month.
 - Ray anticipates reporting on the responses during the next Executive Committee call.

Regional Reports – Regional Representatives

Eastern Region -- Terry Clark

- Terry Clark is still trying to get another Regional Representatives call scheduled.
- Terry also notified the Committee that he surveyed the Eastern Region to see how State Council development is coming. In the survey, Terry also requested that non-member states let him know how the legislative process is coming.
 - Terry will send this information to the Regional Reps and the Executive Committee so that a consistent response process can be developed.
 - He thought this would allow the regional reps to respond in a timelier manner.

Southern Region – Judy Miller

- Judy Miller did not have anything to report. Her report was tabled until the next call.

Western Region – Dale Dodd

- Dale Dodd is planning to attend the first Adult Commission State Council meeting in New Mexico.
- Dale has not received any additional questions from the states in his region.

Midwest Region – Lisa Bjergaard

- Lisa noted that North Dakota’s State Council appointments have been finalized. She is in the process of trying to schedule the first State Council meeting for the state.
 - She has not received any additional questions from the states in her region

CSG/NCIC Report – Keith Scott and Crady deGolian, CSG

- Chair Bonner suggested to Keith Scott that the Commission seek additional funding from OJJDP to conduct outreach to non-member states.
 - Rick Masters stated that this may be a viable option with the change of administration. He also advised it would be beneficial to undertake a joint effort with APPA (or similar organizations) and to utilize CSG’s Washington office for assistance.
 - Ray Wahl motioned to have CSG seek additional funding from OJJDP and Dale Dodd seconded. The motion carried.
- Keith Scott next discussed the Executive Committee’s visit to Lexington. Keith will contact CSG staff to ensure their availability during the first week of August.
 - Gary Hartman made the motion to approve the visit using Commission funds and Summer Foxworth seconded. The motion carried.
- Crady deGolian next provided the Executive Committee an update on member dues.
 - So far, the Commission has received \$296,000 from 18 states. The Commission is still owed \$395,000 from the remaining member states.
- Crady deGolian next provided the Commission with a non-member state status update.
 - Governor Palin is expected to sign the legislation in Alaska next week.
 - Massachusetts has reintroduced the legislation this session, and signs are promising that it will pass this session.
 - There is no news regarding Oregon or California.

Legal Council Report – Rick Masters, CSG

- Rick Masters informed the Committee that, in his opinion, the MOU is ready to be executed.
- Rick next addressed the two advisory opinions that he drafted for the Executive Committee.
 - Rick suggested that the Committee review each opinion and submit any questions directly to him and copy Chair Bonner.
 - Rick also noted that it may be appropriate in the future to develop a policy for review of advisory opinions.
- Ray Wahl moved to approve the MOU and Jean Hall seconded. The motion carried.
 - The Committee requested to have the MOU posted on the Web site.

- Chair Bonner requested a motion to permit the Commission to enter into an agreement with Rick Masters to provide legal counsel.
 - The engagement that Rick drafted is very similar to the one the ICAOS entered into with Rick.
 - Ray Wahl made the motion and it was seconded by Jean Hall. The motion carried.

Old Business – Donna Bonner, Chair

- Given time constraints noted by CSG, Chair Bonner tabled the discussions about the Annual Report and the Ex-Officio policy.
- The next Committee meeting is scheduled for July 23.
 - Hearing no other old or new business, Chair Bonner adjourned the call.