

INTERSTATE COMMISSION FOR JUVENILES

Executive Committee Meeting Minutes

February 22, 2024

12:00 p.m. ET

via Zoom



Preliminary Business

Call to Order

Commission Chair N. Belli (OR) called the meeting to order at 12:00 p.m. ET.

Roll Call

Director Underwood called the roll, and a quorum was established.

Committee Members in Attendance:

1. Nina Belli (OR), Commission Chair
2. Julie Hawkins (MO), Commission Vice Chair
3. Sherry Jones (MD), Commission Treasurer and Racial Diversity, Equity, and Inclusion (RDEI) Committee Chair
4. Jacey Rader (NE), Compliance Committee Chair
5. Dale Dodd (NM), Finance Committee Chair
6. Kellianne Torres (IA), Information Technology Committee Chair
7. Stephen Horton (NC), Rules Committee Chair
8. Corrie Copeland (TN), Training, Education, and Public Relations Committee Chair
9. Caitlyn Bickford (NH), East Region Representative
10. Felicia Dauway (SC), South Region Representative
11. Howard Wykes (AZ), West Region Representative
12. Nataki Brown, Victims Representative

Committee Members Not in Attendance:

1. Chuck Frieberg (SD), Midwest Region Representative

Guest in Attendance:

1. Sasaun Lane (OH), Alternate Midwest Region Representative

National Office Staff in Attendance:

1. MaryLee Underwood, Executive Director
2. Emma Goode, Logistics and Administrative Specialist
3. Amanee Cabbagestalk, Training and Administrative Specialist
4. Jenny Adkins, Operations and Policy Specialist
5. Joe Johnson, Systems Project Manager

Agenda

S. Jones (MD) made a motion to approve the agenda as presented. J. Hawkins (MO) seconded. Chair Belli (OR) indicated the agenda was approved by unanimous consent without objection.

Minutes

J. Rader (NE) made a motion to approve the meeting on January 24, 2024, as presented. S. Jones (MD) seconded. Chair Belli (OR) indicated the minutes were approved by unanimous consent without objection.

Check-ins

Chair Belli (OR) asked members to share one skill/strength they bring as a leader for their respective committees, regions, or other groups.

Reports

Commission Chair Report *by Nina Belli (OR)*

ICJ Commissioner Vacancy Form

- Chair Belli (OR) reported that a new online ICJ Commissioner Vacancy Notification Form has been developed by the National Office and is now available on the Commission's website as a supplemental form on the policies page.
- The new form will streamline the process for states to communicate information regarding vacancies and for the National Office to track responses.

Updates to Spring Executive Committee Meeting Agenda

- Chair Belli (OR) reported that the 2-day ICJ Executive Committee Spring Meeting Agenda has been modified to maximize the time with Glenn Tapia from the Alliance for Community and Justice Innovation (ACJI), who will lead the leadership training on Tuesday.
- The monthly Executive Committee meeting and planning for FY 25 and FY 26 will occur on Wednesday. On Wednesday, there will be an optional wellness activity following the meeting.

National Office Report *by MaryLee Underwood, Executive Director*

Strategic Plan Priorities

- Director Underwood provided recent action items updates in each of the Strategic Plan Priorities.
- **Priority 1: Improve data systems for better outcomes.** Joe Johnson, Jenny Adkins, and Director Underwood will meet with Optimum Technology next week in Ohio.
- **Priority 2: Promote racial justice and leadership development.** Seventeen (17) ICJ leaders are attending the Implementation Leadership Academy led by the Alliance for Community and Justice Innovation (ACJI).
- **Priority 3: Address gaps in the rules and resources.** All edits align ICJ resources with pending amendments to the ICJ Rules will be completed by the effect date, April 1, 2024.
- Also, the Rules Committee and the East Region are working to address concerns related to non-delinquent runaways.
- **Priority 4: Leverage relationships to promote awareness and improve outcomes.** Director Underwood will lead a training session during the National Council of Juveniles and Family Court Judges (NCJFCJ) Juvenile Justice Conference in Cleveland, Ohio, in March. Commission Vice Chair Julie Hawkins (MO) and Judge Robert Hoffman (NCJFCJ Ex Officio) will serve as co-presenters; and Ohio Commissioner Sasaun Lane will assist with the ICJ exhibit booth.

State Updates

- One ICJ Commissioner vacancy position remains open. The matter has been referred to the Compliance Committee for discussion at their March meeting.
- One state is delinquent in the non-payment of dues for fiscal year 2024 (FY 24). A letter regarding potential litigation was issued on January 31, 2024. The state responded that there was a gap in processing the invoice due to a change in personnel at the same time as software updates were made. The matter has been referred to Compliance Committee.
- The dues collection process has begun for FY 25. The most invoices will be issued in April 2024.

National Updates

- The lease for the national office facility was automatically renewed with a 5% increase, pursuant to the lease agreement.
- The balance of the Commission's investment accounts increased by \$216,000 in the last 12 months.
- The National Office is preparing for significant staffing changes, as long-time staff member Emma Goode is retiring on May 31, 2024. National Office staff are working with the Hanna Resources Group (HRG) to conduct a review of job descriptions and duties. When the Commission disaffiliated from the Council of State Governments (CSG) in 2016, most job descriptions were expanded to include additional administrative tasks previously performed by CSG. Job duties have also expanded as committees and subcommittees are meeting more frequently. HRG's recommendations will be presented to the Executive Committee for consideration.
- During this transitional time, administrative job duties may be assigned to other staff members so that Ms. Goode can focus more attention on upcoming annual business meetings.
- In a few months, the FY 25 Budget will be reviewed for modifications. She encouraged Executive Committee members to create an inventory of ideas for their committee/region to share during the Spring Executive Committee Planning Meeting to help align project planning and the budget(s).
- Director Underwood shared lessons learned in the Implementation Leadership Academy.
 - Implementation of Compact is the primary job of the Commission and state ICJ Offices. The Commission significant resources in the amendment of ICJ Rules and there are opportunities for growth in focus on how rule amendments are implemented.
 - One of the principals of effective implementation leadership is articulating and trusting "the vision." She recalled the Commission's Result Statement as a helpful guide: "All ICJ youth and families are safe, supported, and treated equitably."
 - She encouraged members to share what they are learning and invited additional participation of ex officio members and allied organizations.

Finance Committee Report *by Dale Dodd (NM)*

- Finance Committee Chair D. Dodd (NM) reported the Finance Committee met February 15, 2024.

Discussed the ICJ Investment Strategies

- Eric Wunder, Vanguard Internal Consultant, Nonprofit Solution, was in attendance. Mr. Wunder explained that the Interstate Commission for Juveniles investment portfolio to be comprised of the Vanguard LifeStrategy® Funds. He detailed the current investment strategy in a moderate risk allocation. The Finance Committee discussed the stability of the Commission's investments and agreed to retain the investment strategy and modify the investment policy as needed.

Increased Committee's Understanding of the Investment Policy

- During the Finance Committee meeting, Director Underwood shared the [ICJ Investment Policy #01-2023](#). The Finance Committee reviewed and discussed potential amendments to the policy as it relates to maintaining funds in reserve that equates to a one-year operating budget. The Finance Committee will consider proposed amendments at the next meeting.

Approved Amendments to the ICJ Travel Reimbursement Policy #06-2009

- Finance Committee Chair Dodd (NM) reported the Finance Committee approved and recommended modifications to the [ICJ Travel Reimbursement Policy #06-2009](#).
- The Executive Committee considered and agreed with the amendments related to authorizing the Executive Director to approve all requests for actual costs greater than the pre-approved rates when accompanied by supporting documentation.
- **S. Jones (MD) made a motion to approve the amended [ICJ Travel Reimbursement Policy #06-2009](#) as presented. S. Horton (ND) seconded. The motion passed.**

- The next Finance Committee meeting is May 9, 2024.

Information Technology Committee Report by *Kellianne Torres (IA)*

- Information Technology Committee Chair K. Torres (IA) reported the Information Technology Committee met February 13, 2024. Updates were provided by the Rule Enhancement and Tableau/UNITY Maintenance Subcommittees.

Rule Enhancement Subcommittee Report

- The Rule Enhancement Subcommittee reported no comments were received regarding the PDFs forms of Form IX, Failed Supervision, and Form VIII, Home Evaluation Report. The next step is testing the new and the revised forms in UNITY.
- Optimum Technology (OTech) is making additional amendments to UNITY for consistency with rule amendments going into effect April 1, 2024.

Tableau/UNITY Maintenance Subcommittee Report

- The Tableau/UNITY Maintenance Subcommittee finalized the UNITY Maintenance calendar, which begins in March. Tableau reports and recommendations related to ICJ Compliance Standards B-01: Voluntary Returns and B-02: Non-voluntary Returns were finalized by the Technology Committee.
- Next, the recommendations will be shared with the Compliance Committee.

Return Data and Surveillance Data

- The Technology Committee was tasked by the Executive Committee to develop a recommendation to address the questions:
 - Should returns in the “other” category be included in the Commission’s annual report?
 - Should the committee consider adjustments in UNITY to better track return data?
- Discussion began in February and will continue in March.
- In April, the Technology Committee will address airport surveillance another task from the Executive Committee.

Next meeting

- The next meeting is scheduled for March 19, 2024, at 11:30 a.m. ET.

Rules Committee Report by *Stephen Horton (NC)*

- Rules Committee Chair S. Horton (NC) reported the committee met February 21, 2024.
- There was lengthy discussion of the topics below, which will be continued in future meetings.
 1. Options for states when issues arise in completing home evaluations in 45-calendar days.
 2. Whether Rules 6-102(9), 7-102, and 7-104 conflict with regards to warrants and unaccompanied juveniles.
- Two regional items were presented for discussion. Both require additional discussion and information for future meetings.
 - From the West Region, a review of the “danger to themselves or others” standard in Rules 6-102 and 6-103.
 - From the East Region, a review of survey questions related to returns.
- Presenters for the ICJ Rule Amendment live training sessions in March met and are prepared for the live presentations scheduled weekly each Wednesday in March.
- The Rules Committee will not meet in March due to the amendment training.
- The next Rules Committee meeting is April 17, 2024, @ 2:00 p.m. ET.

Training, Education, and Public Relations Committee Report by *Corrie Copeland (TN)*

- Training, Education, and Public Relations Committee Chair C. Copeland (TN) reported the committee met February 1, 2024. The Training Committee continued discussions for the 2024 ICJ Annual

Business Meeting (ABM) training sessions topics and format. Updates to the Training or Technical Assistance (TTA) Report form were reviewed. The Wednesday Workshop topics and dates were reviewed. Training Committee Chair Copeland (TN) noted the next Wednesday Workshop is slated for February 28, 2024, on the topic of Reporting Absconders.

- Next week, Training Committee Chairs and others will meet with representatives from the Office of Refugee Resettlement (ORR) to discuss state procedures when dealing with immigrant runaways and to discuss a possible workshop on the matter. An update from the meeting will be provided to the Executive Committee. Any further action on the matter will be determined by the Executive Committee.
- The next Training Committee meeting is scheduled for March 7, 2024.

Victims Representative Report by Nataki Brown

- The Victims Representative, N. Brown, expressed her appreciation for the opportunity to serve another year as the Commission's Victims Representative.
- N. Brown updated on "terms of the month" published since her last meeting. She reported that the term of the month and additional relative information will again be shared each month in 2024.
- The [National Institute of Justice \(NIJ\)](#) publishes a "term of the month" each month, featuring terms from scientific research portfolios that inform significant American justice system issues and solutions is posted the NIJ website. The "term of the month" for February is:
"Push and Pull Factors" = In criminology, push and pull factors are conditions that lead to or attract people away from criminal behaviors or extremist ideologies. Push factors generally comprise negative or adverse conditions that make crime or extremism seem like a good option. For example, social isolation might "push" an individual to join a gang. Pull factors entice individuals toward crime or extremism for the perceived benefits. For example, the desire to reinforce a social or religious identity might "pull" an individual toward a radical ideology aligned with that identity.

Unfinished Business

Update and Recommendation for the 2025 Annual Business Meeting (ABM) in the Midwest Region

- E. Goode, Logistics and Administrative Specialist, provided an update from the site visit at the Hilton Cleveland Downtown in Cleveland, Ohio. Online photos of the hotel were shared, and an estimated budget presented. Although Amanee Cabbagestalk, Training and Administrative Specialist, was absent from the Executive Committee Meeting, she did join Emma Goode for the site visit.
- E. Goode, National Office, reported that she and Amanee agreed the site would be a viable option for the 2025 ICJ Annual Business Meeting.
- **D. Dodd (NM) made a motion to approve the Hilton Downtown Cleveland, Cleveland, Ohio, for the 2025 ICJ Annual Business Meeting venue and location. C. Bickford (NH) seconded the motion. The motion passed.**

Update on Non-Delinquent Runaways

- Chair Belli (OR) recalled that the Executive Committee previously decided a Non-Delinquent Runaways Work Group (to include stakeholders outside of the Commission) should be created to address issues related to non-delinquent runaways and returns. During the April region meetings feedback will be gathered on the topic via a live poll. East Region Representative C. Bickford (NH) and Rules Committee Chair S. Horton (NC) were tasked with developing polling questions. The polling questions will be reviewed by the Executive Committee prior to the poll; and the topic will be retained on the Executive Committee agenda under "unfinished business" until all regions have met.

- Rules Committee Chair S. Horton (NC) updated that the Rules Committee discussed the ideas compiled by the East Region and agreed more information was needed before completing the task to narrow the scope of the work group.
- East Region Representative C. Bickford (NH) updated that after the Rules Committee meeting, she discussed options with National Office staff. First more information is being compiled with the second due to the large amount of information, the feedback may be gathered via survey rather than a live poll.

New Business

Provide Feedback on new ICJ Commissioner Vacancy Form

- Chair Belli (OR) requested feedback on the new online ICJ Commissioner Vacancy Notification Form shared earlier in the meeting. There were no concerns expressed to the new form.
- Director Underwood explained that the form is not mandatory. The new form was developed as a new tool to proactively assist and support states.

Next Steps

- The next meeting is March 28, 2024, at 12:00 p.m. ET.

Adjourn

Chair Belli adjourned the meeting by unanimous consent without objection at 1:26 p.m. ET.