



2021 ANNUAL BUSINESS MEETING

Promoting Justice, Equity, and UNITY

MONDAY, OCTOBER 4 - THURSDAY, OCTOBER 7, 2021

DOCKET BOOK



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2021 Docket Book Table of Contents

2021 ICJ Annual Business Meeting Agenda	4
Letter from the Executive Director	5
AGENDA - Monday, October 4, 2021	6
Envisioning the Future of Juvenile Justice	7
2021 Rule Proposal Training 2021 Proposed Rule Amendments	10
Virtual Reception Tips & Tricks.....	47
AGENDA - Tuesday, October 5, 2021	48
UNITY 2021: Making Data Work for You	49
UNITY Training and Transition Feedback Survey	51
East Region Report and Agenda	58
South Region Report and Agenda	61
Midwest Region Report and Agenda	64
West Region Report and Agenda	67
AGENDA - Wednesday, October 6, 2021	69
Keynote Address: Leading Forward.....	70
Finding A Way: Racial Equity through Procedural Justice.....	73
AGENDA - Thursday, October 7, 2021 ~ 2021 GENERAL SESSION	77
2020 Annual Business Meeting Draft Minutes	78
Executive Committee Report	91
Leadership Exchange Series FY 22 Fact Sheet.....	97
Justice System Partnership for Racial Equity Fact Sheet.....	100
Strategic Plan Update	101
2021 Staff Recognitions	103
ICJ Leadership Award Information	104
Information Technology Committee Report	105
Information System Modifications Policy #02-2020	107
Juvenile Record Expungement Policy #01-2021	109
UNITY Privacy Policy #02-2021	111

Training, Education & Public Relations Committee Report	120
TalentLMS Course Restructuring Information	123
UNITY Training Toolkit.....	125
Compliance Committee Report.....	149
2020 State Councils for Interstate Juvenile Supervision Report	151
ICJ Performance Measurement Standards	154
Finance Committee Report.....	158
Budgets – FY 21, 22, 23	160
ICJ Dues Quick Reference Guide	161
Dues Assessment and Enforcement Policy # 08-2009	163
Rules Committee Report	166
2021 Proposed Rule Amendments Vote Log	168
2021 Proposed Rule Amendments - See page 10	
Racial Justice Ad Hoc Committee Report	169
Recommended updates to the ICJ Vision, Mission, and Values Statements	171
ICJ Nominations & Elections Process	172
Legal Counsel Report.....	175
Advisory Opinion #01-2021	177
Advisory Opinion #02-2021	183
Advisory Opinion #03-2021	186
Legal White Papers:	
- Distinction Between Suspension of ICJ Rules & Suspension of Enforcement	190
- ICJ Returns, Human Trafficking, and federal Authorities	193
- Use of ICJ Records Rather than Testimony by Out-of-State Personnel	197
2021 New and Updated Resources and Links	204
Presenters' Biographies by Last Name.....	207
Work Session for Newly Elected Officers & Region Representatives.....	224
Save the Date - 2022 ICJ Annual Business Meeting.....	225

~Thank you~
to all Presenters and Participants



2021 VIRTUAL ANNUAL BUSINESS MEETING & RELATED EVENTS



Serving Juveniles while
Protecting Communities

juvenilecompact.org

AGENDA AT A GLANCE

(all times indicated in EST)

2021 ANNUAL BUSINESS MEETING

Monday, October 4

- 11:00 AM - 12:00 PM Executive Committee Check-In
- 1:00 PM - 5:00 PM 2021 ICJ Annual Business Meeting Opening Session
Envisioning the Future of Juvenile Justice
2021 Rule Proposal Training
- 5:00 PM - 6:00 PM Virtual Reception

Tuesday, October 5

- 10:00 AM - 12:00 PM Region Meetings: East and South
- 1:00 PM - 3:00 PM 2021 ICJ Annual Business Meeting Training Session
UNITY 2021: Making Data Work for You
- 3:30 PM - 5:30 PM Region Meetings: Midwest and West

Wednesday, October 6

- 1:00 PM - 5:00 PM 2021 ICJ Annual Business Meeting Training Session
Interactive Keynote: Leading Forward
Finding A Way: Racial Equity through Procedural Justice

Thursday, October 7

- 1:00 PM - 4:00 PM ABM General Session
-

Tuesday, October 12

- 12:00 PM - 1:00 PM Work Session for New Officers & Region Representatives



INTERSTATE COMMISSION FOR JUVENILES

September 3, 2021

Dear Commission Members and Allies,

As we prepare for the 2021 ICJ Annual Business Meeting, let's pause for a moment to reflect on the momentous nature of this year. Though it hasn't been an easy year, it has been one of exceptional growth and impressive results.

Even in wake of the ongoing global COVID-19 pandemic, you worked diligently to ensure that all ICJ juveniles and families were safe, secure, and treated equitably. Despite countless obstacles that affected supervision and returns, you performed Compact-related work remarkably well. According to a mid-year compliance review, COVID-19 had NO significant negative impact on states' abilities to comply with the Compact and to ensure that juveniles receive the interstate supports they need. Nationwide compliance rates were well above current compliance benchmarks. Your dedication, creativity, and successful efforts to ensure the safety of juveniles and communities is greatly appreciated.

In addition, you worked exceptionally hard to ensure the successful development of and transition to the UNITY data management system. You have embraced new tools, developed innovative strategies, and collaborated in new and creative ways with a wide range of stakeholders. Thank you for your time, commitment, resiliency, and grace.

The pages of this Docket Book reflect the exceptional work of Commission Members and ICJ staff throughout the nation. Based on your feedback following our first virtual ABM last year, we have adjusted the agenda to increase opportunities for interactions and connections. We hope you will enjoy hearing from more colleagues who have agreed to serve as panelists, make the most of breakout room opportunities, and have fun at the Virtual Reception on Monday.

In order to make this a robust virtual event, we will be using the SpotMe and Zoom platforms. If you cannot access these platforms, please contact hkraemer@meetings-incentives.com as soon as possible. She can work with you to find solutions and optimize your virtual experience.

Thank you again for all that you do. I look forward to meeting with you soon!

Sincerely,

MaryLee Underwood, JD
Executive Director

INTERSTATE COMMISSION FOR JUVENILES

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2021 VIRTUAL ANNUAL BUSINESS MEETING



Serving Juveniles while
Protecting Communities

juvenilecompact.org

AGENDA

(all times indicated in EST)

MONDAY, OCTOBER 4

- 11:00 AM - 12:00 PM **Executive Committee Check-In**
- 1:00 PM - 5:00 PM **2021 ICJ Annual Business Meeting
Opening Session**
- 1:00 PM - 1:30 PM **Welcome** - Jacey Rader
Poetry Performance - Serena Yang
- 1:45 PM - 3:15 PM **Envisioning the Future of Juvenile
Justice**
Panel featuring ex-officio members focused
on developments, trends, and how we
shape the new normal post-pandemic
- 3:30 PM - 5:00 PM **2021 Rule Proposal Training**
Discussion of proposed amendments to the
ICJ Rules
- 5:00 PM - 6:00 PM **Virtual Reception**



2021 ANNUAL BUSINESS MEETING

MONDAY, OCTOBER 4 - THURSDAY, OCTOBER 7, 2021

Envisioning the Future of Juvenile Justice Panel

Monday October 4, 2021 | 1:45-3:15 PM EST

The “**Envisioning the Future of Juvenile Justice**” panel will feature ICJ Ex-Officio members in discussion about top trends to continue and developments to explore post COVID-19. They will explore how national juvenile justice organizations are establishing a new normal post-pandemic.

Panelists:

- Felicia Dauway, ICJ Facilitator, South Carolina Deputy Compact Administrator and Training Committee Chairperson
- Lisa Bjergaard, Council of Juvenile Justice Administrators (CJJA)
- Judge Hiram Puig-Lugo, National Council of Juvenile & Family Court Judges (NCJFCJ)
- Dawn Marie Rubio, Conference of State Court Administrators (COSCA)
- Ron Quiros, National Partnership for Juvenile Services (NPJS)

Resources:

- [The opportunity for juvenile justice reform after COVID-19](#)
- [The Pandemic is Changing the Juvenile Justice System](#)
- [Youth Justice System Worsened During Pandemic](#)
- [The Role of the Judge in Transforming Juvenile Probation: A Toolkit for Leadership \(NCJFCJ\)](#)
- [The Annie E. Casey Foundation](#)
 - [Youth Detention Survey During COVID-19](#)
 - [COVID-19 Juvenile Justice Survey: Youth Detention Admissions Fell by More Than Half in Two Months](#)
 - [Survey: A Pandemic High for the Number of Black Youth in Juvenile Detention](#)
 - [As Pandemic Eases, Youth Detention Population Creeps Up](#)





2021 ANNUAL BUSINESS MEETING

MONDAY, OCTOBER 4 - THURSDAY, OCTOBER 7, 2021

Organization Information:

Council of Juvenile Justice Administrators

ICJ Ex Officio Member: Lisa Bjergaard
Director, North Dakota Division of Juvenile Services
lbjergaa@nd.gov

The [Council of Juvenile Justice Administrators](#) (CJJA) is a national non-profit organization formed in 1994 to improve juvenile justice systems, local secure correctional and residential facilities, services, programs and, most importantly, long term outcomes for youth and their families. CJJA represents the state juvenile justice system CEO's and various local jurisdictions across the country.

Conference of State Court Administrators

ICJ Ex Officio Member: Dawn Marie Rubio
State Court Administrator, Washington Administrative Office of the Courts
DawnMarie.Rubio@courts.wa.gov

The [Conference of State Court Administrators](#) (COSCA), established in 1955, is dedicated to the improvement of state court systems. Its membership consists of the state court administrator or equivalent official in each of the fifty states, the District of Columbia, Puerto Rico, American Samoa, Guam, Northern Mariana Islands, and the Virgin Islands.

National Partnership for Juvenile Services

ICJ Ex Officio Member: Ron Quiros
Chief Juvenile Probation Officer, Guadalupe County Juvenile Services, Texas
rquiros@co.guadalupe.tx.us

The [National Partnership for Juvenile Services](#) provides professional development and technical assistance and promotes best practices and standards to the field of juvenile justice and delinquency prevention to positively impact youth, families and communities. In 2004, the Council for Educators of At-Risk and Delinquent Youth ([CEARDY](#)), the Juvenile Justice Trainers Association ([JJTA](#)), the National Association for Juvenile Correctional Agencies ([NAJCA](#)), and the National Juvenile Detention Association ([NJDA](#)) merged their respective membership organizations under one operational structure. Building on years of experience, knowledge, and skill, this union allows the individual organizations to focus on their respective mission and discipline while minimizing duplication, maximizing limited resources, and ensuring sustainability.



2021 ANNUAL BUSINESS MEETING

MONDAY, OCTOBER 4 - THURSDAY, OCTOBER 7, 2021

National Council of Juvenile & Family Court Judges

ICJ Ex Officio Member: Judge Hiram Puig-Lugo

Associate Judge, Superior Court of the District of Columbia

Hiram.Puig-Lugo@dcsc.gov

The vital and important work of the [National Council of Juvenile and Family Court Judges](#) (NCJFCJ) began in 1937 when a group of judges came together looking to improve the effectiveness of the nation's juvenile courts. And over the past 80 years, the NCJFCJ has sought to address the myriad of issues in juvenile and family justice courts. The mission of the National Council of Juvenile and Family Court Judges is to provide all judges, courts, and related agencies involved with juvenile, family, and domestic violence cases with the knowledge and skills to improve the lives of the families and children who seek justice.

2021 ICJ Rule Amendment Proposals

1. 1-101: Absconder (Rules Committee)
2. 1-101: Court (Rules Committee)
3. NEW 1-101: Proof of Entitlement (Rules Committee)
4. 2-103: Adoption of Rules and Amendments (Rules Committee)
5. 3-101: Forms (Technology Committee)
6. 4-102: Sending and Receiving Referrals (Rules Committee)
7. 4-103: TOS Procedures for Juvenile Sex Offenders (Rules Committee)
8. 4-104: Authority to Accept/Deny Supervision (Technology Committee)
9. 5-101: Supervision/Services Requirements (Rules Committee)
10. 5-102: Absconder Under ICJ Supervision (Rules Committee)
11. 5-103: Reporting Juvenile Non Compliance, Failed Supervision, and Retaking (Juvenile/Adult Ad Hoc Committee)
12. 5-103: Reporting Juvenile Non Compliance, Failed Supervision, and Retaking (Racial Justice Ad Hoc Committee)
13. 7-104: Warrants (Juvenile/Adult Ad Hoc Committee)
14. 7-105: Detention and Hearing on Failure to Return (Juvenile/Adult Ad Hoc Committee)
15. 8-101: Travel Permits (Technology Committee)

FINAL POSTING: August 4, 2021

Rule Amendment Proposals Will Be Voted On During Annual Business Meeting General Session

PUBLIC HEARING conducted - September 9, 2021 @ 3:00 pm ET



Proposed by the Rules Committee

RULE 1-101: Definitions

Absconder: a juvenile probationer or parolee who hides, conceals, or absents him/herself ~~with the intent~~ so that to avoid he/she is unavailable for the legal process or authorized control.

History: Adopted December 2, 2009, effective March 1, 2010

Justification:

The Rules Committee recommends removing “with the intent” because there is lack of proof of intent in most cases. Not only is there a lack of proof of intent, but the presence or absence of intent does not matter. This change would shift the focus from the intent to the action.

Effect on Other Rules or Advisory Opinions:

No impact

UNITY Impact:

No impact

Forms Impact:

No impact

Fiscal Impact:

No impact

Effective Date:

March 1, 2022

Rules Committee Action: *Click on meeting date to view approved minutes.*

[01/07/20](#) – Rules Committee voted 7-0-0 to recommend for adoption.

[02/02/21](#) – Rules Committee updated justification.

[06/10/21](#) – Rules Committee voted 9-0-0 to amend language and update justification.

Proposed by the Rules Committee

RULE 1-101: Definitions

Court: any person or institution ~~court~~ with the constitutional or statutory authority to adjudicate legal disputes and having jurisdiction over delinquent, neglected, or dependent children.

History: Adopted December 2, 2009, effective March 1, 2010

Justification:

The Technology Committee requested the definition of court be amended to include authorities who are eligible to sign forms as required by ICJ Rules. The Rules Committee further clarified the definition by removing the word “court” from its own definition.

Note from Legal Counsel:

In reviewing and comparing the statutory definition and the ICJ Rules definition, I do not believe that the two definitions conflict and the additional language in the Rules definition is for the purpose of interpreting the rules in the context of both the statute and the ICJ Rules.

Moreover, departure from the strict application of the statutory definition is permissible if the context requires it. See *Colautti v. Franklin*, 439 U.S. 379, 392 (1979). If the context indicates otherwise, i.e., if a mechanical application of a statutory definition throughout a statute would create an “obvious incongruity” or frustrate an evident statutory purpose for a particular provision, then it is permissible to depart from the definition. *Lawson v. Suwannee S.S. Co.*, 336 U.S. 198, 201 (1949); *Rowland v. California Men’s Colony*, 506 U.S. 194 (1993) (context indicates otherwise; the term “person” as used in 28 U.S.C. §1915(a) refers only to individuals and does not carry its Dictionary Act definition, which includes associations and artificial entities).

Effect on Other Rules, Advisory Opinions or Dispute Resolutions:

No impact

UNITY Impact:

No impact

Forms Impact:

No impact

Fiscal Impact:

No impact

Effective Date:

March 1, 2022

Rules Committee Action: *Click on meeting date to view approved minutes.*

[12/01/20](#) – Rules Committee prepared draft language for review by Legal Counsel. No vote taken.

[01/05/21](#) – Rules Committee voted 8-0-0 to recommend for adoption.

[03/02/21](#) – Rules Committee voted 7-0-0 to recommend for adoption with updated justification.

[09/28/21](#) – Rules Committee voted 10-0-0 to reconsider their previous recommendation. Rules Committee voted 10-0-0 to modify their proposal to change “and” to “or in the phrase “constitutional or statutory.”

Proposed by the Rules Committee

New RULE 1-101: Definitions

Proof of Entitlement: Documentation or other evidence submitted as part of a requisition that enables a court to verify the authority of the requisitioner to the return of a juvenile.

Justification:

The Rules Committee is proposing the term be defined for clarification for courts, other stakeholders, and criminal justice partners.

Effect on Other Rules, Advisory Opinions or Dispute Resolutions:

No impact

UNITY Impact:

No impact

Forms Impact:

No impact

Fiscal Impact:

No impact

Effective Date:

March 1, 2022

Rules Committee Action: *Click on meeting date to view approved minutes.*

[01/05/21](#) - Rules Committee discussed first draft, no action.

[02/02/21](#) – Rules Committee discussed amended proposal and requests Legal Counsel review.

[03/02/21](#) – Rules Committee voted 7-0-0 to recommend for adoption.

[06/10/21](#) – Rules Committee voted 9-0-0 to amend language based on comments received.

Proposed by the Rules Committee

RULE 2-103: Adoption of Rules and Amendments

Proposed new rules or amendments to the rules shall be adopted by majority vote of the members of the Commission in the following manner.

1. Proposed new rules and amendments to existing rules shall be submitted to the Rules Committee for referral and final approval by the full Commission:
 - a. Any ICJ Compact Commissioner or Designee may submit proposed rules or amendments for referral to the Rules Committee for future consideration, ~~during the annual meeting of the Commission. This proposal would be made in the form of a motion and would have to be approved by a majority vote of a quorum of the Commission members present at the meeting.~~
 - b. Standing ICJ Committees may propose rules or amendments by a majority vote of that committee.
 - c. ICJ Regions may propose rules or amendments by a majority vote of members of that region.
2. The Rules Committee shall ~~prepare~~ review a drafts of all proposed rules or amendments, and provide the drafts to the Commission for review and comments. All written comments received by the Rules Committee on proposed rules or amendments shall be posted on the Commission's website upon receipt. Based on these comments, the Rules Committee shall prepare a final draft of the proposed rules or amendments for consideration by the Commission not later than the next annual meeting falling in an odd-numbered year.
3. Prior to the Commission voting on any proposed rules or amendments, said text shall be published at the direction of the Rules Committee not later than thirty (30) days prior to the meeting at which a vote on the rule or amendment is scheduled, on the official website of the Commission and in any other official publication that may be designated by the Commission for the publication of its rules. In addition to the text of the proposed rule or amendment, the reason for the proposed rule shall be provided.
4. Each proposed rule or amendment shall state:
 - a. The place, time, and date of the scheduled public hearing;
 - b. The manner in which interested persons may submit notice to the Commission of their intention to attend the public hearing and any written comments; and
 - c. The name, position, physical and electronic mail address, telephone, and telefax number of the person to whom interested persons may respond with notice of their attendance and written comments.

5. Every public hearing shall be conducted in a manner providing each person who wishes to comment a fair and reasonable opportunity to comment. No transcript of the public hearing is required, unless a written request for a transcript is made, in which case the person requesting the transcript shall pay for the transcript. A recording may be made in lieu of a transcript under the same terms and conditions as a transcript. This subsection shall not preclude the Commission from making a transcript or recording of the public hearing if it so chooses.
6. Nothing in this section shall be construed as requiring a separate public hearing on each rule or amendment. Rules or amendments may be grouped for the convenience of the Commission at public hearings required by this section.
7. Following the scheduled public hearing date, the Commission shall consider all written and oral comments received.
8. The Commission shall, by majority vote of a quorum of the Commissioners, take final action on the proposed rule or amendment by a vote of yes/no. No additional rules or amendments shall be made at the time such action is taken. A rule or amendment may be referred back to the Rules Committee for further action either prior to or subsequent to final action on the proposed rule or amendment. The Commission shall determine the effective date of the rule, if any, based on the rulemaking record and the full text of the rule.
9. Not later than sixty (60) days after a rule is adopted, any interested person may file a petition for judicial review of the rule in the United States District Court of the District of Columbia or in the federal district court where the Commission's principal office is located. If the court finds that the Commission's action is not supported by substantial evidence, as defined in the Model State Administrative Procedures Act, in the rulemaking record, the court shall hold the rule unlawful and set it aside. In the event that a petition for judicial review of a rule is filed against the Commission by a state, the prevailing party shall be awarded all costs of such litigation, including reasonable attorneys' fees.
10. Upon determination that an emergency exists, the Commission may promulgate an emergency rule or amendment that shall become effective immediately upon adoption, provided that the usual rulemaking procedures provided in the Compact and in this section shall be retroactively applied to the rule as soon as reasonably possible, in no event later than ninety (90) days after the effective date of the rule. An emergency rule or amendment is one that shall be made effective immediately in order to:
 - a. Meet an imminent threat to public health, safety, or welfare;
 - b. Prevent a loss of federal or state funds; or
 - c. Meet a deadline for the promulgation of an administrative rule that is established by federal law or rule.

11. The Chair of the Rules Committee may direct revisions to a rule or amendments adopted by the Commission, for purposes of correcting typographical errors, errors in format, errors in consistency or grammatical errors. Public notice of any revisions shall be posted on the official website of the Interstate Commission for Juveniles and in any other official publication that may be designated by the Interstate Commission for Juveniles for the publication of its rules. For a period of thirty (30) days after posting, the revision is subject to challenge by any Commissioner or Designee. The revision may be challenged only on grounds that the revision results in a material change to a rule. A challenge shall be made in writing, and delivered to the Executive Director of the Commission, prior to the end of the notice period. If no challenge is made, the revision will take effect without further action. If the revision is challenged, the revision may not take effect without the approval of the Commission.

History: Adopted as Rule 7-101 December 3, 2009, effective March 1, 2010; amended September 15, 2010, effective January 1, 2011; amended October 9, 2013 and renumbered as Rule 2-103, effective April 1, 2014; amended September 27, 2017, effective March 1, 2018

Justification:

The Rules Committee recommends striking language from paragraph 1(a) that leads to confusion regarding how Commissioners and Designees may submit proposed new rules and amendments. The added language clarifies the appropriate process to be followed by Commissioners and Designees. The striking of the language indicated will help eliminate confusion about consideration of proposed rules and amendments at annual business meetings. The practice was abandoned several years ago because it prevented full vetting of proposed changes. However, the current language in Rule 2-103(1)(a) leads to some lingering confusion.

The Rules Committee recommends the changes to paragraph 2 in order to clarify that the Rules Committee's role is primarily to review proposals submitted by other Committees and Regions, and for grammatical correctness.

Effect on Other Rules, Advisory Opinions or Dispute Resolutions:

No impact

UNITY Impact:

No impact

Forms Impact:

No impact

Fiscal Impact:

No impact

Effective Date:

March 1, 2022

Rules Committee Action: *Click on meeting date to view approved minutes.*

[03/02/21](#) – Rules Committee voted 7-0-0 to recommend for adoption.

Proposed by the Technology Committee

RULE 3-101: ~~Forms~~ Electronic Information System

States shall use the electronic information system approved by the Commission to facilitate the supervision, travel notices, and return of juveniles pursuant to ~~for e-forms processed through the~~ Interstate Compact for Juveniles.

History: Deferred action December 3, 2009 (continued use of AJCA forms with revisions to logo, compact and rule notations); adopted September 15, 2010, effective January 1, 2011; amended October 26, 2011, effective March 1, 2012; amended October 17, 2012, effective April 1, 2013; amended October 9, 2013, effective April 1, 2014; amended October 29, 2014, effective January 1, 2015

Justification:

Due to the Commission transitioning its electronic information system from JIDS (a forms management system) to UNITY (a data fields systems), the amendment is proposed to clarify the movement away from focus on forms and more on processing of data.

Effect on Other Rules or Advisory Opinions:

No Impact

UNITY Impact:

No impact

Forms Impact:

No impact

Fiscal Impact:

No impact

Effective Date:

March 1, 2022

Rules Committee Action: *Click on meeting date to view approved minutes.*

[03/02/21](#) – Rules Committee voted 7-0-0 to support amendment from the Technology Committee.

Proposed by the Rules Committee

RULE 4-102: Sending and Receiving Referrals

1. Each ICJ Office shall develop policies/procedures on how to handle ICJ matters within its state.
2. The sending state shall maintain responsibility until supervision is accepted by, and the juvenile has arrived in, the receiving state.
 - a. State Committed (Parole) Cases – When transferring a juvenile parolee, the sending state shall not allow the juvenile to transfer to the receiving state until the sending state’s request for transfer of supervision has been approved, except as described in 4-102(2)(a)(ii).
 - i. The sending state shall ensure the following referral is complete and forwarded to the receiving state forty-five (45) calendar days prior to the juvenile’s anticipated arrival. The referral shall contain: Form IV Parole or Probation Investigation Request; Form VI Application for Services and Waiver; and Order of Commitment. The sending state shall also provide copies (if available) of the Petition and/or Arrest Report(s), Legal and Social History, supervision summary if the juvenile has been on supervision in the sending state for more than thirty (30) calendar days at the time the referral is forwarded, photograph, and any other pertinent information deemed to be of benefit to the receiving state. Parole conditions, if not already included, shall be forwarded to the receiving state upon the juvenile’s release from an institution. Form V Notification From Sending State of Parolee or Probationer Proceeding to the Receiving State shall be forwarded prior to or at the time the juvenile relocates ~~relocating~~ to the receiving state.
 - ii. When it is necessary for a State Committed (parole) juvenile to relocate prior to the acceptance of supervision, under the provision of Rule 4-104(4), the sending state shall determine if the circumstances of the juvenile’s immediate relocation justifies the use of a Form VII Out-of-State Travel Permit and Agreement to Return, including consideration of the appropriateness of the residence. If approved by the sending state, it shall provide the receiving state with the approved Form VII Out-of-State Travel Permit and Agreement to Return along with a written explanation as to why ICJ procedures for submitting the referral could not be followed.
 - iii. If not already submitted, the sending state shall provide the complete referral to the receiving state within ten (10) business days of the Form VII Out-of-State Travel Permit and Agreement to Return being issued. The receiving state shall make the decision whether or not it will expedite the referral.
 - b. Probation Cases – The sending state shall ensure the following referral is complete and forwarded to the receiving state. The referral shall contain: Form IV Parole or Probation Investigation Request; Form VI Application for Services and Waiver; Order of

Adjudication and Disposition; Conditions of Probation; and Petition and/or Arrest Report(s). The sending state shall also provide (if available) Legal and Social History, supervision summary, if the juvenile has been on supervision in the sending state for more than thirty (30) calendar days at the time the referral is forwarded, photograph, and any other pertinent information. Form V Notification From Sending State of Parolee or Probationer Proceeding to the Receiving State shall be forwarded prior to or at the time the juvenile relocates to the receiving state, ~~relocating~~ if the juvenile is not already residing in the receiving state.

3. The sending state shall forward additional documentation, if available, at the request of the receiving state. The receiving state shall not delay the investigation pending receipt of the additional documentation. If the juvenile is already residing in the receiving state, the receiving state shall obtain the juvenile's signature on the Form VI Application for Service and Waiver.
4. The receiving state shall, within forty-five (45) calendar days of receipt of the referral, forward to the sending state the home evaluation along with the final approval or disapproval of the request for supervision or provide an explanation of the delay to the sending state.

History: Adopted December 2, 2009, effective March 1, 2010; amended September 15, 2010, effective January 1, 2011; amended October 26, 2011, effective March 1, 2012; amended October 17, 2012, effective April 1, 2013; amended October 9, 2013, effective April 1, 2014; amended August 26, 2015, effective February 1, 2016; clerically amended October 17, 2016; amended September 27, 2017, effective March 1, 2018; amended September 11, 2019, effective March 1, 2020; clerically amended May 19, 2021

Justification:

The Rules Committee recommends adding “photograph” in paragraphs 2(a)(i) and 2(b) to support states’ ability to comply with the REAL ID requirements.

The Rules Committee recommends edits to paragraph 2(a)(i) and paragraph (2)(b) to clarify that a Form V can be submitted prior to or at the time the juvenile relocates to the receiving state.

Effect on Other Rules or Advisory Opinions

Advisory Opinion 02-2015: "Signatures on the Form VI"

- Administrative edits required due to rule language change.

UNITY Impact:

No impact

Forms Impact:

No impact

Fiscal Impact:

No impact

Effective Date:

March 1, 2022

Rules Committee Action: *Click on meeting date to view approved minutes.*

[05/05/20](#) – Rules Committee voted 7-0-0 to recommend amendment to Paragraph 2(a)(i) and (2)(b) to include the juvenile’s photograph, if available.

[06/16/20](#) – Rules Committee voted 7-0-0 to recommend amendment to Paragraph 2(a)(ii) to remove the reference to Rule 4-104(4) and instead insert actual rule language from Rule 4-104(4).

[03/02/21](#) – Rules Committee voted 7-0-0 to recommend amendment to Paragraph 2(a)(i) and 2(b).

[06/10/21](#) – Rules Committee voted 9-0-0 to remove the previously recommended amendment to Paragraph 2(a)(ii) and move remainder of rule proposal forward as written.

Proposed by the Rules Committee

RULE 4-103: Transfer of Supervision Procedures for Juvenile Sex Offenders

1. When transferring a juvenile sex offender, the sending state shall not allow the juvenile to transfer to the receiving state until the sending state's request for transfer of supervision has been approved, or reporting instructions have been issued by the receiving state unless Rule 4-103(3) is applicable.
2. When transferring a juvenile sex offender, the referral shall consist of: Form VI Application for Services and Waiver, Form IV Parole or Probation Investigation Request, ~~Form V Notification From Sending State of Parolee or Probationer Proceeding to the Receiving State~~, Order of Adjudication and Disposition, Conditions of Supervision, Petition and/or Arrest Report. The sending state shall also provide (if available): Safety Plan, Specific Assessments, Legal and Social History information pertaining to the criminal behavior, Victim Information, i.e., sex, age, relationship to the juvenile, sending state's current or recommended Supervision and Treatment Plan, photograph, and all other pertinent materials ~~(if available)~~. Parole conditions, if not already included, shall be forwarded to the receiving state upon the juvenile's release from an institution. Form V Notification From Sending State of Parolee or Probationer Proceeding to the Receiving State shall be forwarded prior to or at the time juvenile relocates to the receiving state if the juvenile is not already residing in the receiving state pursuant to Rule 4-103(3).
3. When it is necessary for a juvenile sex offender to relocate with a legal guardian prior to the acceptance of supervision, and there is no legal guardian in the sending state, the sending state shall determine if the circumstances of the juvenile's immediate relocation justifies the use of a Form VII Out-of-State Travel Permit and Agreement to Return, including consideration of the appropriateness of the residence. If approved by the sending state's ICJ Office, the following shall be initiated:
 - a. The sending state shall provide the receiving state with an approved Form VII Out-of-State Travel Permit and Agreement to Return along with a written explanation as to why ICJ procedures for submitting the referral could not be followed.
 - b. If not already submitted, the sending state shall transmit a complete referral to the receiving state within ten (10) business days of the Form VII Out-of-State Travel Permit and Agreement to Return being issued. The receiving state shall make the decision whether it will expedite the referral or process the referral according to Rule 4-102.
 - c. Within five (5) business days of receipt of the Form VII Out-of-State Travel Permit and Agreement to Return, the receiving state shall advise the sending state of applicable registration requirements and/or reporting instructions, if any. The sending state shall be responsible for communicating the registration requirements and/or reporting instructions to the juvenile and his/her family in a timely manner.

- d. The sending state shall maintain responsibility until supervision is accepted by, and the juvenile has arrived in, the receiving state. The receiving state shall have the authority to supervise juveniles pursuant to reporting instructions issued under 4-103(3)(c).
4. In conducting home evaluations for juvenile sex offenders, the receiving state shall ensure compliance with local policies or laws when issuing reporting instructions. If the proposed residence is unsuitable, the receiving state may deny acceptance referred to in Rule 4-104(4).
5. Juvenile sex offender shall abide by the registration laws in the receiving state, i.e., felony or sex offender registration, notification or DNA testing.
6. A juvenile sex offender who fails to register when required will be subject to the laws of the receiving state.

History: Adopted December 2, 2009, effective March 1, 2010; amended September 15, 2010, effective January 1, 2011; amended October 26, 2011, effective March 1, 2012; amended October 17, 2012, effective April 1, 2013; amended October 9, 2013, effective April 1, 2014; amended August 26, 2015, effective February 1, 2016; clerically amended October 17, 2016; clerically amended May 19, 2021

Justification:

The Rules Committee recommends edits to paragraph 2 to clarify that a Form V can be submitted prior to or at the time the juvenile relocates to the receiving state, if the juvenile is not already residing in the receiving state.

The Rules Committee recommends adding “photograph” to paragraph 2 and relocate “if available” to be consistent with the proposed changes to Rule 4-102.

Effect on Other Rules or Advisory Opinions:

No impact

UNITY Impact:

No impact

Forms Impact:

No impact

Fiscal Impact:

No impact

Effective Date:

March 1, 2022

Rules Committee Action: *Click on meeting date to view approved minutes.*

[06/16/20](#) – Rules Committee voted 7-0-0 to amend Paragraph 2 to clarify that a Form V is only required prior to relocation if the juvenile is not already residing in the receiving state.

[02/02/21](#) – Rules Committee updated justification.

[03/02/21](#) – Rules Committee voted 7-0-0 to recommend amendment to Paragraph 2.

[08/04/21](#) – Rules Committee voted 7-0-0 to recommend amendment to Paragraph 2 regarding a photograph and relocating the phrase “if available.”

Proposed by the Technology Committee

RULE 4-104: Authority to Accept/Deny Supervision

1. Only the receiving state's authorized Compact Office staff shall accept or deny supervision of a juvenile by that state after considering a recommendation by the investigating officer.
2. The receiving state's authorized Compact Office staff's signature is required on or with the Form VIII Home Evaluation Report that accepts or denies supervision of a juvenile by that state.
3. Supervision cannot be denied based solely on the juvenile's age or the offense.
4. Supervision may be denied when the home evaluation reveals that the proposed residence is unsuitable or that the juvenile is not in substantial compliance with the terms and conditions of supervision required by the sending or receiving state, except when a juvenile has no legal guardian remaining in the sending state and the juvenile does have a legal guardian residing in the receiving state.
5. Upon receipt of acceptance of supervision from the receiving state, prior to the juvenile's departure if the youth is not already residing in the receiving state, the sending state shall provide reporting instructions to the juvenile, and provide written notification of the juvenile's departure to the receiving state.
6. If the transfer of supervision ~~is~~ **is denied by** the receiving state **and the juvenile is already residing in the receiving state** ~~is denied~~, the sending state shall, ~~return the juvenile~~ **secure alternative living arrangements and submit an updated referral or return the juvenile to the sending state** within five (5) business days. This time period may be extended up to an additional five (5) business days with approval from both ICJ offices.

History: Adopted as Rule 5-101 December 3, 2009, effective March 1, 2010; amended September 15, 2010, effective January 1, 2011; amended October 26, 2011, effective March 1, 2012; renumbered as Rule 4-104, effective April 1, 2014; amended August 26, 2015, effective February 1, 2016; amended September 27, 2017, effective March 1, 2018; amended September 11, 2019, effective March 1, 2020; clerically amended May 19, 2021

Comment: Rule 4-104 was originally titled "Supervision/Services Requirements," adopted December 2, 2009, effective March 1, 2010; amended September 15, 2010, effective January 1, 2011; amended October 26, 2011, effective March 1, 2012; renumbered as Rule 5-101, effective April 1, 2014

Justification:

Operationally, some denials are submitted, but the juvenile will not be returning to the sending state. In those cases often in the process of transfer and investigating a case a new home plan is advisable. Currently, the rules would require the return of that juvenile

even if they ultimately may be approved to a different address in the receiving state. In other rules referencing the requirement to return a juvenile, the rules specify that the sending/holding state has five (5) business days to either secure alternative living arrangements and submit a new referral OR return the juvenile to the sending state. The UNITY BA Team thinks this language should be consistent with Rule 5-103(4)(b), and this language would add clear steps to be utilized in the UNITY data system.

Effect on Other Rules or Advisory Opinions:

No impact

UNITY Impact:

No impact

Forms Impact:

No impact

Fiscal Impact:

No impact

Effective Date:

March 1, 2022

Rules Committee Action: *Click on meeting date to view approved minutes.*

[05/05/20](#) – Rules Committee voted 7-0-0 to propose alternate language for Section 6, which was adopted by the Technology Committee on 5/12/2020, with minor modifications.

[06/16/20](#) – Rules Committee voted 7-0-0 to support amendment from the Technology Committee.

Proposed by the Rules Committee

RULE 5-101: Supervision/Services Requirements

1. After accepting supervision, the receiving state will assume the duties of supervision over any juvenile, and in exercise of those duties will be governed by the same standards of supervision that prevail for its own juveniles released on probation or parole, except that neither the sending nor receiving state shall impose a supervision fee on any juvenile who is supervised under the provisions of the ICJ.
2. At the time of acceptance or during the term of supervision, the appropriate authority in the receiving state may impose conditions on a juvenile transferred under the ICJ if that condition would have been imposed on a juvenile in the receiving state. Any costs incurred from any conditions imposed by the receiving state shall not be the responsibility of the sending state.
3. Both the sending and receiving states shall have the authority to enforce terms of probation/parole, which may include the imposition of sanctions. Any costs incurred from any enforcement sanctions shall be the responsibility of the state seeking to impose such sanctions.
4. The receiving state shall furnish written progress reports to the sending state on no less than a quarterly basis. Additional reports shall be sent in cases where there are concerns regarding the juvenile or there has been a change in residence or in the person with whom the juvenile resides.
5. When the change of residence includes a change in the person with whom the juvenile resides, the sending state may request additional information regarding the new residence. If the sending state does not support this change, they shall notify the receiving state and propose an alternative living arrangement or affect the return of the juvenile.
6. The sending state shall be financially responsible for treatment services ordered by the appropriate authority in the sending state when they are not available through the supervising agency in the receiving state or cannot be obtained through Medicaid, private insurance, or other payor. The initial referral shall clearly state who will be responsible for purchasing treatment services.
7. The age of majority and duration of supervision are determined by the sending state. Where circumstances require the receiving court to detain any juvenile under the ICJ, the type of secure facility shall be determined by the laws regarding the age of majority in the receiving state.
8. Juvenile restitution payments or court fines are to be paid directly from the juvenile/juvenile's family to the adjudicating court or agency in the sending state. Supervising officers in the receiving state shall encourage the juvenile to make regular payments in accordance with the court order of the sending state. The sending state shall provide the specific payment schedule and payee information to the receiving state.

9. Supervision for the sole purpose of collecting restitution and/or court fines is not a permissible reason to continue or extend supervision of a case. The receiving state may initiate the case closure request once all other terms of supervision have been met.

History: Adopted as Rule 4-104 December 2, 2009, effective March 1, 2010; amended September 15, 2010, effective January 1, 2011; amended October 26, 2011, effective March 1, 2012; amended October 9, 2013 and renumbered as Rule 5-101, effective April 1, 2014; amended August 26, 2015, effective February 1, 2016; amended September 11, 2019, effective March 1, 2020; clerically amended October 1, 2021

Comment: Rule 5-101 was originally titled "Authority to Accept/Deny Supervision," adopted December 2, 2009, effective March 1, 2010; amended September 15, 2010, effective January 1, 2011; amended October 26, 2011, effective March 1, 2012; renumbered as Rule 4-104, effective April 1, 2014

Justification:

To clarify the duties of the Receiving State; specifically, when there is a change in a juvenile's residence and/or the person they were initially residing with, as addressed in the new paragraph 5.

Effect on Other Rules or Advisory Opinions:

Advisory Opinion 01-2020: "Can receiving state require sending state to provide revised Forms VI and IV when a juvenile makes an intrastate move after transfer of supervision is approved?"

- Legal Counsel to review effect on Advisory Opinion.
- Administrative edits required due to rule language change.

UNITY Impact:

No impact

Forms Impact:

No impact

Fiscal Impact:

No impact

Effective Date:

March 1, 2022

Rules Committee Action: *Click on meeting date to view approved minutes.*

[08/18/20](#) – Rules Committee voted 7-0-0 to recommend for adoption.

[06/10/21](#) – Rules Committee voted 9-0-0 to edit formatting to create new paragraph 5 and renumber remaining paragraphs. Rules Committee voted 9-0-0 to advance proposal as written.

Proposed by the Rules Committee

RULE 5-102: Absconder Under ICJ Supervision

1. If there is reason to believe that a juvenile being supervised under the terms of the Interstate Compact for Juveniles in the receiving state has absconded, the receiving state shall attempt to locate the juvenile. Such activities shall include, but are not limited to:
 - a. conducting a field contact at the last known residence;
 - b. contacting the last known school or employer, if applicable; and
 - c. contacting known family members and collateral contacts.
2. If the juvenile is not located, the receiving state shall submit a [Form IX Absconder Report](#) ~~violation report~~ to the sending state's ICJ office which shall include the following information:
 - a. the juvenile's last known address and telephone number,
 - b. date of the juvenile's last personal contact with the supervising agent,
 - c. details regarding how the supervising agent determined the juvenile to be an absconder, and
 - d. any pending charges in the receiving state.
3. The receiving state may close the case upon notification that a warrant has been issued by the sending state for a juvenile who has absconded from supervision in the receiving state, or if the juvenile has been on absconder status for ten (10) business days.
4. Upon finding or apprehending the juvenile, the sending state shall make a determination if the juvenile shall return to the sending state or if the sending state will request supervision resume in the receiving state.

History: Adopted as Rule 6-104A October 17, 2012, effective April 1, 2013; renumbered as Rule 5-102, effective April 1, 2014; amended August 26, 2015, effective February 1, 2016

Comment: Rule 5-102 was originally titled "Travel Permits," adopted December 3, 2009, effective March 1, 2010; amended September 15, 2010, effective January 1, 2011; amended October 26, 2011, effective March 1, 2012; amended October 17, 2012, effective April 1, 2013; amended October 9, 2013 and renumbered as Rule 8-101, effective April 1, 2014

Justification:

The Technology Committee approved splitting up the Form IX into three separate forms for Quarterly Progress, Violation, and Absconder Reports. Because the UNITY system produces only a Form IX Absconder Report for absconders, the Rules Committee supports changing "violation report" in paragraph 2 to the form name.

Effect on Other Rules or Advisory Opinions:

No impact

UNITY Impact:

No impact

Forms Impact:

No impact

Fiscal Impact:

No impact

Effective Date:

March 1, 2022

Rules Committee Action: *Click on meeting date to view approved minutes.*

[01/05/21](#) – Rules Committee voted 8-0-0 to recommend for adoption.

Proposed by the Juvenile/Adult Ad Hoc Committee

RULE 5-103: Reporting Juvenile Non-Compliance, Failed Supervision and Retaking

1. At any time during supervision if a juvenile is out of compliance with conditions of supervision, the receiving state shall notify the sending state using Form IX Quarterly Progress, Violation or Absconder Report, which shall contain:
 - a. the date of the new citation or technical violation that forms the basis of the violation;
 - b. description of the new citation or technical violation;
 - c. status and disposition, if any;
 - d. supporting documentation regarding the violation including but not limited to police reports, drug testing results, or any other document to support the violation;
 - e. efforts or interventions made to redirect the behavior;
 - f. sanctions if they apply;
 - g. receiving state recommendations.
2. The sending state shall respond to a violation report in which a revocation or discharge is recommended by the receiving state no later than ten (10) business days following receipt by the sending state. The response shall include the action to be taken by the sending state, which may include continue supervision, and the date that action will occur.
3. The decision of the sending state to retake a juvenile shall be conclusive and not reviewable within the receiving state. If the sending state determines the violation requires retaking or retaking is mandatory, the following shall be considered:
 - a. In those cases where the juvenile is suspected of having committed a criminal offense or an act of juvenile delinquency in the receiving state, the juvenile shall not be retaken without the consent of the receiving state until discharged from prosecution, or other form of proceeding, imprisonment, detention, or supervision.
 - b. The Form VI Application for Services and Waiver has the appropriate signatures; no further court procedures will be required for the juvenile's return.
 - c. A duly accredited officer of a sending state may enter a receiving state and apprehend and retake any such juvenile on probation or parole consistent with probable cause requirements, if any. If this is not practical, a warrant may be issued and the supervising state shall honor that warrant in full.
 - d. The sending state shall return the juvenile in a safe manner, pursuant to the ICJ Rules, within five (5) business days. This time period may be extended up to an additional five (5) business days with the approval from both ICJ Offices.
4. Upon request from the receiving state, the sending state's ICJ Office shall return the juvenile within five (5) business days in accordance with these rules when:

- a. A legal guardian remains in the sending state and the supervision in the receiving state fails as evidenced by:
 - i. When a juvenile is no longer residing in the residence approved by the receiving state due to documented instances of violation of conditions of supervision; or
 - ii. When an alternative residence is determined to be in the best interest of the juvenile due to documented instances of violation of conditions of supervision and no viable alternatives exist in the receiving state; or
 - iii. When an immediate, serious threat to the health and safety of the juvenile and/or others in the residence or community is identified; and
 - iv. The receiving state has documented efforts or interventions to redirect the behavior.
- b. The juvenile is not residing with a legal guardian and that person requests the juvenile be removed from his/her home. The sending state shall secure alternative living arrangements within five (5) business days or the juvenile shall be returned. This time period may be extended up to an additional five (5) business days with the approval from both ICJ Offices.
- c. A juvenile student or juvenile who resides independently in the receiving state whose transfer of supervision fails.

History: Adopted October 9, 2013, effective April 1, 2014; amended August 26, 2015, effective February 1, 2016; clerically amended October 17, 2016; amended September 27, 2017, effective March 1, 2018; clerically amended May 19, 2021

Justification:

The rule is currently silent regarding how to handle a return for failed supervision for juveniles residing independently in the receiving state. The addition to (4)(c) addresses how this population is handled in the event of a failed supervision.

Effect on Other Rules or Advisory Opinions:

No impact

UNITY Impact:

No impact

Forms Impact:

No impact

Fiscal Impact:

No impact

Effective Date:

March 1, 2022

Rules Committee Action: *Click on meeting date to view approved minutes.*

06/16/20 – Rules Committee voted 7-0-0 to support amendment by Juvenile/Adult Ad Hoc Committee.

Proposed by the Racial Justice Ad Hoc Committee

RULE 5-103: Reporting Juvenile Non-Compliance, Failed Supervision and Retaking

1. At any time during supervision if a juvenile is out of compliance with conditions of supervision, the receiving state shall notify the sending state using Form IX Quarterly Progress, Violation or Absconder Report, which shall contain:
 - a. the date of the new citation or technical violation that forms the basis of the violation;
 - b. description of the new citation or technical violation;
 - c. status and disposition, if any;
 - d. supporting documentation regarding the violation including but not limited to police reports, drug testing results, or any other document to support the violation;
 - e. ~~efforts or interventions~~ description of efforts made to redirect the behavior including therapeutic interventions, incentives and/or graduated sanctions, or other corrective actions made to redirect the behavior consistent with supervision standards in the receiving state; and
 - f. ~~sanctions if they apply;~~
 - g. receiving state recommendations.
2. The sending state shall respond to a violation report in which a revocation or discharge is recommended by the receiving state no later than ten (10) business days following receipt by the sending state. The response shall include the action to be taken by the sending state, which may include continue supervision, and the date that action will occur.
3. The decision of the sending state to retake a juvenile shall be conclusive and not reviewable within the receiving state. If the sending state determines the violation requires retaking or retaking is mandatory, the following shall be considered:
 - a. In those cases where the juvenile is suspected of having committed a criminal offense or an act of juvenile delinquency in the receiving state, the juvenile shall not be retaken without the consent of the receiving state until discharged from prosecution, or other form of proceeding, imprisonment, detention, or supervision.
 - b. The Form VI Application for Services and Waiver has the appropriate signatures; no further court procedures will be required for the juvenile's return.
 - c. A duly accredited officer of a sending state may enter a receiving state and apprehend and retake any such juvenile on probation or parole consistent with probable cause requirements, if any. If this is not practical, a warrant may be issued and the supervising state shall honor that warrant in full.
 - d. The sending state shall return the juvenile in a safe manner, pursuant to the ICJ Rules, within five (5) business days. This time period may be extended up to an additional five (5) business days with the approval from both ICJ Offices.

4. Upon request from the receiving state, the sending state’s ICJ Office shall return the juvenile within five (5) business days in accordance with these rules when:
 - a. A legal guardian remains in the sending state and the supervision in the receiving state fails as evidenced by:
 - i. When a juvenile is no longer residing in the residence approved by the receiving state due to documented instances of violation of conditions of supervision; or
 - ii. When an alternative residence is determined to be in the best interest of the juvenile due to documented instances of violation of conditions of supervision and no viable alternatives exist in the receiving state; or
 - iii. When an immediate, serious threat to the health and safety of the juvenile and/or others in the residence or community is identified; and
 - iv. The receiving state has documented efforts or interventions to redirect the behavior.
 - b. The juvenile is not residing with a legal guardian and that person requests the juvenile be removed from his/her home. The sending state shall secure alternative living arrangements within five (5) business days or the juvenile shall be returned. This time period may be extended up to an additional five (5) business days with the approval from both ICJ Offices.
 - c. A juvenile student transfer of supervision fails.

History: Adopted October 9, 2013, effective April 1, 2014; amended August 26, 2015, effective February 1, 2016; clerically amended October 17, 2016; amended September 27, 2017, effective March 1, 2018; clerically amended May 19, 2021

Justification:

The purpose of this amendment is to highlight the importance of using graduated sanctions and other structured responses to redirect behavior. This amendment also consolidates subsections 1(e) and 1(f) to clarify that redirecting behavior should be the purpose of both incentives and graduated sanctions.

The Ad Hoc Committee on Racial Justice believes increased focus on use of graduated sanctions and other structured responses will help ensure all youth and families serviced through ICJ are treated justly regardless of their race, sexual orientation, gender, cognitive ability, socio-economic status, victimization, adjudicated offense, and location. Such responses aid in reducing the number of failed placements resulting in revocation and racial disparities in the juvenile facilities nationally by redirecting all at risk youth behavior and stabilizing his/her living situation, thus increasing the number of successful terminations, and maintaining public safety.

According to Bill Shepardson of the Annie E. Casey Foundation, “To center the work around equity, leaders must go beyond surface solutions and really pay attention to the systemic factors that are producing inequitable results for certain groups.” The Commission can “go beyond

surface solutions” by amending this rule so that supervising agents are encouraged to act in ways that address factors that contribute to negative behaviors and promote positive outcomes.

The Commission and ICJ Office Staff can encourage supervising agents to act in ways that enhances youth and family's positive perception of fairness/equity. As discussed in Good Probation Practice Desktop Guide on Equity Practices, this can be achieved when:

- (a) the youth/family understand procedural justice;
- (b) the youth/family are allowed to have a voice in the development of treatment plan;
- (c) the youth/family are respected and receive unbiased treatment services in the community and short-term Out-of-Home Placements (only when necessary); and
- (d) processes/decisions are clear and effective.

According to Point Park University Criminal Justice Administrator article titled, “Juvenile Recidivism: A Second Chance,” evidence-based programs (Multi-Systemic Therapy, Functional Family Therapy, etc.) aim to address factors that contribute to negative behaviors (i.e., truancy, recidivism, active drug use, anti-social activities, etc.) thus promoting positive social interactions. For example, an MST therapist works with both children and “parents to empower them, create more family support systems and incentives, and remove negative influences.”

Effect on Other Rules or Advisory Opinions:

No Impact

UNITY Impact:

Edit field label on Form IX: Quarterly Progress Report from: “SUMMARY OF ANY BEHAVIORAL ISSUES AND EFFORTS OR INTERVENTIONS TO REDIRECT BEHAVIOR (including sanctions, if applicable):” to “DESCRIPTION OF EFFORTS MADE TO REDIRECT BEHAVIOR (including therapeutic interventions, incentives and/or graduated sanctions, or other corrective actions):”

Edit field label on Form IX: Violation Report from: “SUMMARY OF EFFORTS OR INTERVENTIONS TO REDIRECT BEHAVIOR (including sanctions, if applicable):” to “DESCRIPTION OF EFFORTS MADE TO REDIRECT BEHAVIOR (including therapeutic interventions, incentives and/or graduated sanctions, or other corrective actions):”

Forms Impact:

See above.

The Ad Hoc Committee recommends that the Form IX be modified to include specific options for structured responses. This could mirror the format used in the ICOTS system used by the Interstate Commission for Adult Offender Supervision.

Fiscal Impact:

24 service hours or \$3,000

Effective Date:

March 1, 2022

Rules Committee Action: *Click on meeting date to view approved minutes.*

[04/07/21](#) – Rules Committee voted 6-0-0 to support amendment by Racial Justice Ad Hoc Committee if suggested language is adopted.

Proposed by the Juvenile/Adult Ad Hoc Committee

RULE 7-104: Warrants

1. All warrants issued for juveniles subject to the Compact shall be entered into the National Crime Information Center (NCIC) with a nationwide pickup radius and not eligible for bond.
2. Holding states shall honor all lawful warrants as entered by other states. When a juvenile is placed in custody pursuant to a warrant issued by a juvenile court, the holding state ~~and shall~~, no later than the next business day, notify the ICJ Office in the home/demanding/sending state ~~that the juvenile has been placed in custody pursuant to the warrant~~. Upon notification, the home/demanding/sending state shall issue a detainer or provide a copy of the warrant to the holding state.
3. Within two (2) business days of notification, the home/demanding/sending state shall inform the holding state whether the home/demanding/sending state intends to act upon and return the juvenile, or notify in writing the intent to withdraw the warrant. If mandated under other applicable rules, such as those pertaining to runaways or failed supervision, the absence of a warrant does not negate the home/demanding/sending state's responsibility to return the juvenile.
4. When a juvenile is in custody pursuant to a warrant issued by a juvenile court, ~~the~~ holding state shall not release the juvenile in custody on bond.
5. If the warrant is issued by an adult court, the juvenile shall be extradited pursuant to the Uniform Criminal Extradition Act (UCEA) or similar extradition law of the home/demanding state, unless the issuing authority in the home/demanding state determines that the juvenile should be returned pursuant to the ICJ. Regardless of other procedures used for the extradition/return, a Form III Consent for Voluntary Return of Out of State Juvenile may be used if approved by the issuing authority in the home/demanding state.

History: Adopted as Rule 6-108 December 3, 2009, effective March 1, 2010; amended September 15, 2010, effective January 1, 2011; renumbered as Rule 7-104, effective April 1, 2014; amended August 26, 2015, effective February 1, 2016; amended September 27, 2017, effective March 1, 2018; amended September 11, 2019, effective March 1, 2020

Justification:

The proposal is intended to clarify that the charging documents dictate which return/extradition process will be used. This proposal is consistent with the historic practice of ICJ, as indicated in multiple sections of the ICJ Bench Book, and training provided by the National Association of Extradition Officials. Additional analysis is provided in ICJ Advisory Opinion 04-2018.

Effect on Other Rules or Advisory Opinions:

Advisory Opinion 03-2019: “Can a person subject to a juvenile warrant be released on bond when he is considered an adult under the laws of the demanding and holding states based on the age of majority?”

- Legal Counsel to review effect on Advisory Opinion.
- Administrative edits required due to rule language change.

Advisory Opinion 04-2018: “Whether a person should be returned as a juvenile when being detained as a juvenile in the holding state, but has an outstanding warrant from an adult court in the home state.”

- Legal Counsel to review effect on Advisory Opinion.

Advisory Opinion 03-2018: “Whether ICJ Rule 7-104 requires a home/demanding state to return a juvenile being held on a warrant even if the warrant has been withdrawn and whether state confidentiality laws prohibit entry of warrants issued for juveniles subject to the Compact into NCIC.”

- Legal Counsel to review effect on Advisory Opinion.
- Administrative edits required due to rule language change.

UNITY Impact:

No impact

Forms Impact:

No impact

Fiscal Impact:

No impact

Effective Date:

March 1, 2022

Rules Committee Action: *Click on meeting date to view approved minutes.*

[08/18/20](#) – Rules Committee voted 7-0-0 to support amendment from Juvenile/Adult Ad Hoc Committee.

Proposed by the Juvenile/Adult Ad Hoc Committee

RULE 7-105: Detention and Hearing on Failure to Return

1. Where circumstances require the holding/receiving court to detain any juvenile under the ICJ, the type of secure facility shall be determined by the laws regarding the age of majority in the holding/receiving state. This would include an out-of-state juvenile that is charged as an adult and is subject to extradition under the Uniform Criminal Extradition Act (UCEA), or the home/demanding state's own extradition laws.
2. If a home/demanding/sending state is required to return a juvenile and fails to do so within ten (10) business days in accordance with these rules, a judicial hearing shall be provided in the holding state to hear the grounds for the juvenile's detention. This hearing shall determine whether the grounds submitted justify the continued detention of the juvenile subject to the provisions of these rules. A juvenile may be discharged from detention to a legal guardian or his/her designee if the holding/receiving state's court determines that further detention is not appropriate.

History: Adopted as Rule 6-109 December 3, 2009, effective March 1, 2010; amended September 15, 2010, effective January 1, 2011; renumbered as Rule 7-105, effective April 1, 2014; amended August 26, 2015, effective February 1, 2016

Justification:

To be consistent with the provisions of the Juvenile Justice Delinquency and Prevention Act (JJDP), this amendment to ICJ Rule 7-105 dictates the youth be detained per the laws of the holding state. Thus, requiring a juvenile to be extradited under the Uniform Criminal Extradition Act (UCEA) would have no bearing on the detention in the holding state. Additional analysis is provided in Advisory Opinion 04-2018.

Effect on Other Rules or Advisory Opinions:

Advisory Opinion 04-2018: "Whether a person should be returned as a juvenile when being detained as a juvenile in the holding state, but has an outstanding warrant from an adult court in the home state."

- Legal Counsel to review effect on Advisory Opinion.

UNITY Impact:

No impact

Forms Impact:

No impact

Fiscal Impact:

No impact

Effective Date:

March 1, 2022

Rules Committee Action: *Click on meeting date to view approved minutes.*

[08/18/20](#) – Rules Committee voted 7-0-0 to support amendment from Juvenile/Adult Ad Hoc Committee.

Proposed by the Technology Committee

RULE 8-101: Travel Permits

1. All travel permits shall be submitted prior to the juvenile's travel. Travel permits shall be mandatory for the following juveniles traveling out-of-state for a period in excess of twenty-four (24) consecutive hours who meet the criteria set forth in 1(a) or 1(b):
 - a. Juveniles who have been adjudicated and are on supervision for one of the following:
 - i. sex-related offenses;
 - ii. violent offenses that have resulted in personal injury or death; or
 - iii. offenses committed with a weapon;
 - b. Juveniles who are one of the following:
 - i. state committed;
 - ii. relocating ~~pending a request for transfer~~ prior to acceptance of supervision, including juveniles who resided in the receiving state prior to offense and/or disposition and ~~who are subject to the terms of the Compact;~~
 - iii. returning to the state from which they were transferred for the purposes of visitation;
 - iv. transferring to a subsequent state(s) with the approval of the original sending state; or
 - v. transferred and the victim notification laws, policies and practices of the sending and/or receiving state require notification.
2. Juveniles traveling to a residential facility for placement shall be excluded from this rule; however, states may elect to use the Form VII Out-of-State Travel Permit and Agreement to Return for notification purposes.
3. The travel permit shall not exceed ninety (90) calendar days.
 - a. When a travel permit exceeds thirty (30) calendar days, the sending state shall provide specific instructions for the juvenile to maintain contact with his/her supervising agency.
 - b. The issuing state shall instruct the juvenile to immediately report any change in status during that period.
 - c. If a travel permit is issued for a juvenile prior to acceptance of supervision ~~for the purposes of testing a proposed residence,~~ the sending state shall submit a referral is ~~to be received by~~ to the receiving state's ICJ Office ~~within thirty (30) calendar~~ fifteen (15) business days of the effective date of the travel permit. This does not apply to transfers of supervision for parolees as described in Rule 4-102(2)(a)(ii) or juvenile sex offenders as described in Rule 4-103(3).

4. Out-of-state travel for a juvenile under Compact supervision is at the discretion of the supervising person in the receiving state. If the sending state wishes to retain authority to approve travel, it shall do so by notifying the supervising state in writing.

When the sending state retains authority to approve travel permits, the receiving state shall request and obtain approval prior to authorizing the juvenile's travel.

5. If a Form VII Out-of-State Travel Permit and Agreement to Return is issued, the sending state is responsible for victim notification in accordance with the laws, policies and practices of that state. ~~The sending and receiving states shall collaborate to the extent possible to comply with the legal requirements of victim notification through the timely exchange of required information.~~

History: Adopted as Rule 5-102 December 3, 2009, effective March 1, 2010; amended September 15, 2010, effective January 1, 2011; amended October 26, 2011, effective March 1, 2012; amended October 17, 2012, effective April 1, 2013; amended October 9, 2013 and renumbered as Rule 8-101, effective April 1, 2014; amended August 26, 2015, effective February 1, 2016; amended September 27, 2017, effective March 1, 2018

Comment: Rule 8-101 was originally titled "Informal Communication to Resolve Disputes or Controversies and Obtain Interpretation of the Rules," adopted December 3, 2009, effective March 1, 2010; renumbered as Rule 9-101, effective April 1, 2014

Justification:

The UNITY BA Team (*a subgroup of the Technology Committee*) seeks to make the new data system funnel users to the right processes based on the ICJ Rules.

Paragraph 1

Using wording in the current rule, juveniles who are relocating pending a request for transfer of supervision is not clear. Many users would see the word relocating as someone moving but not also include a juvenile who already resides in another state within this category. This leads to states not submitting travel permits for juveniles returning to their home in another state. In most probation cases, juveniles are proceeding to the receiving state pending a transfer of supervision. The new wording clarifies that travel permits shall be submitted for all juveniles proceeding to the receiving state prior to acceptance of the case. Reference to juveniles who are subject to the terms of the Compact has been stricken from b. ii., as all travel permits are for those subject to the terms of the Compact.

Requirements in the rule regarding travel permit limits and direction to the juvenile to notify of changes were not clear when they are applicable. Those sections are reorganized to make it clearer those directions apply to all travel permits.

There is no reference to testing placement of proposed residence in the list of the juveniles under number one who are required to have a travel permit. Therefore, the wording is

updated to match wording in 1(b)(ii) and is clarified to indicate a referral is due within 15 business days of the effective date of the travel permit for all juveniles who are proceeding to the receiving state prior to acceptance of supervision.

Paragraph 3

The time limit for the referral packet has been shortened based on the rationale that if a sex offender packet is due in 10 business days, then 30 calendar days for all other referral packets is a long period of time. Under the current timeframe, it could be an excess of 75 calendar days before a juvenile is being supervised by a receiving state. This time limit change seeks to make that timeframe shorter. Reference is included in this section to special rules for parole and sex offenders that are excluded from this timeframe.

Paragraph 5

It is being proposed to strike some of the language in paragraph 5 as ICJ rules clearly state the Sending State is responsible for victim notification as outlined in 2-105(1) and 8-101(5). Therefore, it is not clear how the Receiving State could collaborate or assist the Sending State with victim notification in the case of a travel permit when the Receiving State does not engage with the juvenile in any manner. While working on development of the new data management system, the Business Analysis team (a subgroup of the Technology Committee) was not able to determine how this part of the rule could or would be applied to a travel permit case.

Effect on Other Rules or Advisory Opinions:

No Impact

UNITY Impact:

Related to proposal to 3(c): Remove option to submit a travel permit for testing a residence. Restructure system architecture to allow only 2 options on initiation in workflow routing for transfer of supervision cases (non sex-offense related probation cases).

Time-calendar programming edit to Transfer of Supervision scenario when probationer is issued a travel permit prior to acceptance of supervision to make referral packet due within 15 business days of the effective date of the travel permit.

Forms Impact:

Related to proposal to 3(c): Form VII: Travel Permit – Remove option in header for “TOS – Visit for Testing Residence before Transfer of Supervision.”

Fiscal Impact:

Related to proposal to 3(c): 150 services hours or \$18,750

Effective Date:

March 1, 2022

Rules Committee Action: *Click on meeting date to view approved minutes.*

12/01/20 – Rules Committee reviewed amendment and requests that the Technology Committee provide a justification for striking language from paragraph 5.

01/05/21 – Rules Committee voted 8-0-0 to support amendment from the Technology Committee.

06/10/21 – Rules Committee voted 9-0-0 to withdraw support of the amendment to paragraph 1(b)(ii) and recommended that the Technology Committee withdraw the proposal to paragraph 1(b)(ii).



2021 VIRTUAL ANNUAL BUSINESS MEETING



VIRTUAL RECEPTION

(all times indicated in EST)

TIME TO UNWIND AND HAVE SOME FUN!

We are excited and look forward to seeing you at the first Interstate Commission for Juveniles Annual Business Meeting Virtual Reception. We have some fun activities planned for the evening.

Let's just say, sharpen up on your gaming skills! Pictionary, Charades, Mind Puzzles, and more! You will not want to miss this interactive session to collaborate, learn something new about your peers, and have some fun!

READY TO ENGAGE?

It is NOT your typical video conference platform... it's more fun! 🎉
And with great fun comes great responsibility. 😊
Please read all of the requirements below carefully.

SCHEDULE

- 📅 Date: Monday, October 4, 2021
- 🕒 Start: 5:00 PM EST
- 🕒 End: 6:00 PM EST

Please arrive 5 minutes early so we can start on time.
No software download required.

REQUIREMENTS

- ✍️ Pen and paper to help write down clues and ciphers.
- 🎧 Headphones/Earbuds/AirPods (Strongly recommended).
- 💻 Laptop or desktop with webcam (Phones are not supported).
- 🌐 A good internet connection.
- ✅ Use the Chrome, Firefox, or Edge web browser.
- 🔒 VPNs can be incompatible with the event. Plan accordingly.

TROUBLESHOOTING

- Refresh your browser window.
- Use Chrome, if you aren't already.
- Close all other applications & tabs.
- Try an incognito browser window.
- Disconnect from VPN.
- Reboot your computer.

For more help, [see our complete troubleshooting guide](#).



2021 VIRTUAL ANNUAL BUSINESS MEETING



Serving Juveniles while
Protecting Communities

juvenilecompact.org

AGENDA

(all times indicated in EST)

TUESDAY, OCTOBER 5

10:00 AM - 12:00 PM

Region Meetings

East and South

1:00 PM - 3:00 PM

2021 ICJ Annual Business Meeting Training Session

UNITY 2021: Making Data Work for You

Learn about the Commission's new data management system and how to make the most of reporting features.

3:30 PM - 5:30 PM

Region Meetings

Midwest and West



2021 ANNUAL BUSINESS MEETING

MONDAY, OCTOBER 4 - THURSDAY, OCTOBER 7, 2021

UNITY 2021: Making Data Work for You

Tuesday October 5, 2021 | 1:00-3:00 PM EST

“UNITY 2021: Making Data Work for You” will feature members of the UNITY Reporting and Data Visualization team discussing UNITY, the Commission’s new data management system, and how to make the most of reporting features.

Presenters:

- Jacey Rader, Commission Chairperson and Nebraska Commissioner
- Anne Connor, Information Technology Committee Chairperson and Idaho Deputy Compact Administrator/Designee
- Nate Lawson, Commission Treasurer and Ohio Commissioner
- Shyra Bland, New Jersey Deputy Compact Administrator
- Jedd Pelander, ICJ Vice Chairperson and Washington Commissioner

Uniform Nationwide Interstate Tracking for Youth (UNITY) Data Management System

In May 2021, the Commission transitioned to the new Uniform Nationwide Interstate Tracking for Youth (UNITY) data management system. The transition to UNITY from JIDS was a major milestone in improving the tracking of juveniles who cross state lines through transfers of supervision and interstate returns, including runaways. The successful transition was the culmination of hundreds of meetings and countless hours of work, involving virtually every Compact official from all 50 states, the District of Columbia, and the U.S. Virgin Islands. More than 2,500 juvenile cases were transitioned to the new system, and more than 4,500 state ICJ personnel and field staff were onboarded.

UNITY Transition and Training Survey

The purpose of the UNITY Transition and Training survey was to obtain feedback about the preparatory training and transition to the UNITY data system, which went live for compact offices on Monday, May 17, and for all users on Wednesday, May 19, 2021. The survey was commissioned by the ICJ Training, Public Relations, & Education Committee and Information Technology Committee. Responses were voluntary and anonymous. The survey opened on Tuesday, July 29 and closed Friday, August 13, 2021. The National Office disseminated the survey via email to all UNITY users with Talent LMS accounts.

UNITY Enhancements Subcommittee

After the transition to UNITY, the Information Technology Committee formed a subcommittee to review enhancement requests submitted by ICJ personnel. This subcommittee is comprised



2021 ANNUAL BUSINESS MEETING

MONDAY, OCTOBER 4 - THURSDAY, OCTOBER 7, 2021

primarily of ICJ personnel who previously served of Business Analysis Team, which helped develop the initial plans for UNITY. The subcommittee has begun the review process of over 65 enhancement requests that were submitted by July 22, 2021. The subcommittee meets weekly to carefully review and score each request based on four criteria. After all submissions are scored, the subcommittee will compile a list of recommended enhancements to present to the Information Technology Committee for consideration.

UNITY Team Member Recognition

UNITY was developed through the extensive collaboration of ICJ personnel throughout the nation over the course of three (3) years. The Commission is eternally grateful to each of the team members and subcommittee members listed below (* denotes team leaders).

Business Analysis Team & Enhancements Subcommittee:

Abbie Christian (NE)*, Kellianne Torres (IA)*, Nita Wright (IN), Holly Kassube (IL), Kelly Palmateer (NY), Natalie Dalton (VA)

Reporting and Data Visualization Team:

Rachel Johnson (NC)*, Anne Connor (ID), Nate Lawson (OH), Shyra Bland (NJ), Gladys Olivares (NV), Jedd Pelander (WA), Brandon Schimelpfenig (WY)

Technical Assistance Team:

Anne Connor* (ID), Kellianne Torres (IA), Holly Kassube (IL), Rachel Johnson (NC), Jessica Wald (ND), Kelly Palmateer (NY)

Training Team:

Felicia Dauway (SC)*, Nordia Napier (CT), Holly Kassube (IL), Sherry Jones (MD), LaToya Oliver (MD), Abbye Tyler (MD), Roy Yaple (MI), Jessica Wald (ND)

User Acceptance Testing Team:

Anne Connor (ID)*, Roy Curtis (ME), Roy Yaple (MI), Kelly Palmateer (NY), Natalie Dalton (VA), Joy Swantz (WI)

Resources:

- [Why Visual Analytics?](#)
- [What is Data Visualization? Definition, Examples, and Learning Resources](#)
- [What Data Collaboration Looks Like and How to Achieve It](#)
- [Tableau Dashboard Showcase](#)

UNITY TRAINING & TRANSITION FEEDBACK SURVEY

2021

The purpose of this survey was to obtain feedback about the preparatory training and transition to the UNITY data system, which went live for compact offices on Monday, May 17, and for all users on Wednesday, May 19, 2021. The survey was commissioned by the ICJ Training, Public Relations, & Education and Information Technology Committees. Responses were voluntary and anonymous. The survey opened on Tuesday, July 29 and closed Friday, August 13, 2021. The National Office disseminated the survey via email to all UNITY users with Talent LMS accounts. *Some questions were only presented to ICJ Commissioners/Designees and ICJ Staff and are noted as such.



Contents

Audience	2
Training and Transition Resources.....	4
UNITY User Experience	6

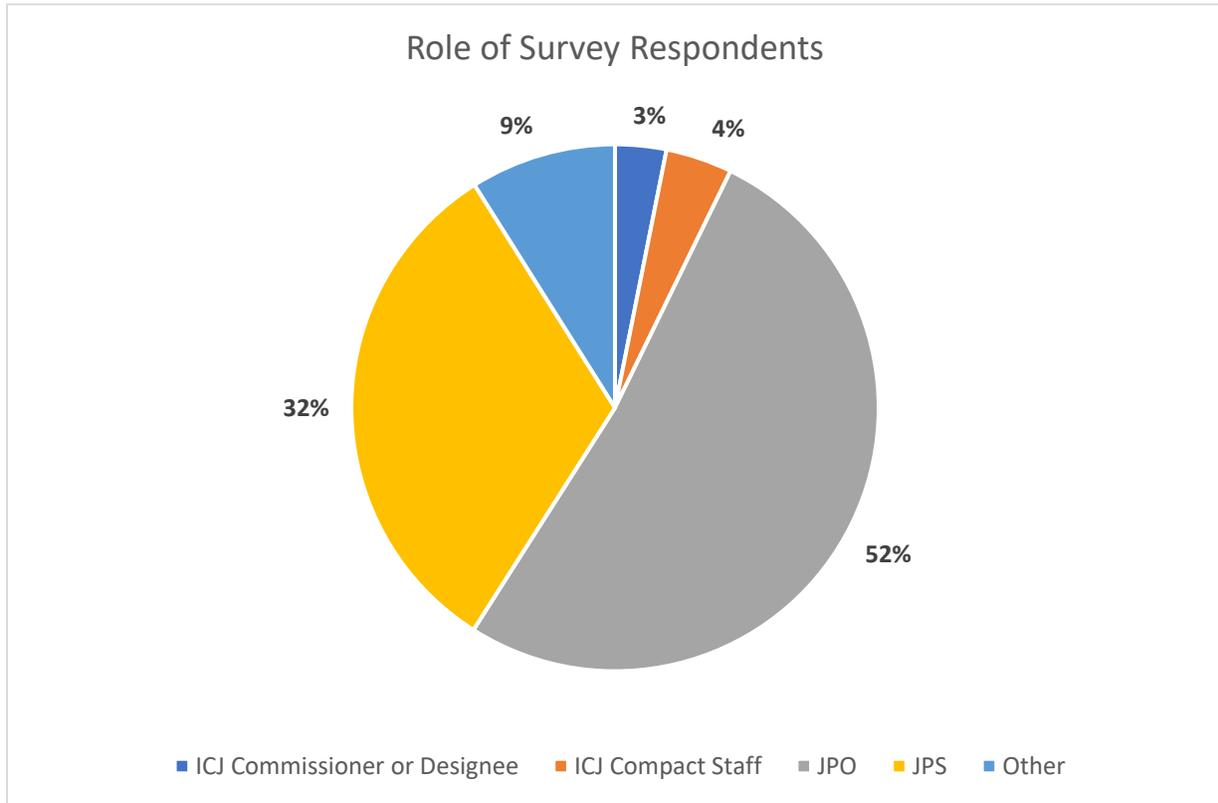
Audience

This section provides information on the survey respondents, including their role, frequency of UNITY usage, and state roll-out model.

Population = 4,964

Response Rate: 12.8 % (n = 637)

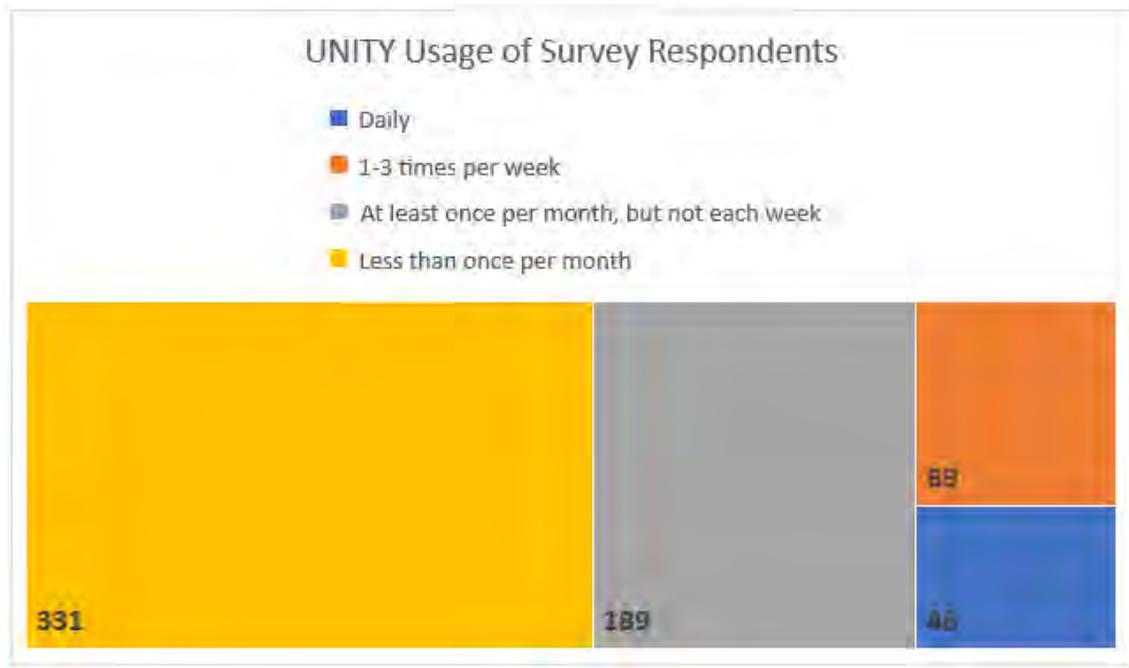
Completion Rate: 92 %



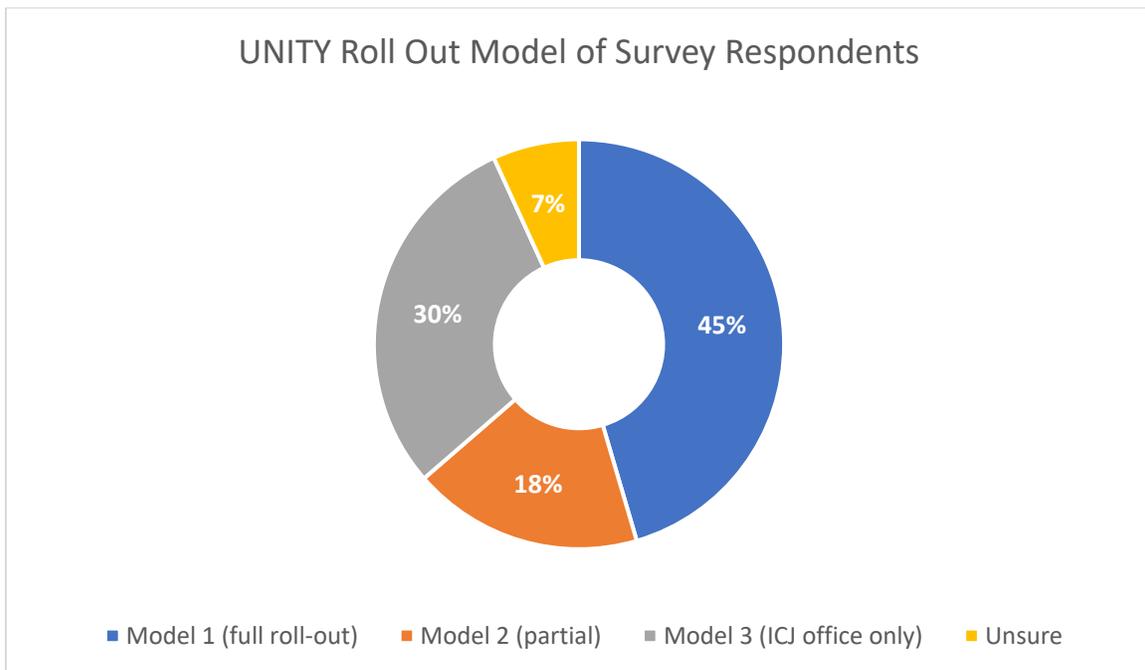
Answered = 637

Of the 57 respondents who indicated "Other":

- 16 = JPO/JPS
- 14 = Administrator/Administrative Assistant
- 10 = Courts
- 7 = Social Worker
- 6 = Other
- 2 = Corrections
- 1 = ICJ Office



Answered = 637

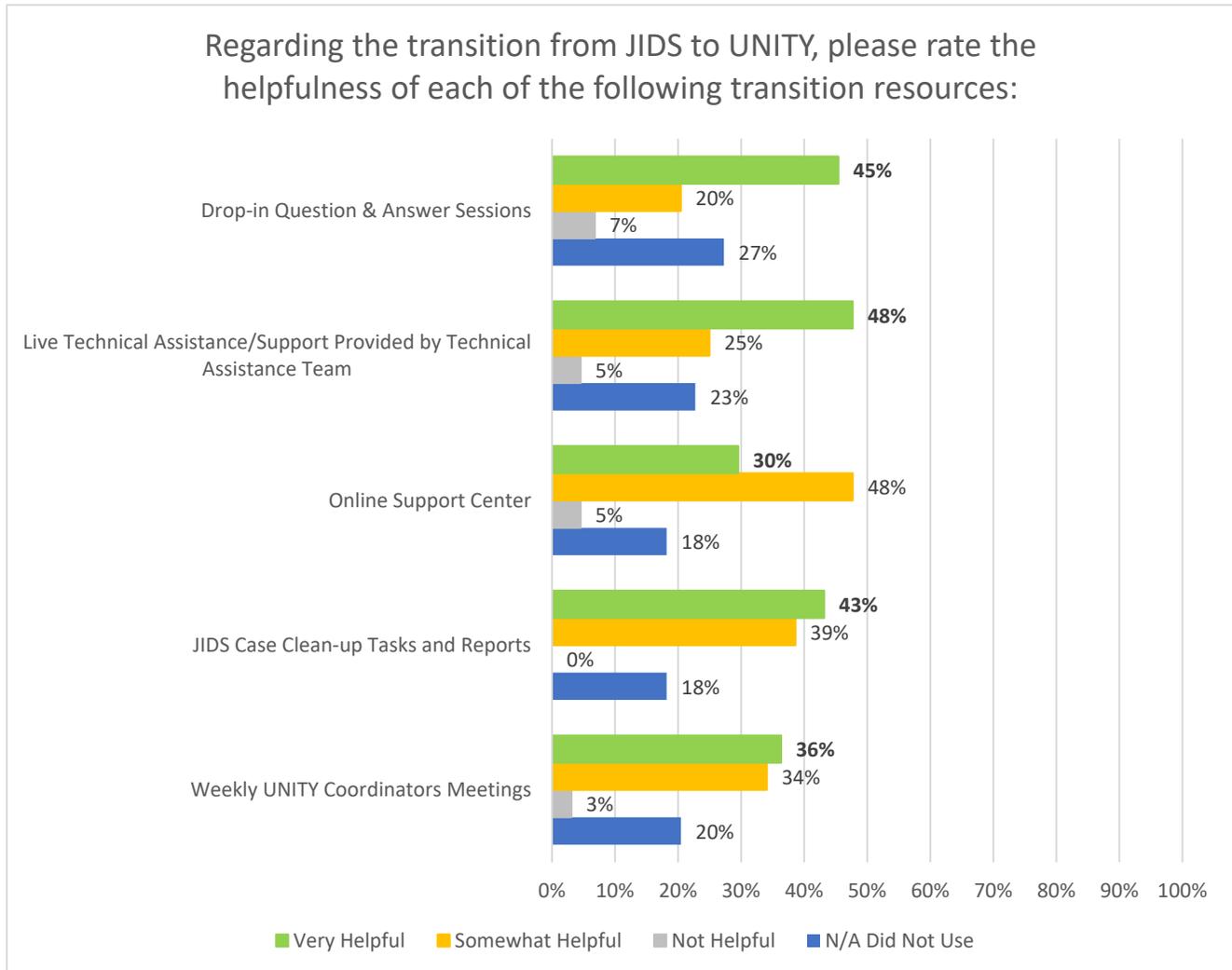


Answered = 44* Skipped = 593

*Only ICJ Commissioners/Designees and ICJ Staff were presented with this question

Training and Transition Resources

This section provides information on the training and transition resources provided by the Commission.



Answered = 44* Skipped = 593

*Only ICJ Commissioners/Designees and ICJ Staff were presented with this question

Transition Resources Weighted Averages (Where 1 is Not Helpful, 2 is Somewhat Helpful and 3 is Very Helpful):

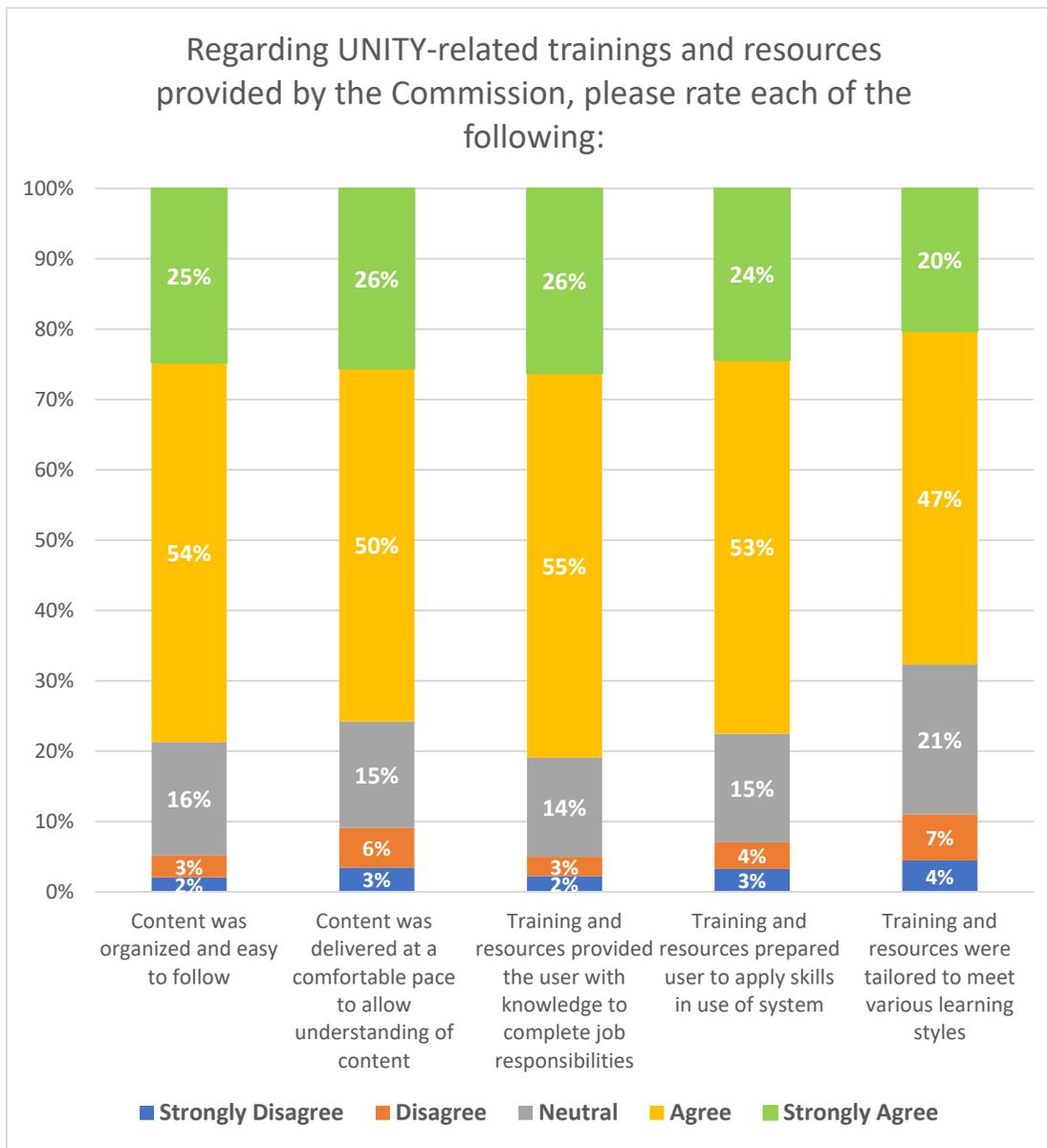
1. JIDS Case Clean-up Tasks and Reports = 2.07
2. Live Technical Assistance/Support provided by Technical Assistance Work Team = 1.98
3. Online Support Center = 1.89
4. Weekly Coordinator Meetings = 1.86
5. Drop-In Question & Answer Sessions = 1.84

Rank the Training Resources in Order of Helpfulness

Training Resources Rankings & Weighted Averages (Where 1 is Most Helpful and 5 is Least Helpful):

1. On Demand Courses Available on Talent LMS = 3.89
2. UNITY Training Site (practice site) = 3.27
3. Live Transition Preparation Sessions = 2.95
4. UNITY Training Toolkit = 2.71
5. Documents/Resources Provided on the Commission's Website = 2.47

Answered = 559 Skipped = 78



Answered = 582 Skipped = 55

UNITY User Experience

This section provides information on the user experience in UNITY, including the transition from JIDS to UNITY, the features of the new system, and user support.

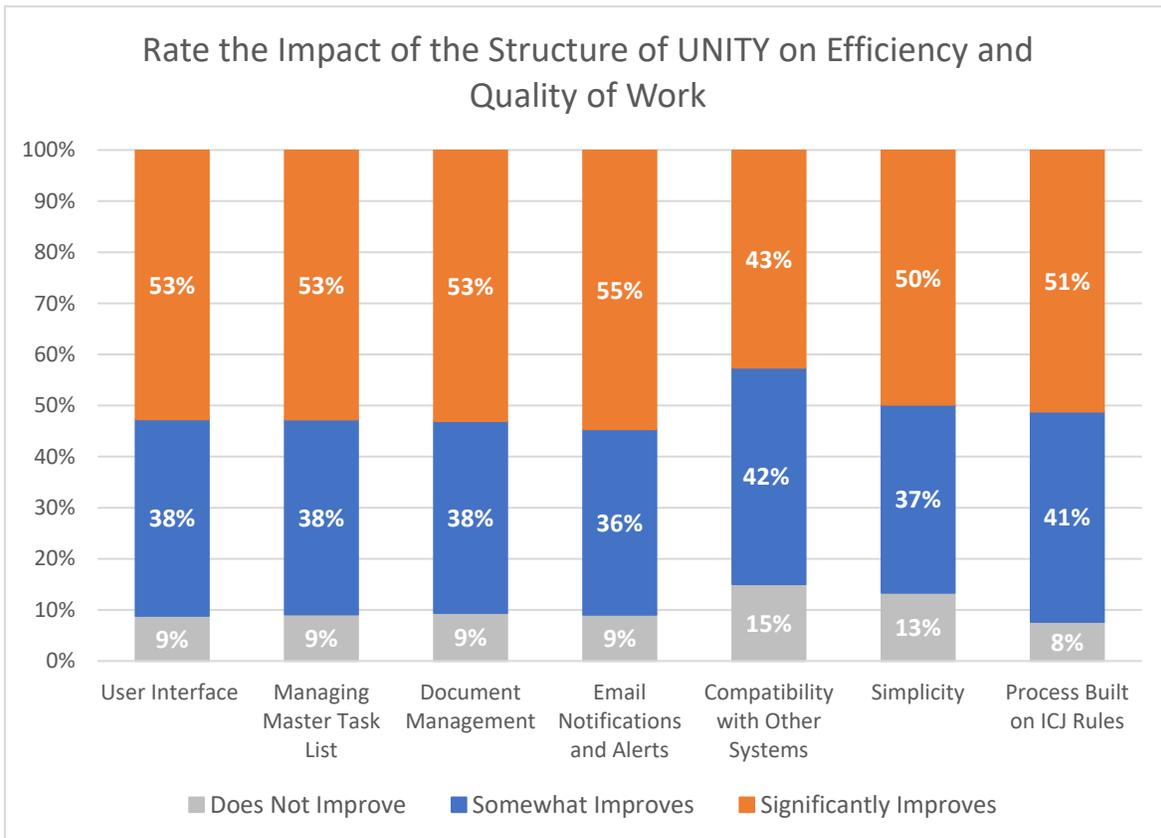
Rate the Transition from JIDS to UNITY



Not Acceptable = 1 (2%) Acceptable = 19 (46%) Excellent = 21 (51%)

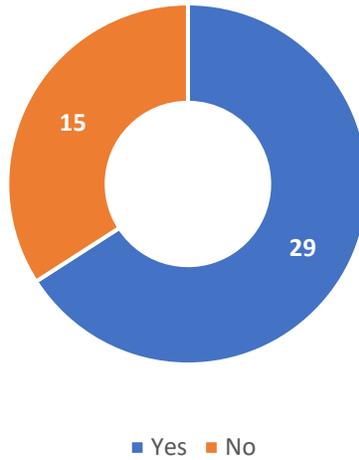
Answered = 41* Skipped = 596

*Only ICJ Commissioners/Designees and ICJ Staff were presented with this question



Answered = 612 Skipped = 25

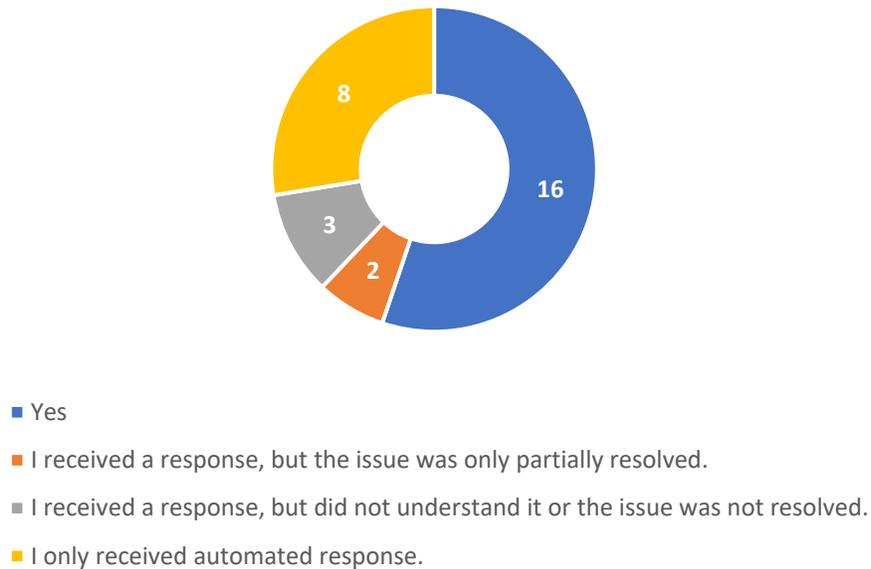
Since the UNITY go-live, have you requested support?



Answered = 44* Skipped = 593

*Only ICJ Commissioners/Designees and ICJ Staff were presented with this question

Following submission of a support request, did you receive a clear, complete, and understandable response?



Answered = 29* Skipped = 608

*Only ICJ Commissioners/Designees and ICJ Staff were presented with this question



2021 ANNUAL BUSINESS MEETING

Promoting Justice, Equity, and UNITY

MONDAY, OCTOBER 4 - THURSDAY, OCTOBER 7, 2021

EAST REGION REPORT FOR 2021

To: Interstate Commission for Juveniles

From: Becki Moore, East Region Representative
Designee, Massachusetts

Date: August 20, 2021

The East Region met via WebEx four times since the 2020 Annual Business Meeting – in November of 2020 and in January, June and July of 2021. Trissie Casanova (VT) was appointed the alternate regional representative for East Region. Delaware appointed Francis “Mike” Casey as the ICJ Commissioner and Christine Norris as his designee. Additionally, Tasha Hunt (CT) appointed Nordia Napier as her designee.

During the East Region meetings, the members regularly received updates regarding Executive Committee meetings and discussed individual state updates as well as ongoing UNITY conversion updates.

The East Region reviewed and discussed potential Rule Proposal amendments for consideration at this year’s Annual Business Meeting. After much thoughtful deliberation, the region decided to not put forth any proposed rule amendments for consideration.

The East Region continues to discuss best practices within jurisdictions during our Strategies Roundtable standing agenda item. The Strategies Roundtable agenda item allows for dedicated time on each East Region agenda to share knowledge and learn from one another regarding priority issues encountered by staff administering and youth served by the commission. As a region, we most recently discussed the incorporation of standard language regarding interstate matters on states’ conditions of release documents.

During each meeting, states regularly provided updated related to COVID-19 pandemic and its impact on operations. We discussed policy revisions and available supports within the commission during the ongoing public health crisis and shared how each jurisdiction was managing the pandemic locally.

I am thankful for the opportunity to serve as the East Region Representative and look forward to our collaborative work together both as a region and as a commission and appreciate the commission's efforts during the last year to further enhance fully representative and diverse collaboration among all commission members through its recognition to promote racial justice throughout ICJ operations.

Thank you for the opportunity to serve.

Respectfully submitted,

Becki Moore

Becki Moore
East Region Representative
Designee (MA)

INTERSTATE COMMISSION FOR JUVENILES

East Region Meeting Agenda

October 5, 2021 – 2021 Annual Business Meeting
10:00 a.m. ET
*Via ZOOM**



Call to Order – *Representative Becki Moore (MA)*

Roll Call – *Jenny Adkins, ICJ National Office Staff*

Approval of Agenda

Approval of Minutes

- July 29, 2021

Discussion

- Executive Committee Update(s)
- Strategies Roundtable
 - New Hampshire – CHild In Need of Services (CHINS) Juveniles and the Compact
- State Updates/Concerns

Old Business

New Business

Adjourn

**This meeting is recorded.*



2021 ANNUAL BUSINESS MEETING

Promoting Justice, Equity, and UNITY

MONDAY, OCTOBER 4 - THURSDAY, OCTOBER 7, 2021

SOUTH REGION REPORT FOR 2021

To: Interstate Commission for Juveniles

From: Daryl Liedecke, South Region Representative
Commissioner, Texas

Date: August 17, 2021

Since the 2020 ICJ Annual Business Meeting (ABM), the South Region weathered a year marked by the ups and downs of fulfilling our mission to the Compact under the constant changes of the pandemic. A transition to a new ICJ data transfer system was thrown in as well, just for good measure. The South Region met four times since the last 2020 ICJ Annual Business Meeting: December 8, 2020; February 4, 2021; May 6, 2021; and July 22, 2021.

The year began with the election of Daryl Liedecke, Commissioner and Deputy Compact Administrator (DCA) for Texas, as the Region Representative and the appointment of Sherry Jones, Commissioner and DCA for Maryland, as the Alternate Region Representative.

The South Region was pleased to welcome some new appointments and hires to ICJ positions in several states. In North Carolina, Stephen Horton was appointed Commissioner, replacing Traci Marchand, who accepted a new position in North Carolina. Alabama saw the appointment of Latosha Mallory as DCA, following the retirement of Kaki Sanford; and the invaluable “pinch hitting” of Fateemah Abdul-Rahman working in that capacity during the transition period. Several member states saw Compact Office staff advance to new positions and new challenges or the joy of hard-earned retirement and we wish them all well.

The transition from JIDS to UNITY in May 2021 was one of the major success stories for the South Region and the Nation. While member states had concerns about the transition, the South Region has adapted well to the new system and looks forward to further developments to the system. We are proud of our member states and staff that have played key roles in the development, implementation and training for UNITY to make the launch a success.

The COVID 19 pandemic remains one of the biggest factors in completing the work of the ICJ. States in the South Region have reported various ways of working within the pandemic over the past year. Many state ICJ offices have transitioned to permanent work from home while others returned to working in their regular offices, on at least a

limited basis. Furthermore, states advise a wide variety of responses in how their probation and parole offices provide supervision to juveniles under the ICJ. Despite the challenges, the ICJ offices report continued supervision and ICJ operations to the best of their ability. ICJ staff members from across the South Region continue to serve on all ICJ committees and work groups, and we are proud of the contributions they have made to those groups. We are proud of our member states' commitment to the ICJ, to all member states and to each other, during this turbulent time. We look forward to continuing our successful work into next year, hopefully with the lifting of at least some of the burdens we have all carried during this time.

Respectfully submitted,

Daryl Liedecke

Daryl Liedecke
South Region Representative
Commissioner (TX)

Sherry Jones

Sherry Jones
South Region Alternate Representative
Commissioner (MD)

INTERSTATE COMMISSION FOR JUVENILES

South Region Meeting Agenda

October 5, 2021 – 2021 Annual Business Meeting
10:00 a.m. ET
Via ZOOM*



Call to Order – *Representative Daryl Liedecke (TX)*

Roll Call – *MaryLee Underwood*

Approval of Agenda

Approval of Minutes

- July 22, 2021

Discussion

- Executive Committee Update(s)
- 2021 Annual Business Meeting
- State Updates/Concerns
 - Alabama
 - Arkansas
 - District of Columbia
 - Florida
 - Georgia
 - Kentucky
 - Louisiana
 - Maryland
 - Mississippi
 - Missouri
 - North Carolina
 - Oklahoma
 - South Carolina
 - Tennessee
 - Texas
 - Virginia
 - West Virginia

Old Business

New Business

Adjourn

*This meeting is recorded.



2021 ANNUAL BUSINESS MEETING

Promoting Justice, Equity, and UNITY

MONDAY, OCTOBER 4 - THURSDAY, OCTOBER 7, 2021

MIDWEST REGION REPORT FOR 2021

To: Interstate Commission for Juveniles

From: Charles Frieberg, Midwest Region Representative
Commissioner, South Dakota

Date: August 20, 2021

First, I would like to express a sincere thanks to all the Commissioners and National Staff for navigating through a very interesting time the last two years. We have never had to deal with a pandemic and, as we all learned from each other, I believe the Interstate Commission for Juveniles is the best shape than it ever has been.

Since the last Annual Business Meeting (ABM), the Midwest Region has met four times. The meetings were held on December 3, 2020, February 4, 2021, May 27, 2021 and July 27, 2021. During the meetings, most the discussion was centered around the transition from JIDS to UNITY. As the start date for UNITY was set back, it seemed to help the region member states to take a deep breath and prepare for the UNITY go-live date in May.

Once UNITY was up and running, the conversation changed to how smooth the members felt that the transition occurred. I would personally like to publicly thank the following Midwest Region individuals who served on one or more of the UNITY Teams and worked many hours assisting with the data system rollout: Kellianne Torres (IA), Holly Kassube (IL), Nita Wright (IN), Roy Yapple (MI), Abbie Christian (NE), Jessica Wald (ND), Nate Lawson (OH), and Joy Swantz, (WI). Without the dedication of these Midwest Region members, and others, the rollout would not have been as smooth as it was.

With the new process for elections within the ICJ, I am hoping more people will be willing to step up and run for one of the officer positions, region representative, or be willing to chair one of the committees.

Throughout this year, I believe the Midwest Region has had productive meetings and thoughtful discussions to help benefit the entire organization.

I would like to thank the Midwest Region for allowing me the opportunity to be their Representative. It has really given me a better understanding of the ICJ and the great leadership that we have.

I wish we were all in person to enjoy each other's company, but the right decision was made for the virtual meeting again this year. I look forward to seeing everybody at the virtual ABM.

Thank you for the opportunity to serve.

Respectfully submitted,

Charles Frieberg

Charles Frieberg
Midwest Region Representative
Commissioner (SD)

INTERSTATE COMMISSION FOR JUVENILES

Midwest Region Meeting Agenda

October 5, 2021 – 2021 Annual Business Meeting
3:30 p.m. ET
Via ZOOM*



Call to Order – *Representative Chuck Frieberg (SD)*

Roll Call – *Jenny Adkins, National Office*

Approval of Agenda

Approval of Minutes

- July 27, 2021

Discussion

- Committee Updates
- Leadership Series
- 2021 Annual Business Meeting
- Nominations and Elections Process
- 2021 Rule Proposals
- State Updates/Concerns

Old Business

New Business

Adjourn

*This meeting is recorded.



2021 ANNUAL BUSINESS MEETING

Promoting Justice, Equity, and UNITY

MONDAY, OCTOBER 4 - THURSDAY, OCTOBER 7, 2021

WEST REGION REPORT FOR 2021

To: Interstate Commission for Juveniles

From: Michael Farmer, West Region Representative
Designee, California

Date: August 19, 2021

The West Region met four times via WebEx since the first ever virtual Annual Business Meeting conducted in October 2020. Region meetings were held on November 18, 2020, January 19, 2021, May 13, 2021, and July 20, 2021.

The region received regular updates from the ICJ Executive Committee and National Office related to the business of the Commission. There was regular discussion about the transition from JIDS to UNITY, related to both preparation and Go-Live. Various rule change recommendations and proposals were discussed throughout the year. The Region also regularly heard from members of the various ICJ committees, specifically Information Technology, Training, and the Ad Hoc Committee on Racial Justice.

Meetings this year often focused on state updates and the ongoing impact of COVID-19 to the operations of state ICJ offices as well as probation and parole offices throughout the region. As a region, we discussed state and local policies related to the detention of non-delinquent runaways in light of trends to deinstitutionalize this population.

The West Region had no changes in Commissioner or Designee roles during this reporting year. We did welcome new Compact office staff in Alaska, Nevada, Utah, and Washington.

I am thankful for the opportunity to serve as the West Region Representative and look forward to next year as continue our work together as a Region and as a Commission to address the needs of the juveniles we serve.

Respectfully submitted,

Michael Farmer

Michael Farmer
West Region Representative
Designee (CA)

INTERSTATE COMMISSION FOR JUVENILES

West Region Meeting Agenda

October 5, 2021 – 2021 Annual Business Meeting
3:30 p.m. ET
Via ZOOM*



Call to Order – Representative Michael Farmer (CA)

Roll Call – MaryLee Underwood

Approval of Agenda

Approval of Minutes

- July 20, 2021

Discussion

- Executive Committee Updates
- Alternate West Region Representative
- Roundtable
 - Holding Non-Delinquent Minors
 - Unaccompanied Minors
- State Updates/Concerns
 - Oregon
 - Utah
 - Washington
 - Wyoming
 - Alaska
 - Arizona
 - California
 - Colorado
 - Hawaii
 - Idaho
 - Montana
 - Nevada
 - New Mexico

Old Business

New Business

Adjourn

*This meeting is recorded.



2021 VIRTUAL ANNUAL BUSINESS MEETING



Serving Juveniles while
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juvenilecompact.org

AGENDA

(all times indicated in EST)

WEDNESDAY, OCTOBER 6

1:00 PM - 5:00 PM

2021 ICJ Annual Business Meeting Training Session

1:00 PM - 2:45 PM

Interactive Keynote: Leading Forward

Back by popular demand, Hasan Davis will explore how we can capitalize on the dynamic energy of the past year and embrace opportunities to find better ways forward. In the bigger conversation of diversity and equity, we must be committed to creating a brave space to explore our own biases and consider how the framework of Procedural Justice might inform our next body of work. In this address, Mr. Davis will explore how getting uncomfortable in difficult conversations can pave the way for greater understanding and employing procedural justice in our systems and among our teams to ensure better outcomes for the youth, families, and communities we serve. Come ready to chat, with an open ear and heart.

3:00 PM - 5:00 PM

Finding A Way: Racial Equity through Procedural Justice

Panel discussion featuring members of the Ad Hoc Committee on Racial Justice focused on strategies to ensure racial equity throughout our work



2021 ANNUAL BUSINESS MEETING

MONDAY, OCTOBER 4 - THURSDAY, OCTOBER 7, 2021

Interactive Keynote Address: Leading Forward

Wednesday October 6, 2021 | 1:00-2:45 PM EST

Back by popular demand, [Hasan Davis](#) will explore how we can capitalize on the dynamic energy of the past year and embrace opportunities to find better ways forward. In the bigger conversation of diversity and equity, we must be committed to creating a brave space to explore our own biases and consider how the framework of Procedural Justice might inform our next body of work.

In this address, Mr. Davis will explore how getting uncomfortable in difficult conversations can pave the way for greater understanding and employing procedural justice in our systems and among our teams to ensure better outcomes for the youth, families, and communities we serve. Come ready to chat, with an open ear and heart.

Glossary

Racial justice is the systematic fair treatment of people of all races that results in equitable opportunities and outcomes for everyone. All people are able to achieve their full potential in life, regardless of race, ethnicity or the community in which they live. A “racial justice” framework can move us from a reactive posture to a more powerful, proactive and even preventive approach.

Explicit bias is the traditional conceptualization of bias. With explicit bias, individuals are aware of their prejudices and attitudes toward certain groups. Positive or negative preferences for a particular group are conscious. Overt racism and racist comments are examples of explicit biases.

Equity is defined as “the state, quality or ideal of being just, impartial and fair.” The concept of equity is synonymous with fairness and justice. It is helpful to think of equity as not simply a desired state of affairs or a lofty value. To achieve and sustain equity, it needs to be thought of as a structural and systemic concept.

Equity involves trying to understand and give people what they need to enjoy full, healthy lives. **Equality**, in contrast, aims to ensure that everyone gets the same things in order to enjoy full, healthy lives. Like equity, equality aims to promote fairness and justice, but it can only work if everyone starts from the same place and needs the same things.

Person-Role-System (PRS) is a framework for thinking about and designing results engagements. It is a mental model used to formulate strategies for transformation and change by understanding the dynamic, reciprocal relationships between and among persons in role and the systemic structures in which they function. There are skills associated with each of the aspects – person, role, and system, which can be focused on and developed to mastery.



2021 ANNUAL BUSINESS MEETING

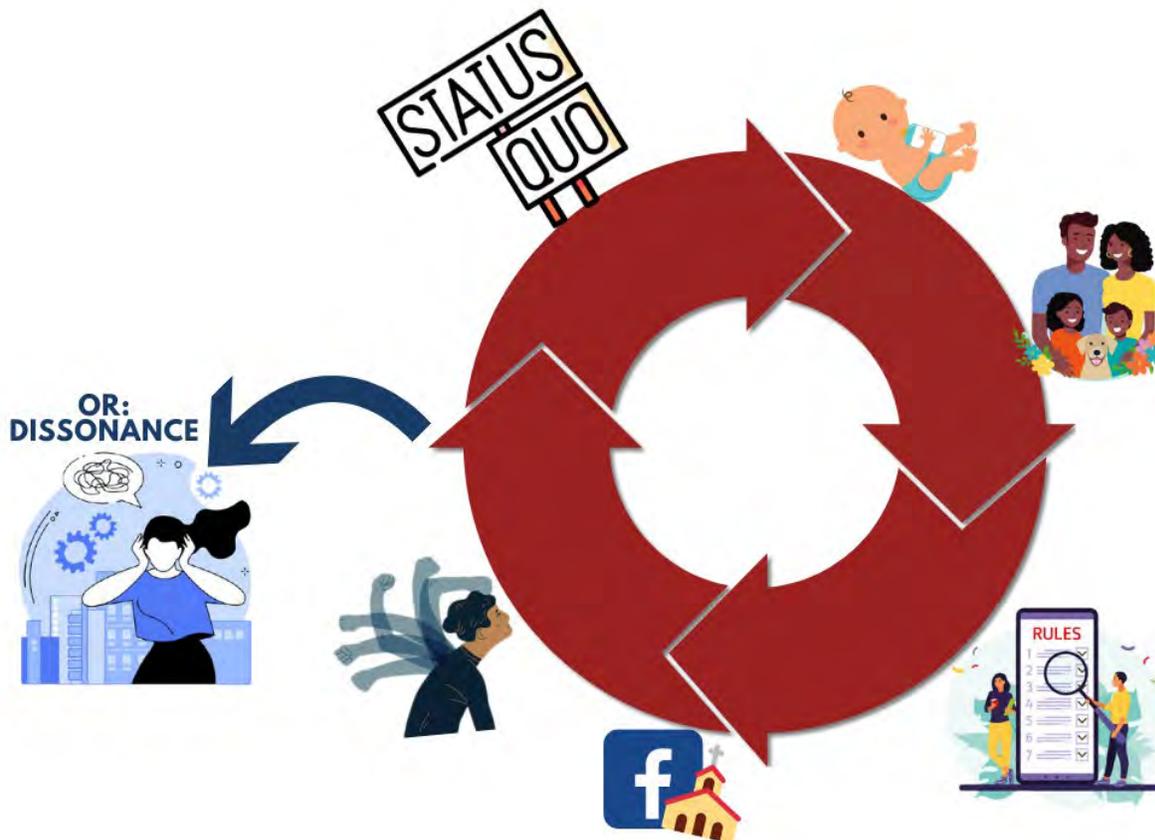
MONDAY, OCTOBER 4 - THURSDAY, OCTOBER 7, 2021

Procedural justice refers to the idea of fairness in the processes that resolve disputes and allocate resources. It is a concept that, when embraced, promotes positive organizational change and bolsters better relationships.

There are two types of **bias**. In the case of **explicit** or **conscious bias**, the person is very clear about his or her feelings and attitudes, and related behaviors are conducted with intent. This type of bias is processed neurologically at a conscious level as declarative, semantic memory, and in words. Conscious bias in its extreme is characterized by overt negative behavior that can be expressed through physical and verbal harassment or through more subtle means such as exclusion.

Implicit bias involves all of the subconscious feelings, perceptions, attitudes, and stereotypes that have developed as a result of prior influences and imprints. It is an automatic positive or negative preference for a group, based on one's subconscious thoughts. However, implicit bias does not require animus; it only requires knowledge of a stereotype to produce discriminatory actions. Implicit bias can be just as problematic as explicit bias, because both may produce discriminatory behavior. With implicit bias, the individual may be unaware that biases, rather than the facts of a situation, are driving his or her decision-making.

Implicit Bias Diagram





2021 ANNUAL BUSINESS MEETING

MONDAY, OCTOBER 4 - THURSDAY, OCTOBER 7, 2021

1

BIRTH

BORN INTO SOCIAL GROUP, NO CHOICE,
NO INFORMATION, NO MISINFORMATION,
NO BIAS OR STEREOTYPES

2

ENVIRONMENTAL SOCIALIZATION

PARENTS, FAMILY MEMBERS, PEERS,
TEACHERS, PEOPLE WE GROW TO TRUST

3

SHAPING OF NORMS, VALUES, ROLES, & RULES BY:

STEREOTYPES, MYTHS, INFORMATION,
MISINFORMATION

4

REINFORCEMENT BY:

MEDIA, SCHOOLS, RELIGIOUS
INSTITUTIONS, GOVERNMENT/LAWS,
PRIVILEGES/PUNISHMENTS,
DISCRIMINATION, EMPOWERMENT

5

RESULTING IN:

GUILT/FEAR, HATE/IGNORANCE,
HURT/RANGE, CONFUSION/STRESS, SELF-
HATE/DEHUMANIZATION, DEFENSIVENESS

6

COLLUSION CONSCIOUS OR UNCONSCIOUS ACCEPTANCE

DO NOTHING, PROMOTE STATUS QUO,
PASS IT ON



2021 ANNUAL BUSINESS MEETING

MONDAY, OCTOBER 4 - THURSDAY, OCTOBER 7, 2021

Finding A Way: Racial Equity through Procedural Justice

Wednesday October 6, 2021 | 3:00-5:00 PM EST

In the summer of 2020, the Interstate Commission for Juveniles adopted an Action Plan to Promote Racial Justice after long-standing racial injustice in our country was highlighted by the killings of countless Black Americans. Though most criminal and juvenile justice professionals are honorable, dedicated, and courageous individuals, there is overwhelming evidence that people of color are disproportionately represented in all levels of the criminal justice system. As a national juvenile justice organization committed to promoting the safety and well-being of juveniles and communities, the Commission has a unique opportunity to serve as a force for positive change.

As part of the Action Plan to Promote Racial Justice, the Commission created the Ad Hoc Committee on Racial Justice to perform an internal procedural justice assessment. This committee was charged with analyzing data regarding ICJ operations, as well as ICJ Rules, policies, and resources. The Ad Hoc Committee was also directed to make specific recommendations for change to the Commission.

During this session, Ad Hoc Committee Members will present their recommendations and explore other ways to apply procedural justice principles. Panelists include:

- **Tasha Hunt**, Ad Hoc Committee on Racial Justice Co-Chairperson, Connecticut ICJ Commissioner
- **Becki Moore**, Ad Hoc Committee on Racial Justice Co-Chairperson, Massachusetts ICJ Designee/Deputy Compact Administrator
- **Sherry Jones**, Maryland ICJ Commissioner
- **Edwin Lee, Jr.**, New Jersey ICJ Designee
- **Roy Yaple**, Michigan ICJ Commissioner

“[Procedural justice](#)” refers to the idea of fairness in the processes that resolve disputes and allocate resources. It is a concept that, when embraced, promotes positive organizational change and bolsters better relationships.

- The four pillars of procedural justice are:
- 1) **Respect**: All are treated with respect and dignity
 - 2) **Neutrality**: Decisions are unbiased and guided by transparent reasoning
 - 3) **Voice**: All are given a chance to tell their side of the story
 - 4) **Trustworthiness**: Decision makers convey trustworthy motives about those impacted by their decisions





2021 ANNUAL BUSINESS MEETING

MONDAY, OCTOBER 4 - THURSDAY, OCTOBER 7, 2021

Recommendations from the Ad Hoc Committee on Racial Justice

Recommendation #1: Amend ICJ Rules to Ensure Equitable use of Graduated Sanctions

To help ensure that juveniles are treated equitably, the Ad Hoc Committee recommended that Rule 5-103(1) be amended, as described below. The Rules Committee recommended the adoption of this proposal, which will be voted upon at the ABM General Session on Thursday, October 7, 2021.

Rule Proposal

Rule 5-103: Reporting Juvenile Non-Compliance, Failed Supervision and Retaking

1. At any time during supervision if a juvenile is out of compliance with conditions of supervision, the receiving state shall notify the sending state using Form IX Quarterly Progress, Violation or Absconder Report, which shall contain:
 - a) the date of the new citation or technical violation that forms the basis of the violation;
 - b) description of the new citation or technical violation;
 - c) status and disposition, if any;
 - d) supporting documentation regarding the violation including but not limited to police reports, drug testing results, or any other document to support the violation;
 - e) ~~efforts or interventions~~ **description of efforts made to redirect the behavior including therapeutic interventions, incentives and/or graduated sanctions, or other corrective actions made to redirect the behavior consistent with supervision standards in the receiving state; and**
 - f) ~~sanctions if they apply;~~
 - g) receiving state recommendations.

The purpose of this amendment is to highlight the importance of using graduated sanctions and other structured responses to redirect behavior. This amendment also consolidates subsections 1(e) and 1(f) to clarify that redirecting behavior should be the purpose of both incentives and graduated sanctions.

The Ad Hoc Committee on Racial Justice believes increased focus on use of graduated sanctions and other structured responses will help ensure all youth and families serviced through ICJ are treated justly regardless of their race, sexual orientation, gender, cognitive ability, socioeconomic status, victimization, adjudicated offense, and location. Such responses aid in reducing the number of failed placements resulting in revocation and racial disparities in the juvenile facilities nationally by redirecting all at risk youth behavior and stabilizing his/her living situation, thus increasing the number of successful terminations, and maintaining public safety.

According to Bill Shepardson of the Annie E. Casey Foundation, "To center the work around equity, leaders must go beyond surface solutions and really pay attention to the systemic factors



2021 ANNUAL BUSINESS MEETING

MONDAY, OCTOBER 4 - THURSDAY, OCTOBER 7, 2021

that are producing inequitable results for certain groups.” The Commission can “go beyond surface solutions” by amending this rule so that supervising agents are encouraged to act in ways that address factors that contribute to negative behaviors and promote positive outcomes.

The Commission and ICJ Office Staff can encourage supervising agents to act in ways that enhances youth and family's positive perception of fairness/equity. As discussed in Good Probation Practice Desktop Guide on Equity Practices, this can be achieved when:

- a) the youth/family understand procedural justice;
- b) the youth/family are allowed to have a voice in the development of treatment plan;
- c) the youth/family are respected and receive unbiased treatment services in the
- d) community and short-term Out-of-Home Placements (only when necessary); and
- e) processes/decisions are clear and effective.

According to Point Park University Criminal Justice Administrator article titled, “Juvenile Recidivism: A Second Chance,” evidence-based programs (Multi-Systemic Therapy, Functional Family Therapy, etc.) aim to address factors that contribute to negative behaviors (i.e., truancy, recidivism, active drug use, anti-social activities, etc.) thus promoting positive social interactions. For example, an MST therapist works with both children and “parents to empower them, create more family support systems and incentives, and remove negative influences.”

Recommendation #2: Update the ICJ Vision, Mission, and Values Statements

To reflect the Commission’s commitment to equity and racial justice, the Ad Hoc Committee recommended that the Vision, Mission, and Values statements be updated. In July 2020, the Executive Committee recommended that the Commission adopt the recommended amendments at the ABM General Session on Thursday, October 7, 2021.

ICJ Mission Statement

The Interstate Commission for Juveniles, the governing body of the Interstate Compact for Juveniles, through means of joint and cooperative action among the compacting states, preserves child welfare and promotes public safety interests of citizens, including victims of juvenile offenders. **With a focus on racial justice, by the Commission** provides enhanced accountability, enforcement, visibility, and communication in the return of juveniles who have left their state of residence without permission and in the cooperative supervision of delinquent juveniles who travel or relocate across state lines.

ICJ Vision Statement

The Interstate Commission for Juveniles will promote public safety, victims' rights, and juvenile accountability that is balanced with safeguarding those juveniles **in a fair and equitable way.**



2021 ANNUAL BUSINESS MEETING

MONDAY, OCTOBER 4 - THURSDAY, OCTOBER 7, 2021

ICJ Values Statement

The Interstate Commission for Juveniles values:

1. We **honor the Compact's spirit** of communication, collaboration and mutual respect among all parties in the Compact.
2. We **hold ourselves accountable** to our compact agreements.
3. We expect and support **continuous knowledge and skill development**.
4. We **seek sustainability of ICJ** via leadership development and national visibility.
5. **We value racial diversity and seek equitable outcomes and experience for all juveniles served by the Compact and all parties in the Compact.**
6. We ensure that **everything we do supports the outcomes** stated in our mission.

Recommendation #3: Enhance the ICJ Nomination and Election Process

In an effort to broaden the pool of applicants while encouraging more diversity in ICJ leadership positions, the ICJ Ad Hoc Committee for Racial Justice and Executive Committee revised the process for the selection of ICJ Officers, Regional Representatives, and Committee Chairpersons.

This process is intended to:

- Establish clearly defined procedures that promote diversity in leadership;
- Ensure voting members have advance knowledge of candidates and their qualification.

This recommendation was adopted by the Executive Committee in July 2021. It is being used for the nomination and election of officers at the 2021 Annual Business Meeting. Information regarding the process is available on the [Commission's website](#).

Recommendation #4: Re-establish the Ad Hoc Committee on Racial Justice for FY 2022

Ad hoc committees are temporary committees that can be formed by the Executive Committee to perform a specific task and are dissolved when the task is completed. Because there is much more to be done, the Ad Hoc Committee on Racial Justice recommended that the committee be re-established for FY 2022. In August, the Executive Committee accepted their recommendation.

Interested Commission Members who are invited to volunteer using [this electronic form](#).



2021 VIRTUAL ANNUAL BUSINESS MEETING



Serving Juveniles while
Protecting Communities

juvenilecompact.org

AGENDA

(all times indicated in EST)

THURSDAY, OCTOBER 7

1:00 PM - 4:00 PM

2021 ICJ Annual Business Meeting General Session

Call to Order - Jacey Rader

Roll Call - MaryLee Underwood via SpotMe

Opening Remarks - Jacey Rader

Approval of Agenda

Approval of Minutes

Committee Reports

- Executive Committee - Jacey Rader
- Information Technology Committee - Anne Connor
- Training Committee - Felicia Dauway
- Compliance Committee - Natalie Dalton
- Finance Committee - Corrie Copeland and Nate Lawson
- Rules Committee - Tracy Hudrlik
- Ad Hoc Committee on Racial Justice - Tasha Hunt

Legal Counsel Report - Rick Masters

Old Business

New Business

Call to the Public

Election of Officers - Judge Hiram Puig-Lugo

Adjourn

Interstate Commission for Juveniles
2020 Annual Business Meeting
October 21, 2020
2:00 PM ET
General Session Minutes



Call to Order

The 2020 Annual Business Meeting of the Interstate Commission for Juveniles was called to order by Commission Chair Jacey Rader (NE) at 2:00 p.m. ET, October 21, 2020. Due to the global COVID-19 pandemic, the meeting was convened using web conferencing technology.

Roll Call

Executive Director MaryLee Underwood advised members that they should indicate their presence using the SpotMe platform. All fifty-two (52) Commission members were in attendance; thus, quorum was established. Seven (7) ex officio members also attended.

Voting Members in Attendance:

- | | |
|-------------------------|----------------------------------|
| 1. Alabama | Patrick J. Pendergast, Designee |
| 2. Alaska | Shannon Dilley, Commissioner |
| 3. Arizona | Howard Wykes, Designee |
| 4. Arkansas | Judy Miller, Designee |
| 5. California | Michael Farmer, Designee |
| 6. Colorado | Summer Foxworth, Commissioner |
| 7. Connecticut | Tasha Hunt, Commissioner |
| 8. Delaware | Christine Norris, Designee |
| 9. District of Columbia | Jefferson Regis, Commissioner |
| 10. Florida | Agnes Denson, Commissioner |
| 11. Georgia | Tyrone Oliver, Commissioner |
| 12. Hawaii | Kristin Davidson, Commissioner |
| 13. Idaho | Anne Connor, Designee |
| 14. Illinois | Tomiko Frierson, Commissioner |
| 15. Indiana | Mary Kay Hudson, Commissioner |
| 16. Iowa | Kellianne Torres, Designee |
| 17. Kansas | Jeff Cowger, Commissioner |
| 18. Kentucky | Amy Welch, Commissioner |
| 19. Louisiana | Angela Bridgewater, Commissioner |
| 20. Maine | A. Roy Curtis, Designee |
| 21. Maryland | Sherry Jones, Commissioner |
| 22. Massachusetts | Rebecca Moore, Designee |
| 23. Michigan | Roy Yapple, Commissioner |
| 24. Minnesota | Tracy Hudrlik, Commissioner |
| 25. Mississippi | Maxine Baggett, Designee |
| 26. Missouri | Julie Hawkins, Commissioner |

27. Montana	Cathy Gordon, Commissioner
28. Nebraska	Jacey Rader, Commissioner
29. Nevada	David Laity, Commissioner
30. New Hampshire	Caitlyn Bickford, Commissioner
31. New Jersey	Edwin Lee, Jr., Designee
32. New Mexico	Dale Dodd, Commissioner
33. New York	Francesco Bianco, Jr., Designee
34. North Carolina	Traci Marchand, Commissioner
35. North Dakota	Lisa Bjergaard, Commissioner
36. Ohio	Nathan Lawson, Commissioner
37. Oklahoma	Robert Hendryx, Designee
38. Oregon	Nina Belli, Designee
39. Pennsylvania	Wendy Lautsbaugh, Commissioner
40. Rhode Island	JoAnn Niksa, Designee
41. South Carolina	Felicia Dauway, Designee
42. South Dakota	Charles Frieberg, Commissioner
43. Tennessee	Corrie Copeland, Commissioner
44. Texas	Daryl Liedecke, Commissioner
45. Utah	Neira Siaperas, Commissioner
46. Vermont	Trissie Casanova, Designee
47. Virgin Islands	Eavey Monique James, Commissioner
48. Virginia	Natalie Dalton, Commissioner
49. Washington	Jedd Pelander, Commissioner
50. West Virginia	Stephanie Bond, Commissioner
51. Wisconsin	Casey Gerber, Commissioner
52. Wyoming	Maureen Clifton, Commissioner

Ex Officio Members in Attendance:

1. Association of Administrators of the Interstate Compact on the Placement of Children (AAICPC) – Carla Fults
2. Conference of State Court Administrators (COSCA) – Dawn Marie Rubio
3. Interstate Compact for Adult Offender Supervision (ICAOS) – Ashley Lippert
4. National Council of Juvenile and Family Court Judges (NCJFCJ) – Judge Dan Michael
5. National Juvenile Detention Association (NJDA) – Steven Jett
6. National Runaway Safeline (NRS) – Susan Frankel
7. Victims Representative – Trudy Gregorie

ICJ National Office and Legal Counsel in Attendance:

- | | |
|-----------------------|--|
| 1. MaryLee Underwood | Executive Director |
| 2. Emma Goode | Administrative and Training Coordinator |
| 3. Jennifer Adkins | Operations and Policy Specialist |
| 4. Joe Johnson | Systems Project Manager |
| 5. Leslie Anderson | Logistics and Administrative Coordinator |
| 6. Richard L. Masters | Legal Counsel |

Compact Office Staff in Attendance:

- | | | |
|-----|----------------|-----------------------|
| 1. | Alaska | Ellen Hackenmueller |
| 2. | Alaska | Nichel Saceda-Hurt |
| 3. | Alabama | Chanda Leshoure |
| 4. | Alabama | Kaki Sanford |
| 5. | Arkansas | Debra Devine-Holcomb |
| 6. | Connecticut | David Chapman |
| 7. | Connecticut | Nordia Napier |
| 8. | Delaware | Francis "Mike" Casey |
| 9. | Florida | Terrance Clayton |
| 10. | Florida | Demetris Pigford |
| 11. | Florida | Brodean Shepard |
| 12. | Georgia | Tracy Cassell |
| 13. | Hawaii | Shirleen Cadiz |
| 14. | Idaho | Jen Baer |
| 15. | Idaho | Monty Prow |
| 16. | Indiana | April Simmons |
| 17. | Indiana | Turran Blazier |
| 18. | Indiana | Nita Wright |
| 19. | Massachusetts | Robert Lemieux |
| 20. | Minnesota | Rebecca Hillestead |
| 21. | Minnesota | Jessica Raptis |
| 22. | Nebraska | Abbie Christian |
| 23. | Nevada | Gladys Olivares |
| 24. | New Jersey | Shyra Bland |
| 25. | New York | Kelly Palmateer |
| 26. | North Carolina | Stephen Horton |
| 27. | North Dakota | Jessica Wald |
| 28. | Ohio | Andrew Janning |
| 29. | South Carolina | Mason Harrington |
| 30. | South Carolina | Tiffany Howard |
| 31. | South Dakota | Kathy Christenson |
| 32. | South Dakota | Cheryl Frost |
| 33. | Tennessee | Jacqueline Moore |
| 34. | Utah | Raymundo Gallardo |
| 35. | Vermont | Barbara Joyal |
| 36. | Virgin Islands | Vaugh Walwyn |
| 37. | Washington | Dawn Bailey |
| 38. | West Virginia | Lynn Fielder |
| 39. | Wisconsin | Joy Swantz |
| 40. | Wyoming | Brandon Schimelpfenig |

Guests in Attendance:

1. Leslie Archibald
2. Stephania Cueva
3. Hope Cooper
4. Jason Crisco

5. Janel Daniel
6. Hasan Davis
7. Robert Forrest
8. Candi Heller
9. Angel Jones
10. Estebania Lastra-McIntyre
11. John Pacheco
12. Michael Nutt
13. Courtney Rondeau
14. Barno Saturday
15. Patrick Smith
16. Melissa Smith
17. Raymond Tashjian
18. Jada Worth

Opening Remarks

- Commission Chair Jacey Rader (NE) welcomed everyone to the 2020 Annual Business Meeting of the Interstate Commission for Juveniles. Due to the onset of the COVID-19 pandemic, the meeting was transitioned to a virtual format and the agenda was adjusted accordingly.
- Chair Rader noted that seven (7) states appointed new ICJ Commissioners since the last Annual Business Meeting:
 1. Alaska - Shannon Dilley
 2. California - Heather Bowlds
 3. Hawaii - Kristen Davidson
 4. Mississippi - Robert Anderson
 5. Oklahoma - Rachel Holt
 6. New Jersey - Jennifer LeBaron
 7. Tennessee - Corrie Copeland

Agenda

M. Clifton (WY) made a motion to approve the agenda. N. Belli (OR) seconded. The motion passed by a majority vote.

Minutes

- **S. Foxworth (CO) made a motion to approve the September 11, 2019 Annual Business Meeting minutes. D. Dodd (NM) seconded. The motion passed by a majority vote.**
- **F. Bianco, Jr. (NY) made a motion to approve the Commission's Special Meeting held virtually on April 23, 2020. E. M. James (VI) seconded. The motion passed by a majority vote.**

Keynote Address

- Commission Chair Rader (NE) introduced Hasan Davis, the keynote speaker. Mr. Davis is an attorney, former Commissioner of the Kentucky Department for Juvenile Justice, and nationally-recognized youth advocate who provides support to youth-serving organizations throughout the US. In 2020, Davis worked with the Commission

to launch its inaugural cohort of the Leadership Exchange Series, working with 20 ICJ personnel throughout the nation to develop leadership skills with a focus on racial equity.

- Mr. Davis presented a keynote address entitled “A Way from No Way.” Beginning with a powerful account of his own experiences, Mr. Davis encouraged members to work diligently to interrupt the school-to-prison pipeline. He presented data regarding the overrepresentation of youth in the juvenile justice system based on race, poverty, disability, and educational failure. He also presented data regarding the cost effectiveness of increasing investment in other family and youth-oriented programming to decrease the need for juvenile justice funding. He encouraged members work to maintain optimism and hope for juveniles and the systems that serve juveniles. His evidence-based message of hope was both educational and inspirational.

{15-minute break}

Committee Reports by Commission Chair Jacey Rader (NE)

Executive Committee

- The ICJ Executive Committee is empowered to act on behalf of the Commission whenever the full Commission is not in session. The Executive Committee worked diligently to ensure that the safety and well-being of juveniles and the community was a top priority, especially as the COVID-19 pandemic unfolded.
- The year 2020 was marked by unprecedented innovation and adaptation:
 - Implementing new rules adopted in 2019;
 - Developing new resources to meet emergent needs;
 - Intensive work to develop UNITY, the new national data management system;
 - Launching a new learning management system for on demand training; and
 - Providing proactive innovative responses to a global pandemic.
- The collaboration and commitment of all committees during the year was exceptional.
- Due to the virtual format, Chair Rader also reported work completed by several committees.

Compliance Committee

- Commission Chair Rader acknowledged the Compliance Committee members, chaired by Natalie Dalton (VA).
- The key tasks of the Compliance Committee include:
 - Monitoring compliance of member states with the terms of the Compact, ICJ Rules, and compliance policies;
 - Developing enforcement procedures for the Commission’s consideration; and
 - Assessing issues brought forward for review.
- The Compliance Committee carefully monitored Corrective Action Plans (CAPs) established as a result of 2019 Performance Measurement Assessment. Sixteen (16) of 17 states required to submit CAPs have completed the required actions. The Committee continues to monitor progress on the plan that is still in progress.

- The Compliance Committee also monitored compliance with State Council requirements, as reflected in the “2019 State Councils for Interstate Juvenile Supervision Report” (including in the Docket Book). The Committee planned a technical assistance response for states not meeting the requirements. However, plans were postponed due to the onset of the COVID-19 pandemic.
- With input from the regions, the Compliance Committee recommended revision of the ICJ Sanctions Guidelines Policy (ICJ Administrative Policy 02-2017). The revised policy was designed to provide clarity, as well as objective guidelines for future sanctions.
- The Compliance Committee determined that the ICJ Performance Measurement Assessment (PMA) would not be conducted in 2021. Instead, the focus will be on how to adjust the PMA as the Commission transitions from JIDS to UNITY.

Information Technology Committee

- Commission Chair Rader acknowledged all members of the Information Technology Committee and former Technology Committee Chair, Tony De Jesus (CA) who recently transferred to another position in California.
- The key tasks of the ICJ Information Technology Committee include:
 - Developing information technology resources to facilitate the tracking of juveniles and the administration of Commission activities;
 - Updating forms, with input from Rules and Executive Committees; and
 - Providing oversight for the Commission’s website, data system, and other technology related business.
- In 2020, the Information Technology Committee recommended updates to the ICJ forms to incorporate changes to the Rules adopted at the 2019 Annual Business Meeting (ABM).
- In response to a recommendation made by the Transportation Security Administration (TSA) representative Stacey Sanders during the 2019 ABM, the Committee drafted a standardized ICJ Identification Form. Ms. Sanders will help educate TSA personnel about ICJ and the use of an alternate ICJ form for juveniles (18 and over) traveling without a Real ID. The collaborative effort will continue in 2021.
- The committee approved an update of the JIDS hosting server as a proactive approach to any potential security risks. The recommendation was cost effective and migration was successful without impact to the end users.
- Four UNITY Work Teams operated under the Technology Committee umbrella. These teams were especially busy in 2020, as the Commission prepared to transition from JIDS to UNITY. Commission Chair Rader acknowledged all members of the UNITY Teams described below:
 - Business Analysis Team focused on developing a system architecture that aligns with the Commission’s Rules and business processes.
 - Reporting Team was tasked with data visualization through compliance and system reports.
 - Training Team worked to develop a robust training program which will be delivered through a new web-based On Demand training platform, ICJ.TalentLMS.com.
 - Testing Team will ensure that all processes & system tasks work as designed.
- As the Commission prepares to transition from UNITY, Commission Chair highlighted

multiple areas of development:

- User Experience & Data Visualization Prioritized: UNITY will be more intuitive and user friendly with integration data visualization dashboards.
- Revision of Forms: ICJ forms were revised to increase clarity and consistency. Changes will be effective when UNITY goes live.
- Proposed Rule Amendments: The Technology Committee proposed rule amendments to address inconsistencies discovered during their review. Proposals will be presented to the Commission, along with other proposed amendments to the ICJ Rules, at the 2021 ABM.
- Access to Historical Data Policy: A new ICJ Administrative Policy (ICJ Administrative Policy 01-2020) was implemented to address access to the JIDS historical data. State ICJ offices will have view-only access to JIDS data for five (5) years.
- UNITY Coordinators Leading State Roll-out Efforts: Each state has appointed a UNITY Coordinator to lead in-state efforts to ensure a successful transition.

Training, Education & Public Relations Committee Report

- Commission Chair Rader acknowledged all members of the Training, Education & Public Relations Committee. The Training Committee Chair Agnes Denson (FL) stepped down during the year and Vice Chair Summer Foxworth (CO) assumed the role for the remainder of the year.
- Key tasks of the Training, Education & Public Relations Committee include:
 - Developing educational resources;
 - Developing training materials; and
 - Approving and delivering trainings.
- The Training Committee conducted an ICJ Training & Resources Survey regarding the usefulness of the current training resource. Based on the survey, the Committee determined the Commission is generally satisfied with current resources and focused on making updates. The Summary of Results is included in the Docket Book.
- The Training Committee and National Office conducted a thorough review of all training materials and resources, and made updates to reflect amendments to the ICJ Rules effective March 1, 2020. Updated resources included: ICJ On Demand Course, *ICJ Bench Book for Judges and Other Court Personnel*, Best Practices, Legal Advisory Opinion, and more.
- Two new quick reference resources were developed and published: *Introduction to Interstate Compact for Juveniles* and *Quick Reference Guide for ICJ Cases*.
- Commission Chair Rader acknowledged the trainers who led the online, instructor-led ICJ Rules Trainings throughout the year.
- Training occurred via various channels for hundreds of individuals nationwide:
 - 800 learners completed instructor-led sessions;
 - 2,700 learners completed On Demand courses;
 - 1,000 learners participated in intra-state training; and
 - 200 individuals were engaged at state and national conferences.
- The ICJ Mentoring Program was expanded to offer leadership development opportunities to state ICJ office personnel at all levels, rather than just Commissioners.
- As part of the UNITY development project, the Commission explored ways to improve the On Demand Training and subsequently transitioned to a new Learning

Management System: ICJ.TalentLMS. The new Learning Management System provides an enhanced user experience, as well as effective tools for testing and tracking learners' progress.

- In addition, UNITY Training Team Members worked to develop a new series of topic-specific courses that combines the information about ICJ Rules, practitioners' experiences, and operation of the new data management system (UNITY). The new courses will be introduced after UNITY goes live to expand the library of courses.

Ad Hoc Committee on Juvenile/Adult Issues

- Commission Chair Rader acknowledged all members of the Ad Hoc Committee on Juvenile/Adult Issues, led by Ad Hoc Committee Chair Julie Hawkins (MO).
- The ad hoc committee was formed by the Executive Committee to examine the intersection between adult and juvenile courts regarding due process in the context of returns in cases where an individual may be considered a juvenile in some circumstances and an adult in others.
- The Ad Hoc Committee on Juvenile/Adult Issues produced the following recommendations and actions:
 - Revision of Advisory Opinion 04-2018;
 - Revisions to clarify the online "Age Matrix";
 - New resource: "Best Practice: Bail/Bond for Adult Charges in the Holding State with Juvenile Warrant in the Demanding State";
 - Proposed amendments to the ICJ Rules to be presented at the 2021 ABM;
 - The "Understanding Extraditions" training for ICJ personnel, which was presented on Tuesday during the ABM and is available on the Commission's website.

Executive Committee Report (continued)

- Commission Chair Rader praised the dedication and diligent work of the Executive Committee in 2020 and thanked members for giving freely of their time and expertise.
- The Executive Committee worked to implement the Commission's 2020-2022 Strategic Plan throughout the year. Even in the midst of a pandemic, the Commission made great progress in advancing its four strategic priorities:
 1. Improve data system for better outcomes
 2. Promote member engagement and leadership development
 3. Address gaps in rules and resources
 4. Leverage relationships to promote awareness and improve outcomes
- Commission Chair Rader reported significant advances in member engagement and leadership development. She expressed gratitude to the following members agreed to serve as committee vice chairs and alternate regional representatives:
 - Jefferson Regis (DC) ~ Compliance Committee Vice Chair
 - Felicia Dauway (SC) ~ Finance Committee Vice Chair
 - Summer Foxworth (CO) ~ Training, Education & Public Relations Committee Vice Chair
 - Mary Kay Hudson ~ Midwest Region, Alternate Representative
 - Nina Belli (OR) ~ West Region, Alternate Representative

- **Leadership Development and Racial Justice**

Commission Chair Rader reported that two new initiatives related to leadership development, diversity, and racial equity were added in the wake of growing concern about racial injustice.

- Initiatives were developed to ensure the Commission is proactive in efforts ensure racial equity in how juveniles are served and how the Commission operates. Initiatives were not developed in response to any reports or allegations related to Commission operations. Instead, these initiatives represent the Commission’s commitment to demonstrating leadership as a national juvenile justice agency.
- To promote racial justice and leadership development, the Commission launched its first ever Leadership Exchange Series, with a focus on racial equity. This is a series of monthly-meetings led by Hasan Davis, who served as the keynote speaker for the 2020 Annual Business Meeting.
- The Executive Committee also established an Ad Hoc Committee on Racial Justice, which will be convened in the upcoming year. The Ad Hoc Committee will review ICJ policies, procedures, and resources, and make recommendations for improvement.

- **Proactive Responses to National Emergency**

From the beginning of the COVID-19 pandemic, the Executive Committee focused on effective collaboration to ensure successful transfers and returns of juveniles nationwide. Primary responses included:

- The Executive Committee amended the Commission’s Emergency Guidelines Policy (ICJ Administrative Policy 05-2009).
- For the first time ever, the Commission enacted a new rule using the emergency rule promulgation process. New ICJ Rule 2-108: Emergency Suspension of Enforcement outlines how the Commission may respond upon a declaration of a national emergency.
- To promote collaboration and communication, ICJ Officers led weekly “*Monday Meet-Up*” webinars. Additionally, a web-based “State Restrictions” tracker was established to enable states to access up-to-date information regarding state-specific restrictions.
- Lastly, the 2020 ICJ Annual Business Meeting and all other face-to-face meetings were moved to virtual platforms.

- **S. Foxworth (CO) made a motion to accept the ICJ 2020 Executive Committee Report as presented. D. Dodd (NM) seconded. The motion passed.**

Commission Chair Acknowledgement

- Vice Chair J. Pelander (WA) recognized Commission Chair Jacey Rader for her leadership and dedication throughout the year.
- Chair Rader expressed her appreciation for the recognition and acknowledged the commitment of Vice-Chair J. Pelander (WA) and Treasurer N. Lawson (OH).

Finance Committee

- Treasurer N. Lawson (OH) acknowledged the members of the Finance Committee and presented the Finance Committee report. The ICJ Finance Committee met quarterly

for the purpose of monitoring expenditures and adjustments, including ICJ policies including the long-term investment plan.

- Treasurer Lawson, updated that due to COVID, essentially all face-to-face meetings were cancelled and funds reallocated to the UNITY development project. The reallocation was positive for the Commission, as it resulted in a significant reduction in the amount transferred from the cash reserves for the year.
- Treasurer Lawson reported that sound fiscal management allowed the Commission to end fiscal year (FY) 2020 in a strong fiscal position as summarized below:
 - All FY 2020 dues were received, for a total of \$978,000.
 - Expenditures totaled \$1,138,676 (\$270,000 to UNITY).
- Regarding the long-term investment fund, the year-end balance is stable. With the Executive Committee approval, Finance Committee consulted with Vanguard Institutional Investor Group, Nonprofit Solutions to provide financial direction regarding long-term single-fund investment options. Funds were subsequently transferred to Vanguard LifeStrategy Funds, which ensures investment in a combination of four (4) Vanguard mutual funds representing different combinations of stocks and bonds. Moving forward, funds from the investments will be used to complete the UNITY development project.
- The FY 2020 audit was completed by an independent auditor. The Audit Report was “unqualified,” meaning that it was a “good, clean audit” with no significant findings or recommendations.
- The Finance Committee approved a modification to the FY 2021 Budget to reflect the savings from the in-person Annual Business Meeting. The modification allowed a reduction in the amount anticipated to transfer from the investment funds for UNITY development.
- Treasurer Lawson presented a proposed a FY 2022 Budget, as recommended by the Finance and Executive Committees. The budget projects \$987,000 in revenue and \$977,500 in expenses. The total expenses include the completion of the UNITY development without the transfer of long-term investment funds.
- **T. Hudrlik (MN) made a motion to approve the Fiscal Year 2022 Budget as presented. J. Pelander (WA) seconded. The motion passed by a majority vote.**
- **T. Casanova (VT) made a motion to approve the Finance Committee Report as presented. F. Bianco, Jr. (NY) seconded. The motion passed by a majority vote.**

Rules Committee

- Rules Committee Chair T. Hudrlik (MN) acknowledged the members of the ICJ Rules Committee.
- Rules Committee Chair Hudrlik reported that the focus of the committee in 2020 was a systematic review of all ICJ Rules to ensure that they are consistent and up to date. Proposed rule amendments submitted by other committees were also reviewed. The rule proposal process is outline in the updated *ICJ Rules Proposal Guide*.
- The 2021 proposals are due to the Rules Committee by March 31, 2021 and will be voted upon during the 2021 ABM.

Emergency Rule 2-108

- Due to the pandemic, the Rules Committee recommended a new rule to provide a mechanism for the Emergency Suspension of Enforcement of Commission Rules

based upon a declaration of a national emergency by the President of the United States or declaration of emergency by one or more governors of member states in extreme emergencies.

- The Commission held a special meeting on April 23, 2020. By majority vote, the Commission approved the new ICJ Rule 2-108: Emergency Suspension of Enforcement.
- The Executive Committee immediately enacted the rule and suspended enforcement of ICJ Rules Sections 400, 500, 600, 700, and 800, due the COVID-19 emergency. The final step of the emergency rule promulgation process is to reaffirm the adoption of Rule 2-108.
- **T. Hudrlik (MN) made a motion to reaffirm the adoption of Rule 2-108: Emergency Suspension of Enforcement, which was approved by the Commission on April 23, 2020. D. Dodd (NM) seconded. The motion passed.**
- **C. Frieberg (SD) made a motion to approve the Rules Committee Report as presented. J. Niksa (RI) seconded. The motion passed.**

Legal Counsel Report

- R. Masters, Legal Counsel, referenced the Legal Report of the Docket Book, which details the legal guidance provided to the Commission during the year. He highlighted the revised Legal Advisory Opinion #4-2019 and the new Legal Advisory Opinion #1-2020, regarding the ICJ Form IA/VI.
- **D. Dodd (NM) made a motion to approve the Legal Counsel Report as presented. F. Dauway (SC) seconded. The motion passed.**

Old Business

- There was no old business to report.

New Business

- There was no new business to report.

Call to the Public

- Chair Rader opened the floor for any public comments. There were none.

Staff Recognitions

- Commission Chair Rader recognized the ICJ Compact office staff listed below who were nominated by their peers during the past year for going above and beyond the general call of duty.
 - Mike Casey – Deputy Compact Administrator, Delaware
 - Melanie Grimes – Commissioner, Delaware
 - Christine Norris – Deputy Compact Administrator, Delaware
 - Kellianne Torres – Deputy Compact Administrator, Iowa
 - John Stevenson – Director for the Division of Youth Rehabilitative Services, Delaware

2020 Leadership Award Presented to Julie Hawkins

- The ICJ Leadership Award is presented each year to one person who has demonstrated outstanding leadership and dedication to the Commission through their

- extraordinary service during the year.
- Commission Chair Rader presented the 2020 ICJ Leadership Award to Commissioner Julie Hawkins (MO).
- Commissioner Hawkins is a valuable asset to the Commission, with her wealth of knowledge and experience. She has served as an active member on numerous committees, including the Compliance and Rules Committees. In 2020, she demonstrated exceptional leadership as the Chair of the Juvenile/Adult Ad Hoc Committee. She also previously served as the Chair of the Rules Committee.

2021 Officer Elections

- Commission Chair Rader introduced Judge Dan Michael, National Council of Juvenile and Family Court Judges (NCJFCJ) President.
- Judge Michael announced the regional representatives elected by their respective regions to serve as ICJ Regional Representative for a two-year term (2021-2022).

Regional Representatives

- East Region Representative: Becki Moore (MA)
- Midwest Region Representative: Chuck Frieberg (SD)
- South Region Representative: Daryl Liedecke (TX)
- West Region Representative: Michael Farmer (CA)
- Judge Michael facilitated the ICJ 2021 Officer Election.
 - TREASURER
 - Judge Michel presented Nate Lawson (OH) as the nominee for Treasurer and opened the floor for additional nominees.
 - There were none.
 - Judge Michael closed the floor for nominations and announced Nate Lawson (OH) as the ICJ Treasurer, elected by acclamation.
 - VICE CHAIR
 - Judge Michel presented Jedd Pelander (WA) as the nominee for Vice Chair and opened the floor for additional nominees.
 - J. Miller (AR) nominated Dale Dodd (NM).
 - Hearing no further nominations, Judge Michael closed the floor for nominations.
 - Members cast their ballots online using the Spot Me application.
 - Director Underwood announced Jedd Pelander (WA) as Vice Chair, elected by a majority vote.
 - PRESIDENT
 - Judge Michel presented Jacey Rader (NE) as the nominee for Commission Chair and opened the floor for additional nominees.
 - There were none.
 - Judge Michael closed the floor for nominations and announced Jacey Rader (NE) as the ICJ Chair, elected by acclamation.
- Judge Michael noted that the newly elected officers were undertaking important responsibilities, and encouraged them to rely heavily on the Commission's rules, policies, and bylaws as they carry out their duties. He advised that the Oath of Office would be administered in writing this year, due to the virtual format.

Closing Remarks

- Chair Rader announced that the 2021 Annual Business Meeting is scheduled for

October 4-6, 2021 in Billings, Montana.

- Chair Rader expressed her sincere appreciation to the Commission for their hard work, long hours, and commitment in 2020, and that she looks forward serving as the Commission Chair in 2021.
- Lastly, Chair Rader recognized the many facets of administration conducted throughout the year by the ICJ National Office Staff that support and contribute to the success of the Commission.

Adjourn

M. Clifton (WY) made a motion to adjourn. Chair Rader adjourned the 2020 ICJ Annual Business Meeting at 4:55 p.m. EST by acclamation.

DRAFT



2021 ANNUAL BUSINESS MEETING

Promoting Justice, Equity, and UNITY

MONDAY, OCTOBER 4 - THURSDAY, OCTOBER 7, 2021

EXECUTIVE COMMITTEE REPORT FOR 2021

To: Interstate Commission for Juveniles

From: Jacey Rader, Commission Chair
Commissioner, Nebraska

Date: September 3, 2021

What a year it has been!

Even as we faced a global pandemic, we worked diligently to promote justice, equity, and UNITY! I have been honored to serve as your Commission Chair for the last two years. I want to take this opportunity to thank the members of the Executive Committee, the National Office, and all those who have contributed to the success of this year.

This year essentially began in October 2020, when we hosted the Commission's first virtual Annual Business Meeting during the height of the COVID-19 pandemic. Though we missed being together to network, the 2020 Annual Business Meeting gave us a good opportunity to discuss UNITY (the new data management system) and how states could prepare for the transition. During the General Session, keynote speaker Hasan Davis shared a powerful account of his own experiences, as well as data regarding the overrepresentation of youth in the juvenile justice system based on race, poverty, disability, and educational failure. He challenged us work to maintain hope for juveniles and to find ways to improve the systems that serve them. This inspiring presentation laid the foundation for our 2021 Leadership Exchange Series, Ad Hoc Committee on Racial Justice, and lots of other important work.

Advancing Strategic Priorities

This year, the Commission made significant strides in advancing our strategic initiatives, many of which are focused on promoting justice, equity, and UNITY. As a reminder, our current strategic priorities focus on:

- Improving Data Systems for Better Outcomes
- Promoting Member Engagement & Leadership Development
- Addressing Gaps in Rules & Resources
- Leveraging Relationships to Promote Awareness & Improve Outcomes

Throughout the year, the Executive Committee worked closely with other committees to ensure the success of these initiatives. Highlights are outlined in the chart below. Since many of these initiatives will be discussed in other committees' reports, I will focus primarily on those which required most collaboration and those led primarily by the Executive Committee.

Interstate Commission for Juveniles

2021 Accomplishments

Improve Data System	Promote Member Engagement & Leadership Development	Address Gaps in Rules & Resources	Leverage Relationships to Promote Awareness & Improve Outcomes
Collaboratively developed new data management system (UNITY) through extensive team work of state ICJ personnel	Recruited members reflecting diversity for leadership roles	Ad Hoc Committee on Juvenile Adult Issues presented recommendations to the Executive and Rules Committees, and Regions	Established Online State Council Report Form, which was used by all states to submit consistent report.
Launched UNITY to more than 4,000 state and local users throughout the US	Provided Orientation Training for new Executive Committee Members	Launched new Learning Management System: ICJ.TalentLMS.com	Offered targeted technical assistance to states regarding state council development
Developed web-based training tools to support UNITY	Launched Leadership Exchange Series focused on equity, access and inclusion	Developed 20 new on demand courses, mostly related to UNITY	Collaborated with TSA to develop Transportation ID Form to prepare for REAL ID requirements
Provided UNITY-related training and resources using a wide variety of formats	Collaborated with APPA to launch the Justice System Partnership for Racial Equity	Developed new on demand course structure & content for "ICJ in Action" series	Collaborated with FBI, SEARCH, ICAOS, and others to develop Warrant Notification Project
Developed web-based support centers that keeps states informed about in-state needs	Created Ad Hoc Committee on Racial Justice, which made recommendations related to mission, vision, amendment of ICJ Rules, and elections	Restructured National Office facilities, contracts, and technology resources to adapt changes triggered by the global pandemic	
Worked collaboratively to support states during and after the transition to UNITY		Presented Commission's first ever virtual Annual Business Meeting	

UNITY

In 2021, our first priority was **Improving Data Systems for Better Outcomes**. Throughout the year, the Executive Committee focused intensely on UNITY, as we prepared for implementation and worked to ensure both the system and the states were ready. To ensure that both state ICJ offices and field staff throughout the nation had access to training about the new system, we launched a new Learning Management System and developed a wide range of web-based training tools. We also developed and collaboratively managed a web-based support center that ensured states were fully apprised of in-state issues. UNITY Coordinators representing each state met on a weekly basis with National Office staff to ensure information was broadly distributed. Effective collaboration between the UNITY Work Teams and leaders of the Technology, Training, and Compliance Committees was especially important.

In May 2021, we launched UNITY to more than 4,500 users nationwide. In July 2021, we launched an upgraded Help Center operated via Zendesk, designed to allow users to quickly access help and resources. This fall, we are launching state-of-the-art reporting and data visualization features, operated via Tableau. We will continue to explore the new opportunities that these features offer at the 2021 Annual Business Meeting, in a training session entitled “UNITY 2021: Making Data Work for You.”

I would like to take this opportunity to thank each of the hard-working professionals who spent countless hours working to make the UNITY training, testing, and implementation a reality for the nation. Specifically, I would like to thank the Technology Committee, including Chair Anne Connor; Training Team and Training Committee, including Chair Felicia Dauway; Business Analysis Team/UNITY Enhancement Subcommittee, led by Abbie Christian (NE) and Kellianne Torres (IA); Reporting Data Visualization Team, led by Rachel Johnson (NC), and the User Acceptance Team. These folks have done an extraordinary job persevering through challenges including a lack of face-to-face meetings, short time frames, and general difficulties that come with making decisions about a system you can't see in order to bring the UNITY system to fruition.

Response to COVID-19 Pandemic

While our country and the world have continued to feel the effects of the COVID-19 pandemic, we know that ICJ business, for the most part, continued to occur as expected. I am confident that this is wholly attributable to the hard work, dedication, and professionalism of ICJ offices and field staff across the nation.

As you know, enforcement of most ICJ Rules was suspended pursuant to Rule 2-108 in April 2020. Nonetheless, states were required to perform all duties required by the Compact to the greatest extent possible including returns and transfers with supervision, but suspended compliance related timeframes. I am pleased to report that compliance with ICJ Rules remained high throughout the pandemic, even though enforcement efforts were suspended.

During the August Executive Committee, we put together a plan to return to normal enforcement of Compact rules at the conclusion of our time together at the Annual Business Meeting. Effective October 8, 2021, enforcement efforts will no longer be suspended. I am proud of the perseverance and dedication of the Commission during this time. I am grateful for your advocacy for the youth we serve and our commitment to Justice, even in light of the pandemic.

As a result of the COVID-19 pandemic, many states have expressed concerns about restrictions on employee travel and budget constraints. Therefore, the Executive Committee elected to hold the 2021 Annual Business Meeting in a virtual format. In response to your feedback from last year, we have structured the agenda to increase opportunities for interaction and limit virtual meeting fatigue. Next year, we plan to return to an in-person Annual Business Meeting in Vermont, October 3-5, 2022. I am definitely looking forward to that reunion.

As the Commission Chair, I am extraordinarily grateful for the flexibility and accommodation shown by each member of the Commission. The pandemic has not been easy to navigate, but we have come together, as a nation, and a system of ICJ professionals, to continue to do the important work. Even in the midst of a pandemic, we developed and implemented a brand-new data system; trained a nation of professionals how to use the system; and successfully launched the system to more than 4,500 users.

Promoting Member Engagement, Leadership Development & Racial Justice

In order to advance our strategic plan, we also worked diligently to **Promote Member Engagement & Leadership Development**, with emphasis on reflecting the diversity of our Commission and the juveniles we serve. For the first time, we provided an Orientation Training for New Executive Committee Members, focused on ensuring new committee members understood their roles and are aware of resources available to ensure their success as Executive Committee members, Committee Chairs, and Regional Representatives. We also recruited and mentored a diverse pool of vice-chairs, alternate regional representatives, and mentors to ensure strong leadership for the Commission's future.

To support the development of current and emerging leaders, we launched the ICJ Leadership Exchange Series. Working closely with facilitator Hasan Davis, 18 ICJ Commissioners and Designees strengthened core leadership competencies while focusing on integrating race and equity lenses into their leadership. This group's work related to results-based leadership inspired the Executive Committee to craft a "results statement" for the Commission: "**All ICJ youth and families are safe, supported, and treated equitably.**" This statement is designed to articulate the ultimate goal for ICJ-related work and embodies the focus of the Commission over the last year.

Racial justice was also an important focus area in 2021. First, the Executive Committee formed an Ad Hoc Committee on Racial Justice to analyze data regarding ICJ operations, as well as ICJ Rules, policies, and resources, and making recommendations for change to the Executive Committee. The Ad Hoc Committee developed a new Nominations and Elections Process; made recommendations regarding the Commission's Vision, Mission, and Values Statements; and submitted a proposed amendment to the ICJ Rules. The Commission will vote at the 2021 ABM on the proposed rule amendment and recommended changes to the Vision, Mission, and Values Statement.

Finally, the Commission joined other national organizations working to promote racial equity to launch the Justice System Partnership for Racial Equity, which includes

leaders from 15 criminal justice agencies, including those representing probation and parole officers; law enforcement officers; judges; prosecutors; defense attorneys; and more. This partnership is committed to eliminating racial inequities within the justice system, and we look forward to continuing our collaborative efforts.

Operational Advances

Thanks to the hard work of the Commission's committees and regions, the Executive Committee reviewed and adopted/amended the following policies, processes, and other operational directives.

- Results Statement: "All ICJ youth & families are safe, supported, and treated equitably." New
- Nominations & Elections Process. New
- Dues Assessment & Enforcement – ICJ Policy 2009-08. Amended
- Information System Modifications – ICJ Policy 2020-02. New
- Juvenile Record Expungement – ICJ Policy 2021-01. New
- UNITY Privacy Policy – ICJ Policy 2021-02. New

I want to take this opportunity to specifically highlight the hard work of the Region Representatives this year. The Executive Committee relied heavily on the Regional Representatives to solicit feedback on various decisions and key points including:

- Development and review of proposed amendments to ICJ Rules
- Ending suspension of the ICJ Rules initiated during COVID-19 pandemic
- UNITY preparation and rollout
- Nominations & Election Process

Your regional representatives have been fully engaged in all Commission business, frequently volunteer to lead other initiatives or projects, and truly advocate for each region they represent. I am grateful for their leadership.

As I close out my time as Commission Chair, I want to thank each of you for allowing me this opportunity. Leading the Commission has been a sincere privilege. Serving on the Executive Committee has been an honor. I want to take this opportunity to honor the hard work of leaders who have left the commission this year including Past Commission Chair Traci Marchand and Past Treasurer Jeff Cowger. Proclamations have been issued in their honor and in thanks for their years of devoted service to the commission. This year, we also honored the work and contributions of two very active, long-time ex-officio members: Victims Representative Trudy Gregorie and Steve Jett, who represented the National Partnership for Juvenile Services (NPJS). Both Ms. Gregory and Mr. Jett served faithfully for many years and we are grateful for their service.

I would also like to thank the National Office for their unwavering support. During a challenging year, Executive Director MaryLee Underwood has continued to promote the best interest of the commission and to ensure the National Office staff were positioned to support each of us in any way they could. During this year, many of the National Office staff were particularly focused on the rollout and training of UNITY, but I want you to know that many of the strategic agenda items were ultimately continued by these five professionals. They guided many initiatives through to completion and they, too, focused on Justice, Equity, and UNITY. When the Pandemic and UNITY took over, they found places to continue priorities forward with the best interest of the nation in mind and we are truly grateful. I want to take a moment to comment on their work as a

team and to thank them for their project management, problem-solving abilities, organization, facilitation, and general advocacy for the work and the membership of the commission. Thank you to Jennifer Adkins, Emma Goode, Joe Johnson, Amanee Cabbagestalk, and MaryLee Underwood for ALL you do. So much of your work is behind the scenes but you truly keep us moving in all things. I also want to express my sincere appreciation to Rick Masters, Legal Counsel, for his guidance in all things legal.

I am looking forward to continuing to serve on the Executive Committee as the Past Chair and I am excited for all that is to come for the Commission, I believe the commission is well-positioned to continue to serve as a leader in juvenile justice with a continued focus on Justice, Equity, and UNITY. Thank you for the opportunity to serve as your Commission Chair. Thank you to Vice-Chair Jedd Pelander and Treasurer Nate Lawson for being my sounding boards and my partners in this important work. To the Executive Committee members—you are dedicated professionals in every sense of the word. Thank you for advocating for the Commission, your region, and your states, and for always keeping the best interest of the Commission at the forefront. National Office staff—thank you ensuring we are prepared and helping us draft and plan and strategize, for your devotion to the Commission and the leaders we have the privilege of representing. Thank you for the opportunity to serve.

Respectfully submitted,

A handwritten signature in black ink that reads "Jacey Rader". The signature is written in a cursive, flowing style.

Jacey Rader, Chair
Commissioner (NE)

Interstate Commission for Juveniles Leadership Exchange Series

Facilitator: Hasan Davis

Email: hasan@hasandavis.com

Meeting Day: Last Tuesday of each month

Time: 1:00 – 2:30 pm EST

Program Description:

Strong leadership is critical to the success of Interstate Commission for Juveniles. The second cohort of the ICJ Leadership Exchange Series will provide current and emerging leaders opportunities to collaboratively learn from and with others. Participants will develop leadership competencies with the focus of integrating a race and equity lens into their work.

The Leadership Exchange Series will equip participants with the tools needed as they move from talk to action. Participants will develop a personalized leadership action plan that identifies and addresses adaptive and technical challenges. They will strengthen their capacity to use data for addressing disparities including racial disparities.

Program Structure:

The Leadership Exchange Series will be held virtually via Zoom. Participants will engage in twelve 90-minute sessions. Readings and coursework will be assigned prior to each session to ensure participants make progress towards their individual plan. Core to the Leadership Exchange Series are two frameworks:

1. The Theory of Aligned Contributions contends that it is more likely that measurable population level change will occur when the right group of leaders use specific skills to align their actions and make contributions to a specific result.
2. The Person-Role-System framework is used to address common barriers to aligned action. Leadership is influenced by a person's individual preferences, style, personal and professional experiences as well as the role he or she plays in formal and informal systems.

The Leadership Exchange Series will provide participants the opportunity to strengthen the following competencies of results-based leaders:

1. Be results based and data-driven, establishing clear targets and using data to assess progress and change course as needed.
2. Bring attention to and act on disparities, recognizing that race, class and culture impact outcomes and opportunities for all youth.
3. Use oneself as an instrument of change to move a result, based on the belief that individual leaders are capable of leading from whatever position they hold.
4. Master the skills of “adaptive leadership,” which makes leaders aware of the impact of values, habits, beliefs, attitudes and behaviors associated with taking action to improve results.
5. Collaborate with others, understanding that the capacity to build consensus and make group decisions enables leaders to align their actions and move work forward to achieve results.



Application & Eligibility:

The Leadership Exchange Series is open to 20 current and emerging ICJ leaders. Priority will be given to Commissioners, Designees, Compact Administrators, and Deputy Compact Administrators. Others will be considered, if space permits. To apply, complete the [online form](#) by October 8, 2021.

Program Calendar:

Session	Date	Topics	Activities/Goals
1	10/26/21	Understanding Self as an Instrument of Change	Myers Briggs Type Indicator (MBTI) and leading from strengths
2	11/30/21	Visioning: Skills to Develop During the Leadership Exchange Series	Introduction to the Five Competencies; Self-assessment and development of a personal leadership plan
	12/28/21	No Meeting— Happy Holidays!	
3	1/18/22	Results-Based Accountability Framework: Part 1	Integrating RBA into your personal leadership plan
4	2/22/22	Results-Based Accountability Framework: Part 2	Integrating RBA into your personal leadership plan
5	3/29/22	Deeper Dive: DATA as a Tool of Leaders (Data Walk)	Integrating data and measurable changes into your individual leadership plan
6	4/26/22	Deeper Dive: Theory of Aligned Contributions	Person Role System via bio poem; Identifying partners in your work to develop your own leadership
7	5/31/22	MBTI Communicating Across Type	Understanding how to use information about personality types to improve communications
8	6/28/22	Managing Conflict and Building Trust	Develop skills for conflict management & trust building to enhance leadership
9	7/26/22	Unpacking Equity	Incorporating an understanding of equity, bias, and Intersectionality into your individual leadership plan
10	8/30/22	Self as an Instrument of Change	Identify and act on disparities; Update individual leadership plan
11	9/27/22	Self-Care and Self-Compassion	Understand the importance of self-care and self-compassion for leaders
12	10/25/22	Adaptive Leadership: Collaborate with Others	Celebrate your leadership growth and your leadership plan

Facilitator Information:

The Leadership Exchange Series will be facilitated by Hasan Davis. Hasan previously served as the Commissioner of Juvenile Justice for the Commonwealth of Kentucky and Vice Chair of the Federal Advisory Committee on Juvenile Justice. He has transformed organizations and public systems to ensure they have the capacity to not only meet the needs of the children and families they serve, but also are transparent and set metrics and methods of accountability.

Hasan holds the belief that each child can and will succeed as long as adults and systems in their world create hope. Starting as a counselor and a teaching artist, and through his years as a youth development specialist, Hasan has transformed the attitudes and strategies of family members, system leaders, and community members. He brings into his work a powerful combination of passion, caring, and leadership to craft a refreshing, common-sense roadmap to help all youth achieve their dreams, no matter the odds.

PURPOSE, MISSION, & VISION

PURPOSE STATEMENT



The Justice System Partnership for Racial Equity is comprised of justice system leaders throughout the United States. We recognize that racial inequities exist and strive to eliminate these disparities by sharing our knowledge, skills, and influence. Our goals are to identify equitable strategies and outcomes within and across stakeholder groups, develop practical and actionable guidance, and lead transformational change to advance racial justice throughout the nation.

MISSION STATEMENT



This partnership is committed to eliminating racial inequities within the justice system.

VISION



We envision a justice system that advances equitable treatment for every individual under the law. In such a system, all individuals are treated with dignity and respect, have their voices heard and accepted, and receive unbiased treatment resulting in equitable interactions and outcomes.

PARTNERS

NATIONAL ASSOCIATIONS AND COMMISSIONS

- American Association of Probation & Parole
- American Correctional Association
- American Jail Association
- Association of Paroling Authorities
- Correctional Leaders Association
- International Association of Prosecuting Attorneys
- Interstate Commission of Adult Offender Supervision
- Interstate Commission for Juveniles
- National Association for Presiding Judges & Court Executive Officers
- National Association of Pretrial Services Agencies
- National Association for Public Defense
- National District Attorneys Association
- National Legal Aid & Defenders Association
- National Organization of Black Law Enforcement Executives
- National Sheriffs Association



STRATEGIC PLAN UPDATE

2020-2022

FY21 ACCOMPLISHMENTS

IMPROVE DATA SYSTEM	PROMOTE MEMBER ENGAGEMENT & LEADERSHIP DEVELOPMENT	ADDRESS GAPS IN RULES & RESOURCES	LEVERAGE RELATIONSHIPS TO PROMOTE AWARENESS & IMPROVE OUTCOMES
Collaboratively developed new data management system (UNITY) through extensive team work of state ICJ personnel	Recruited members reflecting diversity for leadership roles	Ad Hoc Committee on Juvenile Adult Issues presented recommendations to the Executive and Rules Committees, and Regions	Established Online State Council Report Form, which was used by all states to submit consistent report
Launched UNITY to more than 4,000 state and local users throughout the US	Provided Orientation Training for new Executive Committee Members	Launched new Learning Management System: ICJ.TalentLMS.com	Offered targeted technical assistance to states regarding state council development
Developed web-based training tools to support UNITY	Launched Leadership Exchange Series focused on equity, access, and inclusion	Developed 20 new on demand courses, mostly related to UNITY	Collaborated with TSA to develop Transportation ID Form to prepare for REAL ID requirements
Provided UNITY-related training and resources using a wide variety of formats	Collaborated with APPA to launch the Justice System Partnership for Racial Equity	Developed new on demand course structure and content for "ICJ in Action" series	Collaborated with FBI, SEARCH, ICAOS, and others to develop Warrant Notification Project
Developed web-based support centers that keeps states informed about in-state needs	Created Ad Hoc Committee on Racial Justice, which made recommendations related to mission, vision, amendment of ICJ Rules, and elections	Restructured National Office facilities, contracts, and technology resources to adapt changes triggered by the global pandemic	
Worked collaboratively to support states during and after the transition to UNITY		Presented Commission's first ever virtual Annual Business Meeting	

FY22 GOALS

IMPROVE DATA SYSTEM	PROMOTE MEMBER ENGAGEMENT & LEADERSHIP DEVELOPMENT	ADDRESS GAPS IN RULES & RESOURCES	LEVERAGE RELATIONSHIPS TO PROMOTE AWARENESS & IMPROVE OUTCOMES
Collect and review data regarding UNITY training, transition, and structure of the system	Provide leadership development training at the Annual Business Meeting	Complete biennial rules promulgation process	Launch ICJ Transportation Identification Form
Collaboratively review and implement requests for system enhancements	Review operations and impact of ICJ Mentoring Program	Conduct comprehensive review of ICJ publications, training, and website for consistency with amended ICJ Rules	Collaborate with TSA to educate TSA personnel about ICJ
Review and revise compliance standards and practices	Provide Leadership Exchange Series for second cohort of emerging leaders	Implement recommendations of Ad Hoc Committee on Juvenile/Adult Issues	Collaborated with SEARCH, ICAOS, nLets, and others to implement Warrant Notification Project
Launch new Help Desk for UNITY (to replace state-specific Support Centers)	Implement Ad Hoc Committee on Racial Justice's recommendations	Revise and publish ICJ Bench Book for Judges and Court Personnel	Support state council development by providing training and technical assistance
Ensure at least 2 users are proficient in use of UNITY	Promote racial justice in community supervision through collaboration in Justice System Partnership on Racial Equity		
Launch data visualization and reporting components of UNITY			
Provide training on use of dashboards for proactive monitoring			
Review UNITY security precautions and amend, if needed			



2021 ANNUAL BUSINESS MEETING

MONDAY, OCTOBER 4 - THURSDAY, OCTOBER 7, 2021

2021 ICJ ANNUAL BUSINESS MEETING STAFF RECOGNITION

The Commission believes in recognizing individuals doing the day-to-day work of the Compact who surpass expectations to provide assistance. The following individuals were nominated for going above and beyond the general call of duty to reach a conclusion or solution that best serves public safety.

The following individuals received a Staff Recognition nomination since the 2020 Annual Business Meeting:

- Tracy Cassell – Deputy Compact Administrator, Georgia
- Abbie Christian – Deputy Compact Administrator, Nebraska
- Rebecca Hillestead – Deputy Compact Administrator, Minnesota
- Mike Pesch – Probation Officer, North Dakota
- Kellianne Torres – Deputy Compact Administrator, Iowa
- Tim Wires – Chief Probation Officer, Stark County Family Court, Ohio



2021 ANNUAL BUSINESS MEETING

MONDAY, OCTOBER 4 - THURSDAY, OCTOBER 7, 2021

2021 ICJ ANNUAL BUSINESS MEETING LEADERSHIP AWARD

The recipient of this award exhibits outstanding leadership skills and dedication to the Interstate Commission for Juveniles through extraordinary service. This individual is a Commissioner, Designee, Compact Administrator, Deputy Compact Administrator, or compact coordinator who:

1. Promotes the mission, vision, and values of the Interstate Commission for Juveniles;
2. Demonstrates expertise in the successful movement of juveniles;
3. Actively supports the Interstate Commission for Juveniles by attending meetings, holding offices, and faithfully carrying out designated duties;
4. Has over two years of devoted service to the administration of the Interstate Commission for Juveniles;
5. Collaborates and communicates effectively with other Compact professionals;
6. Uses strategies for ensuring public safety; and
7. Suggests innovative policies or procedures to improve Interstate Compact operations.

Past Recipients:

2020 – *Julie Hawkins, Commissioner, Missouri*

2019 – *Abbie Christian, Deputy Compact Administrator, Nebraska*

2018 – *Anne Connor, Commissioner, Idaho*

2017 – *Cathlyn Smith, Commissioner, Tennessee*

2016 – *Mia Pressley, Commissioner, South Carolina*

2015 – *Anne Connor, Commissioner, Nevada*



2021 ANNUAL BUSINESS MEETING

Promoting Justice, Equity, and UNITY

MONDAY, OCTOBER 4 - THURSDAY, OCTOBER 7, 2021

INFORMATION TECHNOLOGY COMMITTEE REPORT FOR 2021

To: Interstate Commission for Juveniles

From: Anne Connor, Information Technology Committee Chair
Designee, Idaho

Kellianne Torres, Information Technology Committee Vice Chair
Designee, Iowa

Date: September 14, 2021

The Information Technology Committee met ten times between October 2020 and September 2021. Recommendations to the Executive Committee regarding UNITY included:

- UNITY Privacy Policy;
- UNITY User Agreement; and
- UNITY Go-Live date be delayed 60-90 days.

During the development of UNITY, the Business Analysis Team recommended an amendment to Rule 8-101 to the Information Technology Committee which was approved and submitted.

The Information Technology Committee developed the following resources:

- Formalized the Enhancement Request Process based on ICJ Administrative Policy 02-2020: Information Systems Modifications;
- Continued work on the Transportation Identification Form, which is pending implementation in the UNITY system, and related training bulletins;
- Drafted the Administrative Policy 01-2021: Juvenile Record Expungement;
- Reviewed current rule proposals to determine which will impact UNITY and requested quotes from Optimum;
- Drafted proposed amendments to Rule 3-101;
- Updated 14 ICJ Forms with the rollout of UNITY, effective 5/13/2021;
- Worked on Form II modifications relative to accused delinquents;
- Provided backup and insight to the Rules Committee relative to the proposed amendment to Rule 8-101; and
- Worked with the Training Committee to draft a survey to send out to UNITY users seeking feedback regarding the development and roll out of UNITY.

Numerous sub-committees were formed under the Technology Committee to include the Business Analysis Team, User Acceptance Testing Team, Data Visualization Team, Enhancement Request Team, and Technical Assistance Team.

The Information Technology Committee provided countless hours of time and expertise throughout the months leading up to the roll out of UNITY in May 2021 and continue to provide technical support and practitioner wisdom as the ICJ acclimates to UNITY.

The focus for the Information Technology Committee next year will be to maximize resources to support UNITY users across the country.

Respectfully submitted,

Anne Connor

Anne Connor
Information Technology Committee Chair
Designee (ID)

Kellianne Torres

Kellianne Torres
Information Technology Committee Vice Chair
Designee (IA)

 <p>Interstate Commission for Juveniles</p>	<p>Policy Number 02-2020</p>	<p>Page Number: 1</p>
<p>ICJ Administrative Policy</p> <p>Information System Modifications</p>		<p>Dated: December 17, 2020</p>

I. Authorization

Article III (F) of the Interstate Compact for Juveniles (ICJ), in relevant part, provides: “The executive committee shall oversee the day-to-day activities of the administration of the compact managed by an executive director and Interstate Commission staff; administers enforcement and compliance with the provisions of the compact, its by-laws and rules, and performs such other duties as directed by the Interstate Commission or set forth in the by-laws.”

ICJ Rule 3-101 provides: “States shall use the electronic information system approved by the Commission for e-forms processed through the Interstate Compact for Juveniles.”

II. Policy

This policy provides guidelines and procedures by which the Commission’s electronic information system may be modified through enhancement requests. This policy also addresses required system modifications due to proposed changes to the Commission’s Rules. This policy does not preclude the Information Technology Committee from reviewing system modification recommendations from the National Office or the electronic information system vendor.

III. Responsibility

As authorized by the Executive Committee, the Information Technology Committee is responsible for reviewing all enhancements requests to determine if modifications should be made to the electronic information system.

The Information Technology Committee is responsible for determining the priority and frequency of approved system modifications.

Commissioners, Compact Administrators, Designees, and Deputy Compact Administrators are responsible for submitting enhancement requests for system modifications.

A Region Representative or Chair of a Standing Committee is responsible for submitting enhancement requests approved by a majority vote of the region or Standing Committee.

 <p>Interstate Commission for Juveniles</p>	<p>Policy Number 02-2020</p>	<p>Page Number: 2</p>
<p>ICJ Administrative Policy</p> <p>Information System Modifications</p>		<p>Dated: December 17, 2020</p>

The Rules Committee will refer proposed Rule amendments to the Technology Committee for review of potential impacts to the Commission’s forms and electronic information system prior to the final Rule proposal posting.

The National Office will notify the Commission of system modifications no less than thirty (30) calendar days prior to the date of implementation.

IV. Procedures

- A.** Commissioners, Compact Administrators, Designees, and Deputy Compact Administrators may submit enhancement requests using the Enhancement Request Form on the Commission’s website. The National Office will forward the enhancement request to the Information Technology Committee Chair. Enhancement requests may also be introduced during a Region or Standing Committee meeting.
- B.** Upon receiving an enhancement request, the Information Technology Committee will determine by majority vote whether to pursue requesting a quote for the system modification from the electronic information system vendor. If the Information Technology Committee votes to not pursue a quote, the Chairperson will notify the submitting party of the decision.
- C.** After reviewing a quote for a system modification, the Information Technology Committee will determine by majority vote whether to approve the request. The Chairperson will notify the submitting party of the decision.
- D.** The Information Technology Committee will determine the forms and system impact of proposed Rule amendments and will request quotes for system modifications to be included in the final Rule proposals.
- E.** The National Office will keep a record of all enhancement requests and system modifications.

 <p>Interstate Commission for Juveniles</p>	<p>Policy Number 01-2021</p>	<p>Page Number: 1</p>
<p>ICJ Administrative Policy</p> <p>Juvenile Record Expungement</p>		<p>Dated: January 21, 2021</p>

I. Authorization

Article III (F) of the Interstate Compact for Juveniles (ICJ), in relevant part, provides: “The executive committee shall oversee the day-to-day activities of the administration of the compact managed by an executive director and Interstate Commission staff; administers enforcement and compliance with the provisions of the compact, its by-laws and rules, and performs such other duties as directed by the Interstate Commission or set forth in the by-laws.”

ICJ Rule 3-101 provides: “States shall use the electronic information system approved by the Commission for e-forms processed through the Interstate Compact for Juveniles.”

II. Policy

This policy provides guidelines and procedures for expunging juvenile records from the Commission’s electronic information system. A juvenile record is defined in this policy as a juvenile master file or a case within a juvenile master file. Expungement is defined in this policy as deleting a juvenile master file and/or case, and any associated documents.

Upon receipt of a court order or memorandum consistent with state law, transfer of supervision and travel permit cases may be expunged by a request from the adjudicating state, and return cases may be expunged by a request from the home/demanding state.

When an expungement request is received for a case and the juvenile master file has no other cases present, the juvenile master file will be expunged. When a juvenile master file contains multiple cases from different adjudicating or home/demanding states, an expungement request only applies to the case(s) for which the adjudicating or home/demanding state submits a request. Under no circumstance will a record be expunged by request from a non-adjudicating or holding state.

III. Responsibility

Commissioners, Compact Administrators, Designees, and Deputy Compact Administrators from an adjudicating or home/demanding state are responsible for submitting expungement requests to the National Office.

 <p>Interstate Commission for Juveniles</p>	<p>Policy Number 01-2021</p>	<p>Page Number: 2</p>
<p>ICJ Administrative Policy</p> <p>Juvenile Record Expungement</p>		<p>Dated: January 21, 2021</p>

The National Office will expunge the juvenile record(s) from the Commission’s electronic information system in accordance with this policy and will keep a record of all expungement requests received.

IV. Procedures

A. A Commissioner, Compact Administrator, Designee, or Deputy Compact Administrator from an adjudicating or home/demanding will submit expungement requests using the Expungement Request Form on the Commission’s website to include the following information:

1. Juvenile Full Name,
2. Juvenile Date of Birth,
3. Juvenile Master File Number,
4. Juvenile Case Number(s), and
5. Court Order or memorandum authorizing the record expungement.

B. The National Office will expunge the record from the Commission’s electronic information system within five (5) business days and will notify the requestor when the request is fulfilled.

 <p>Interstate Commission for Juveniles</p>	<p>Policy Number 02-2021</p>	<p>Page Number: 1</p>
<p>ICJ Administrative Policy</p> <p>UNITY Privacy Policy</p>		<p>Dated: February 18, 2021</p>

I. Authorization

Article III (F) of the Interstate Compact for Juveniles (ICJ), in relevant part, provides: “The executive committee shall oversee the day-to-day activities of the administration of the compact managed by an executive director and Interstate Commission staff; administers enforcement and compliance with the provisions of the compact, its by-laws and rules, and performs such other duties as directed by the Interstate Commission or set forth in the by-laws.”

ICJ Rule 3-101 provides: “States shall use the electronic information system approved by the Commission for e-forms processed through the Interstate Compact for Juveniles.”

II. Policy

The Interstate Commission for Juveniles (“Interstate Commission”) developed the Uniform Nationwide Interstate Tracking for Youth (UNITY) system to track interstate juvenile movement. The UNITY system was developed in accordance with the FBI’s Criminal Justice Information System (CJIS) guidelines for protecting the privacy and integrity of personal identifying information. This UNITY Privacy Policy (“Privacy Policy”) provides information about how and why information is collected, used, and disclosed. The UNITY system will store information in a manner such that it cannot be added to, modified, accessed, destroyed, or purged except by personnel authorized to take such actions. All participating agencies and authorized users will protect the privacy of juveniles by complying with the provisions of this policy. The bulk release of information to either the public, private, or non-profit agencies is permitted only if they are authorized by law and approved in advance by the Interstate Commission.

III. Responsibility

A. The Interstate Commission will establish and enforce procedures, practices, system protocols and use software, information technology tools, and physical security measures that protect information from unauthorized access, modification, theft, or sabotage, whether internal or external, and whether due to natural or human-caused disasters or intrusions. The methods and techniques used will be consistent with CJIS standards.

- B. The Interstate Commission will adopt and follow procedures and practices by which it can ensure and evaluate the compliance of users and the system itself with the provisions of this policy, industry standards and applicable law.
- C. The Interstate Commission will require all individuals authorized to use the system to agree in writing to comply with the provisions of this policy.
- D. The Interstate Commission will periodically conduct audits and inspections of the information contained in the UNITY system. The audits will be conducted by the Interstate Commission's National Office staff or by a designated independent party. The audit will be conducted in such a manner so as to protect the confidentiality, sensitivity, and privacy of the juvenile information.
- E. The Interstate Commission will periodically review and update the provisions protecting privacy, civil rights, and civil liberties in its policies and make appropriate changes in response to changes in applicable law and public expectations.
- F. If unencrypted personal information was or is reasonably believed to have been obtained by an unauthorized person and access to such information may threaten physical or financial harm to the person, the Interstate Commission will notify the juvenile(s). The notice will be made promptly and without unreasonable delay following discovery or notification of the access to the information, consistent with the legitimate needs of law enforcement to investigate the release or any measures necessary to determine the scope of the release of information and to reasonably restore the integrity of the UNITY system.
- G. The primary responsibility for the operation of the UNITY system, including operations; coordination of personnel; receiving, seeking, retaining and evaluating information quality; the analysis, destruction, sharing, and disclosure of information; and the enforcement of this policy are assigned to the Commission's Executive Director.
- H. The Compact Commissioner in each state is responsible for receiving and responding to inquiries and complaints about privacy, civil rights, and civil liberties protections in the UNITY system and will provide to the public the contact information.

IV. Accountability

- A. The Interstate Commission will adopt provisions to ensure accountability for compliance with the Interstate Compact for Juveniles ("ICJ") and related rules and policies, in the collection, use, analysis, retention, destruction, sharing, and disclosure of information.
- B. The UNITY Privacy Policy is available to the public on request and on the Interstate Commission's website.

V. Access of Information Based on User Role and Disclosure

- A. Access to the information in the UNITY system is based upon a user's state and assigned role.
- B. The state and user role will be used to control:
 - 1. What information users may access;
 - 2. What information users can add, change, delete, or print; and
 - 3. To whom the information can be disclosed and under what circumstances.
- C. Participating agencies will ensure that only authorized users add or change information in the system.

VI. Compliance with Laws Regarding Privacy, Civil Rights, and Civil Liberties

- A. The Interstate Commission and all participating agencies, employees, and users will comply with all applicable laws protecting privacy, civil rights, and civil liberties in the collection, use, analysis, retention, destruction, sharing, and disclosure of information.
- B. The Interstate Commission maintains internal operating policies requiring compliance with the ICJ and related rules and polices, in the collection, use, analysis, retention, destruction, sharing, and disclosure of information in the system.

VII. Information Sought and Retained

- A. Participating agencies will seek or retain only information that is:
 - 1. Relevant to the transfer of supervision and the return of runaways, escapees, absconders and delinquent juveniles;
 - 2. Relevant to the investigation and prosecution of suspected juvenile delinquency; the resulting justice system response; the enforcement of sanctions, orders, or sentences; the prevention of juvenile delinquency; the analysis of juvenile delinquency; or the administration of the juvenile justice system; and/or,
 - 3. Collected by participating agencies regarding specific juveniles, consisting of official identifiable descriptions and notations of arrests, detentions, warrants, complaints, indictments, information, or other formal charges, and any disposition relating to these charges, including acquittal, sentencing, pre- or post-conviction supervision, correctional supervision, and release.
- B. Participating agencies will ensure that information sought or retained is:
 - 1. Derived from dependable and trustworthy sources of information;
 - 2. Accurate;

3. Current;
 4. Complete, including the relevant context in which it was sought or received and other related information; and
 5. Merged with other information about the same juvenile only when the applicable standard has been met as set forth in Section *XV Merging of Information from Different Sources*.
- C. Participating agencies may not seek or retain information about the political, religious, or social views; participation in a particular organization or event; or activities of any juvenile or the race, ethnicity, citizenship, place of origin, age, disability, gender, or sexual orientation of such juvenile, unless such information is needed by the participating agency:
1. To identify a juvenile;
 2. In order for the agency to operate effectively; or
 3. To provide services to the juvenile.
- D. The participating agency will keep a record of the source of all information retained by the participating agency.

VIII. Requirements for Information Gathering and Sharing

- A. Access to information retained by the UNITY system will be provided only to participating agencies or other governmental agencies that are authorized to have access and only for legitimate law enforcement, public protection, public prosecution, public health, or justice purposes, and only for the performance of official duties in accordance with the law and procedures applicable to participating agencies for whom the person is working. The person who received, reviewed, or added information to the system may be authorized to view the information he or she provided regardless of the type of access associated with the information or the contributor's access authority.
- B. Participating agencies will adopt, maintain, and comply with internal policies and procedures requiring each participating agency, personnel, contractors, and users to:
1. Seek or retain only information that is legally permissible for the participating agency to seek or retain under laws applicable to the participating agency;
 2. Use only lawful means to seek information;
 3. Seek and retain only information that is reliably accurate, current, and complete;
 4. Take appropriate steps when merging information about a juvenile from two or more sources, to ensure that the information is about the same juvenile;
 5. Investigate in a timely manner any alleged errors and correct information found to be erroneous;
 6. Retain information sought or received only so long as it is relevant and timely, and delete or correct information that is inaccurate, outdated, or otherwise no longer related to the administration of the ICJ;

7. Maintain information and systems containing information in a physically and electronically secure environment and protected from natural or man-made disasters or intrusions;
 8. Collect and analyze information in a manner that conforms to generally accepted practices;
 9. Establish procedures that comply with the policies and procedures of the Interstate Commission for accessing information through the participating agency;
 10. Allow only authorized users to access the information in the UNITY system and only for purposes related to the performance of their official duties;
 11. Ensure each authorized user has a unique account and will not authorize others to use the account to access the system;
 12. Ensure authorized users do not leave UNITY unattended in areas where it might be accessed by unauthorized individuals;
 13. Ensure authorized users do not access UNITY on public computers;
 14. Ensure authorized users do not use UNITY on unsecured wired or wireless access points or connections;
 15. Ensure authorized users do not disrupt, interfere, alter or tamper with any information or materials associated with UNITY use;
 16. Ensure authorized users do not change UNITY software, or in any way decompile, disassemble or imitate any part of UNITY software;
 17. Share information from the UNITY system with other justice system partners in accordance with Section IX of this policy; and
 18. Comply with information retention and destruction schedules.
- C. A participating agency will not disclose information originating from another participating agency, except as provided for in the operational policies of the UNITY system or ICJ Rules.
- D. When there is a question or inquiry about information in the UNITY system, a participating agency will make information available in response to a query either by:
1. Providing the requested information directly, if the query was made by a person authorized to access the information pursuant to this policy and/or relevant law;
 2. Responding with the contact information of a person in the agency that initially provided the information whom the individual making the query can contact;
 3. Requesting that a person in the agency that initially provided the information contact the individual making the query; or
 4. Indicating that no information is available.
 5. An audit trail will be kept of access by or dissemination of information to such persons.
- E. Access to information retained in the UNITY system will not be provided to participating agencies or other governmental agencies seeking to assess or audit a state ICJ Office for compliance with the Commission's rules or policies. Access to

the system will not be granted for the sole purpose of conducting an assessment or audit. The Interstate Commission conducts periodic performance measurement assessments to measure compliance with the ICJ and related rules and policies, in the collection, use, analysis, retention, destruction, sharing, and disclosure of information in the system.

IX. Enforcement of Provisions of Privacy Policy

- A. Participating agencies will adopt, maintain, and comply with internal policies and procedures requiring the agency, its personnel, contractors, and users to:
 - 1. Have and enforce policies for discovering and responding to violations of agency policies and this policy;
 - 2. Provide training about the agency's requirements and policies regarding information collection, use, and disclosure to personnel authorized to use the UNITY system;
 - 3. Make available to the public the agency's privacy policies and procedures ;
 - 4. Cooperate with periodic performance measurement assessments conducted by the Interstate Commission; and
 - 5. Establish whether reports of alleged errors in the information that originated from the participating agency should be directed to the Commissioner or another individual designated to receive such reports.

- B. If a participating agency fails to comply with the provisions of this Privacy Policy or fails to enforce provisions in its local policies and procedures regarding proper collection, use, retention, destruction, sharing, disclosure, or classification of information, the Interstate Commission may:
 - 1. Suspend or discontinue access to the UNITY system by a user who has not complied with the Privacy Policy or local policies and procedures;
 - 2. Suspend or discontinue the agency's access to the UNITY system; or
 - 3. Provide an independent review, evaluation, and/or technical assistance to the participating agency to establish compliance with the operational policies of the UNITY system and ICJ Rules.

- C. Participating agencies will ensure that information will be updated or deleted from the system when the agency learns that the:
 - 1. Information is erroneous, misleading, obsolete, or otherwise unreliable;
 - 2. Source of the information did not have authority to gather the information or to provide the information to the participating agency; or
 - 3. Source of the information used prohibited means to gather the information.

- D. If a user is suspected of or found to be in non-compliance with the provisions of this policy regarding the collection, use, retention, destruction, sharing, classification, or disclosure of information, the Interstate Commission will:

1. Suspend or discontinue access to information by the user;
2. Apply other sanctions or administrative actions as provided in the ICJ, ICJ Rules, and/or the Commission's compliance policies;
3. Inform the participating agency, organization, contractor, or service provider employing the user of the non-compliance; and/or
4. Refer the matter to appropriate authorities for criminal prosecution, as necessary, to effectuate the purposes of the policy.

X. Merging of Information from Different Sources

- A. Information about a juvenile from two or more sources will not be merged into a juvenile master file unless there is sufficient identifying information to reasonably conclude that the information is about the same juvenile.
- B. The set of identifying information sufficient to allow merging will consist of at least four of the fields, including: first name, last name, date of birth, sex, race, UNITY identifier and/or sending state identifier.

XI. Sharing Information with Public Protection, Safety, or Public Health Agencies or the Public

- A. Information retained by the UNITY system may be disseminated to individuals in public or private entities only for public protection, safety, or public health purposes and only in the performance of official duties in accordance with applicable laws regulations and procedures. Nothing in this policy limits the dissemination, including unsolicited, of an assessment of juvenile delinquency intelligence information to a government official or to any other individual, when necessary, to avoid imminent danger or certain danger to life or property.
- B. Information gathered and retained by the UNITY system may be disseminated for specific purposes upon request by persons authorized by law to have such access and only for those uses or purposes specified in the law.
- C. Information gathered and retained by the UNITY system may be disclosed to a member of the public only if the information is defined by law to be a public record and is not exempt from disclosure by law, and it may only be disclosed in accordance with the law and procedures applicable to participating agencies for this type of information.
- D. Information sought or received by participating agencies or from other sources may be collated and analyzed to further prevention of juvenile delinquency, law enforcement, or prosecution objectives, and priorities established by participating agencies.

- E. The Interstate Commission will not confirm the existence or nonexistence of information to any person or agency that would not be eligible to receive the information itself.
- F. An audit trail will be kept of the access by or dissemination of information to such persons.

XII. Disclosing Information to the Juvenile about Whom Information Has Been Gathered

- A. Upon satisfactory verification of their identity and subject to the conditions specified in (B), a juvenile is entitled to know the existence of and to review the information about their self that has been gathered and retained by the UNITY system. The juvenile may obtain a copy of the information for the purpose of challenging the accuracy or completeness of the information. A participating agency's response to the request for information will be made within a reasonable time and in a form that is readily intelligible to the juvenile.
- B. The existence, content, and source of the information will not be made available to a juvenile when:
 - 1. Disclosure would interfere with, compromise, or delay an ongoing investigation or prosecution;
 - 2. Disclosure would endanger the health or safety of an individual, organization, or community;
 - 3. The information is considered criminal intelligence; or
 - 4. The information is considered to be victim sensitive.
- C. If a juvenile has objections to the accuracy or completeness of the information retained about such person, the Interstate Commission will inform the juvenile that a request to review objections must be submitted as a written request to the Executive Director, submitted either via email or USPS. The juvenile will be given reasons if a request for correction is denied. If the juvenile seeks to appeal the denial of a request for correction, the appeals process of the state where the information originated will be utilized
- D. A record will be kept of all requests and of the information that is disclosed to a juvenile.

XIII. Destruction of Information

- A. Information in the UNITY system will not be purged, destroyed, deleted or returned without the written permission of the agency that submitted the information.
- B. Notification of proposed destruction or return of records will be provided to the member state that submitted the information.

- C. A record that information has been purged or returned will be maintained by the Interstate Commission.

XIV. Definitions

- A. “ICJ” means Interstate Compact for Juveniles.
- B. “Interstate Commission” means the Interstate Commission for Juveniles.
- C. “Information” means any data about people, organizations, events, incidents, or objects, regardless of the medium in which it exists.
- D. “Law” means any local, state, tribal, territorial, or federal statute, ordinance, regulation, executive order, policy, or court rule, decision, or order, as construed by appropriate local, state, tribal, territorial, or federal agencies, officials and courts.
- E. “Member State” means those states, as defined in the ICJ, including their political subdivisions, that are members of the Interstate Commission and the primary users of the UNITY system.
- F. “Participating Agency” means both member states and other justice system partners who use the UNITY system.
- G. “Public” means:
 - 1. Any person;
 - 2. Any for-profit or nonprofit entity, organization, or association;
 - 3. Any governmental entity for which there is no existing specific law authorizing access to the participating agency’s information;
 - 4. Media organizations; and
 - 5. Any other entity that is not affiliated with a member state or participating agency.
- H. “Public” does not include:
 - 1. Employees of the participating agency;
 - 2. People or entities, private or governmental, who assist a participating agency in the operation of the UNITY system; and
 - 3. Public agencies whose authority to access information gathered and retained by a participating agency is specified in law.
- I. “UNITY” means the Uniform Nationwide Interstate Tracking for Youth electronic information system.



2021 ANNUAL BUSINESS MEETING

Promoting Justice, Equity, and UNITY

MONDAY, OCTOBER 4 - THURSDAY, OCTOBER 7, 2021

TRAINING, EDUCATION AND PUBLIC RELATIONS COMMITTEE REPORT FOR 2021

To: Interstate Commission for Juveniles

From: Felicia Dauway, Training, Education & Public Relations Committee Chair Designee, South Carolina

Date: August 23, 2021

The Training, Education, and Public Relations Committee (commonly referred to as the Training Committee) develops educational resources and training materials for use by the Commission to help ensure awareness of and compliance with terms of the Compact and the ICJ Rules. The Training Committee is responsible for approving, developing, and delivering trainings in addition to increasing Commission awareness. Members should have a broad understanding of the ICJ Rules; review and update training materials/resources; conduct trainings; and actively participate in committee meetings and sub-committee work group meetings.

During the 2021 fiscal year, the Training Committee held six (6) meetings: December 20, 2020; January 28, 2021; March 25, 2021; June 3, 2021; July 22, 2021; and August 24, 2021.

The focus throughout the year was training and resources for the new data system, UNITY (Uniform Nationwide Interstate Tracking for Youth), which included:

- **UNITY Training Toolkit.**
This Training Toolkit was developed to provide resources and materials to support states who chose to provide instructor-led trainings using the UNITY Training Site. Additional scenarios and resources were added, based on input from Commission members.
- **Live Training Sessions & On Demand Courses**
The Training Committee members presented numerous training sessions related to UNITY, both before and after the transition from JIDS to UNITY. Prior to the “go-live” dates, live trainings included: UNITY Infrastructure; Between JIDS and UNITY: The Final Transition; and Post Migrations: Auditing and Entering Casers. Following the go-live, a series of “model-based” trainings provided. These sessions featured live demonstrations and open dialogue tailored to each operational model. Live training sessions were led by the Nordia Napier (CT),

Holly Kassube (IL), Jessica Wald (ND), Roy Yapple (MI), Sherry Jones (MD), Latoya Oliver (MD), and myself (SC). In addition to these live trainings, a wide range of courses was made available through ICJ.TalentLMS, which allowed users to complete training online at their convenience.

- **Post-rollout UNITY Survey**

Mostly recently, the Training and Technology Committees collaborated to develop a survey to gather feedback from UNITY users regarding the resources and support provided, and the impact of the new system. Overall, users ranked the following resources as most helpful: On Demand courses; UNITY Training Site; and live transition preparation sessions. A Survey Report is included separately in the Docket Book with Training Materials related to the session entitled: “UNITY 2021: Making Data Work for You.”

New Learning Management System for On Demand Training

The Committee supported the expansion of the Commission’s On Demand learning program through the implementation of ICJ.TalentLMS, which was rolled out in November 2020. ICJ.TalentLMS is a highly flexible cloud-based learning management system. This new platform facilitates progressive learning about ICJ and UNITY, and enables state ICJ Offices to effectively manage the training requirements.

On Demand courses allow users to take trainings at their convenience, which was especially important this year as approximately 5,000 professionals needed training. Currently there are 30 on demand training courses available which includes: six (6) live recorded sessions and eighteen (18) new UNITY courses introduced this year. I am pleased to share the record number of course completions:

- **Total On Demand course completions - 63,360**
- **Professionals trained via On Demand courses – 4,860**

The Training Committee recently approved restructuring of the On Demand courses in ICJ.TalentLMS. Users no longer have prerequisites when taking courses. No course information will be lost, only course numbers will change. It will provide a better flow; this restructuring will be effective in October of 2021.

Other Training

Despite focus on UNITY and ICJ.TalentLMS, four (4) web-based, instructor-led training sessions regarding ICJ Rules were presented for 483 professionals. Also, 3,383 participants were trained via in-state training offered in 27 states

In addition to training, the Training Committee also worked diligently to meet the Commission’s other resource-related needs.

- The ICJ Commissioner Handbook was updated and re-titled “Handbook for Commissioners, Compact Administrators, and Other State ICJ Leaders. This resource is a great tool for new Compact staff as well as new Commissioners. The handbook includes important information such as contact with other experienced ICJ Staff in neighboring states, mentoring, understanding the role of the Deputy Compact Administrator (DCA) and understanding the ICJ Rules and transferring cases.
- The Committee approved an update to the “Best Practice: States in Transition”.

Finally, the Training Committee assisted in creating the agenda for the 2021 Annual Business Meeting. As the Training Chair, I will facilitate a panel session titled, "Envisioning the Future of Juvenile Justice." Committee members provided topics and questions that will be included in the panel session.

On behalf of the Training Committee and the Commission, I would like to thank my Vice-Chair, Summer Foxworth. She is very knowledgeable, and she provided tons of support and leadership.

Respectfully submitted,

Felicia L. Dauway

Felicia Dauway
Training, Education and Public Relations Committee Chair
Designee (SC)



2021 ANNUAL BUSINESS MEETING

MONDAY, OCTOBER 4 - THURSDAY, OCTOBER 7, 2021

ICJ.TalentLMS UNITY Course Restructure

The Training, Education, and Public Relations Committee voted to remove course prerequisites and restructure the current UNITY courses on the [ICJ.TalentLMS](#) platform. These changes will go into effect on November 1, 2021. This will not affect the progress made by current users and course certificates will still be available. The retired course name and code will also be listed in the course description for reference.

Course Code	Former Course Name	New Course Name	Course Length
U-100	UNITY: Overview	UNITY: Overview	39.5 minutes
U-101	UNITY: Travel Permit – Model 1 2 & 3	UNITY: First Time User Login and User Profile	11 minutes
U-102	UNITY: Juvenile Profile Overview	UNITY: User Management	5 minutes
U-103	UNITY: Travel Permit – Placement in Residential Treatment Facility	UNITY: User Directory	2 minutes
U-104	UNITY: Travel Permit – Relocation with Less than 9- Days Remaining	UNITY: Juvenile Profile Overview	15 minutes
U-105	UNITY: Travel Permit Event: Delete & Withdraw Travel Case	UNITY: Travel Permit – All Models	26 minutes
U-106	UNITY: User Management	UNITY: Travel Permit – Placement in Residential Treatment Facility	9 minutes
U-107	UNITY: User Directory	UNITY: Travel Permit – Relocation with Less than 90 Days Remaining	11 minutes
U-108	UNITY: First Time User Login and User Profile	UNITY: Travel Permit Event – Delete & Withdraw Travel Case	5 minutes
U-109	UNITY: Transfer of Supervision	UNITY: Travel Permit Event – Request for Sex Offender Registration Requirements	13 minutes
U-110	UNITY: Voluntary Returns	UNITY: Transfer of Supervision	25 minutes



2021 ANNUAL BUSINESS MEETING

MONDAY, OCTOBER 4 - THURSDAY, OCTOBER 7, 2021

U-111	UNITY: Travel Event: Request for Sex Offender Registration Requirements	UNITY: TOS Event – Update Referral Contact Information	1 minute
U-112	UNITY: TOS Event: Add a Court Case	UNITY: TOS Event – Add A Court Case	6 minutes
U-113	UNITY: TOS Event: Update Referral Contact Information	UNITY: TOS Event – Quarterly Progress Report	10 minutes
U-114	UNITY: Return Event: Juvenile Not Returned	UNITY: TOS Event – Violation Report	13 minutes
U-115	UNITY: TOS Event: Quarterly Progress Report	UNITY: TOS Event – Case Closure	5 minutes
U-116	UNITY: TOS Event: Case Closure	UNITY: Voluntary Returns	17 minutes
U-117	UNITY: TOS Event: Violation Report	UNITY: Return Event – Juvenile Not Returned	1.5 minutes

Total time to complete all courses: 215 minutes (Approximately 3.5 hours)



INTERSTATE COMMISSION FOR JUVENILES

TRAINING TOOLKIT



2021

Table of Contents

Introduction	3
Phased Rollout of Training Resources	3
UNITY User Manuals	4
UNITY State ICJO Administrator Manual.....	4
UNITY ICJO/JPS/JPO User Manual.....	4
Using the UNITY Training Site	4
Juvenile Data	4
Juvenile Profiles	4
Using Scenarios	5
UNITY Counter Accounts.....	5
Training Partners.....	5
UNITY Models	5
Model 1 States	5
Model 2 States	6
Model 3 States	6
Information to share with JPSs and JPOs	6
UNITY Training Site Rollout.....	6
Time Limit and Access.....	6
Technical Specifications	6
Help and Support	7
Training	7
Feedback	7
Models and Roles.....	7
Data and Placeholder Documents	7
Updates and Enhancements	7
Training Scenarios	8
ICJO Administration	8
Scenario 1A: New User Account Setup	8
Scenario 1B: Add a contact from User Directory	9
Juvenile Profiles	10
Scenario 2A: Add a New Juvenile to UNITY.....	10
Travel	11
Scenario 3A: Create a Travel Permit Case.....	11

Scenario 3B: Event – Delete a Travel Permit.....	13
Scenario 3C: Event – Change in Arrival or Departure Date.....	14
Scenario 3D: Event – Request for Sex Offender Registration Requirements	15
Transfer of Supervision	16
Scenario 4A: Transfer of Supervision: Relocation Prior to Acceptance	16
Scenario 4B: TOS Event: Add Court Case	17
Scenario 4C: TOS: Quarterly Progress Report.....	18
Returns.....	19
Scenario 5A: Voluntary Return of a Runaway.....	19
Scenario 5B: Event – Request to Apprehend Juvenile— Holding State Unable to Locate Juvenile ...	21
Scenario 5C: Event – Juvenile Apprehended, Non-Voluntary Return, Refusal to Sign Form III.....	22
Website Sidebars	23
UNITY Coordinators	23
Frequently Asked Questions	23
UNITY Rollout Timeline	23
UNITY Training Quick Reference Guide	23
JIDS to UNITY Migration Checklist	23

Introduction

The Interstate Commission for Juveniles (the Commission) is developing a new data system for tracking interstate juvenile movement: The Uniform Nationwide Interstate Tracking for Youth (UNITY) system. The UNITY Training Site is now live! The final transition from JIDS to UNITY will be in May 2021.

Because more than 4,000 users throughout the nation need UNITY Training, the Commission has developed a multi-pronged training strategy. First, the Commission provided a series of On Demand training courses available online at www.ICJ.TalentLMS. The Commission released the UNITY Training Site, User Manuals, and Training Toolkit. All resources are available online.

This Training Toolkit was developed to provide resources and materials to support states who chose to provide instructor-led trainings using the UNITY Training Site. Additional scenarios and resources may be added, based on input from Commission members.

Phased Rollout of Training Resources

UNITY Training Resources are being rolled out in phases. The first portions of the UNITY Training Site, UNITY User Manuals, and UNITY Toolkit were released in early April. During the first week, only UNITY Coordinators and other ICJ staff had access. Additional components are being released in the weeks that follow, one topic at a time. This design is intended to promote progressive learning.



The chart displays the rollout schedule for the UNITY Training Site. It is organized into two columns: 'UNITY COORDINATORS & ICJOS' and 'JPS & JPO'. The rollout occurs in four phases, each starting on a specific date in April. The topics being rolled out are Administration, Juvenile Profiles, Travel, Transfer of Supervision, and Returns.

	UNITY COORDINATORS & ICJOS	JPS & JPO
April 5	Administration Juvenile Profiles Travel	
April 12		Juvenile Profiles Travel
April 19	Transfer of Supervision	Transfer of Supervision
April 26	Returns	Returns

UNITY TRAINING SITE ROLLOUT

UNITY Training Site and other training resources are being rolled out in phases. The first portions of the UNITY Training Site, User Manuals, and Training Toolkit will be released on April 5th to UNITY Coordinators and ICJOs. Additional components will be released in the weeks that follow one topic at a time.

UNITY User Manuals

Two UNITY User Manuals are now available. The *UNITY State ICJO Administrator Manual* and *UNITY ICJO/JPS/JPO User Manual* were developed by Optimum Technologies, the vendor developing UNITY. They will be available to users logged into UNITY (Training or Production Site), in the Resources section.

UNITY State ICJO Administrator Manual

The *UNITY State ICJO Administrator Manual* is intended for State ICJO Coordinators who will have the role as system administrator for their state users in the UNITY system. It will include how to configure zones, create new users, add consents, news items, and resources for their state. This manual will also highlight certain functions in UNITY built specifically for State ICJOs, such as the ICJO Master Task List, as well as the User Directory, which provides more visibility to other state user contacts exclusively for State ICJOs.

UNITY ICJO/JPS/JPO User Manual

The *UNITY ICJO/JPS/JPO User Manual* is intended for all users in the UNITY system who will be creating juveniles, cases, and managing case workflow. These users will include JPO, JPS, and State ICJO roles. All common elements of the UNITY system will be described, including how to login and navigate through the system, menu listing, home page tiles, and updating user profiles. The Master Task List and User Directory pages will be presented from a JPO/JPS perspective. The manual will also include step-by-step instructions on how to create a juvenile, case, and manage task workflow.

Using the UNITY Training Site

The UNITY Training Site is an interactive virtual environment where learners can test new skills without impacting actual juvenile cases. The site will include all 50 states, the District of Columbia, and the U.S. Virgin Islands. It will be available 24/7. There is no set time limit and advance reservations are not required.

Juvenile Data

In order to protect juvenile confidentiality, data will *not* be migrated from JIDS to the Training Site. Furthermore, learners are prohibited from using data regarding real juveniles, especially those subject to the ICJ.

Instead, learners will create and work with fictional juveniles and cases. Sample scenarios are provided in this toolkit. Each ICJO will select which scenarios to use for training purposes, if any. Fictional Placeholder Documents are also provided, so that they may be uploaded as needed. These documents should not be considered complete. They simply serve as PDFs to be uploaded when necessary. Learners may use other fictional names and documents, at their own discretion.

Juvenile Profiles

As part of the training experience, users create corresponding juvenile profiles, cases, and events. States personalize cases by adding fictitious demographics and using Sending State (SS) or Home/Demanding

State (HS/DS) as juvenile’s last name (i.e., John Test Kentucky, Demetrius Test Maryland, and Maria Test Illinois). Other fictional names may be used at the learners discretion.

Using Scenarios

In this Toolkit, scenarios are presented for each of the case types (Travel, Transfer of Supervision, and Return). For each case type, the first scenario directs the learner to create a new juvenile profile. That juvenile profile will be used for all related cases and events in that section. You may create additional profiles and scenarios as you see fit. Just be sure to use fictional data.

UNITY Counter Accounts

“Counter accounts” are available to state ICJ offices, so that each state can conduct trainings independently. Each state has a designated counter account to use as the Receiving/Holding State (RS/HS).

Each “counter account” functions as an ICJO Admin Account and act as a Model 3 state (for the sake of simplicity during training). This allows users to work through cases as both the Sending and Receiving State without having to coordinate with another state. Counter accounts are named to make their function clear (i.e., ky-oh-icjo@counter.org).

For Example:

Kentucky and Ohio have been paired for "counter accounts." The Kentucky ICJO staff person can log into their own ICJO account AND their state’s counter account, ky-oh-icjo@counter.org.

The “Counter Account” will be set up as follows:

Login Name	ky-oh-icjo@counter.org
First Name	First Name of the “KY UNITY Coordinator”
Last Name	Last Name of the “KY UNITY Coordinator”
User Role	ICJO Admin
Time Zone	Time Zone of “Sending / Home Demanding” State
Email	Email of the “KY UNITY Coordinator”

Training Partners

States may able to conduct trainings in collaboration with a partner state. If states wish to coordinate with another state to work through cases, states may reach out to another state to coordinate such training.

UNITY Models

States will navigate and perform tasks in the Training Site the same way they will the live site.

Model 1 States

Model 1 is the full rollout model. Each state ICJ Office should have at least 2 UNITY users and will authorize one or more supervisor (JPS) and officer (JPO) users from the state’s designated zones. Most initial data entry in this model is input by the JPO users who submit cases to the JPS user for review. JPS users are responsible for submitting case information between the JPO and ICJO users. When training and initiating the case from the “Counter Account” the ICJO will need to complete steps that would be completed by a JPO or JPS for the sake of training expediency.

Model 2 States

Model 2 is the limited rollout model. Each state ICJ Office should have at least 2 UNITY users and will authorize one or more supervisor (JPS) users from the state's designated zones who are responsible for all juvenile compact activities for their zone. Most initial data entry in this model is input by the JPS zone users who are responsible for coordinating with officers who do not access UNITY.

Model 3 States

Model 3 is the Compact Office only model. Each state ICJ Office will have at least 2 UNITY users who are responsible for all data entry and management of juvenile compact activities for the state.

Information to share with JPSs and JPOs

This section highlights information some state ICJ Offices are sharing with users, often via email. Thanks to state ICJ offices for sharing your work.

UNITY Training Site Rollout

On April 12, all registered users were granted access to the [UNITY Training Site](#). The site was developed to be a replica of the actual UNITY site and will function identical to the UNITY site. It was designed for users to be able to put in to practice what they have learned from the training modules completed through the LMS, [ICJ.TalentLMS](#).

The rollout of the UNITY Training Site will occur in phases as follows:

- April 12: Users received two (2) emails to log into the UNITY Training Site; Users will gain access to create and work with the Travel Permit process.
- April 19: Users will gain access to create and work with the Transfer Case process.
- April 26: Users will gain access to create and work with the Return Case process; At this time, all functions will be live through the UNITY Training Site.

Time Limit and Access

The UNITY Training Site will be available 24/7, even after UNITY goes live. Users are encouraged to access the Training Site at any time to practice skills.

Technical Specifications

UNITY can be accessed from any device with a modern browser and internet access. The follow is a list of supported web browsers and versions:

- Microsoft Edge (Version 84 and above)
- Google Chrome (Version 80 and above)
- Mozilla Firefox (Version 78 and above)

Please note: Internet Explorer is not supported as it is no longer being actively developed by Microsoft and does not support new web standards adopted by modern browsers.

Help and Support

If you notice a problem or have an issue while using the UNITY Training Site, please contact your State ICJ Compact Office or view [this video](#) for instructions on how to enter the issue into your state's system support center. Each state has its own entry point for system issues and entries are monitored by state ICJ Offices and the ICJ National Office.

Training

All users will have access to the UNITY Training Site regardless of the completion of the training modules through [ICJ.TalentLMS](#). Users are encouraged to complete the UNITY training modules through the LMS, ICJ.TalentLMS prior to practicing on the UNITY Training Site. After watching the video, some users may find it useful to listen to the video (playing in a second browser window) while practicing in the UNITY Training site.

State Compact Offices may offer one-on-one or group trainings to assist users in becoming more efficient within the UNITY system. For more information, contact your state ICJ Office.

Feedback

It is important that you practice on the UNITY Training Site prior to UNITY "go-live" in May. This will give you an opportunity to test out your skills, as well as offer feedback to your [UNITY Coordinator](#) on features that could be changed or fine-tuned for more efficient operation. Your feedback is welcome and all suggestions will be brought to the attention of the development team.

Models and Roles

Please ensure you are aware of the rollout method for your state. This will either be Model 1 (full field rollout), Model 2 (partial rollout), or Model 3 (only ICJ Compact Office will use). Your role in ICJ case management will likely remain much the same.

UNITY retains the JIDS roles of JPO, JPS and ICJO.

Data and Placeholder Documents

Please be aware that adding real juvenile documents (probation orders, etc.) is **prohibited on the UNITY Training Site**. In addition, case specific documents should be uploaded as part of a Case Task and should not be uploaded in the Juvenile Documents section, as those documents are visible to all UNITY users, regardless of state or user group. Additionally, any UNITY user can delete documents placed into the Juvenile Documents section.

The Training Committee developed a wide range of sample documents available for uploading to the Training Site. They are [available for download](#) from the [UNITY Training Toolkit](#).

Updates and Enhancements

When updates or enhancements are made to UNTY, they will take effect in the UNITY Training Site first. You will have the opportunity to practice on the Training Site and familiarize yourselves with the changes prior to implementing them within the actual UNITY site.

Training Scenarios

ICJO Administration

Scenario 1A: New User Account Setup

What's happening:

- A new Juvenile Probation Officer (JPO) was hired and needs access to UNITY.
- The state ICJ Office (ICJO) will enter their information in UNITY to create a new account.
- Note:** Only the Role "ICJO Admin" has the rights to create a new account

What to do:

- Search to ensure the user does not already have an account.
- If they do not, create a new user profile using fictional information.

Where to start:

The screenshot displays the UNITY User Search interface. On the left, the 'Administration' menu is expanded, and 'Users' is selected. The main content area shows the 'User Search' form with the following fields: Last Name (text input), First Name (text input), Email (text input), State (dropdown menu set to 'Kentucky'), Zone (dropdown menu), and User Role (dropdown menu). A 'New User' button is highlighted with a red box. Below the form is a table of search results with the following data:

Last Name	First Name	Role	Zone	Email	State
Officer	Joe	JPO			Kentucky
Super	Jane	JPS			Kentucky
KentuckyAdmin	Mary	ICJO Admin			Kentucky

Related resource:

- On Demand Course: **UNITY: User Management (U-106)** available at <https://icj.talentlms.com/>

Scenario 1B: Add a contact from User Directory

What's happening:

- A new Juvenile Parole Supervisor (JPS) has been hired.
- You would like to add her to your UNITY contacts.
- Note:
 - o ICJO users can add any contact from any state to their My Contacts list.
 - o JPS and JPO users can only add contacts from their own state.

What to do:

- Go to the User Directory and search for UNITY users using the search criteria.
- When the search results appear, select the blue plus sign icon to add the user to your My Contacts list.
- Go to the “My Contacts” list to review the added user.
- While in the “My Contacts List” remove them from your contact list by selecting the  icon.

Where to start:



The screenshot shows the 'List User Contact' page in the ICJ system. The search criteria form is as follows:

State	Zone	Reporting Agency	County
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

First Name	Last Name	User Role
<input type="text"/>	<input type="text"/>	<input type="text"/>

Work Phone	Mobile Phone	Email
<input type="text"/>	<input type="text"/>	<input type="text"/>

The search results table is as follows:

State	User	User Role	Zone	Email	Mobile Phone Number	Work Phone Number
West Virginia	JPS WV Supreme Court	JPS	WV Supreme Court			304-291-7271
Florida	Cox, Geraldine JPS Wyndee'a Wilson	JPS	Wyndee'a Wilson	Geraldine.Cox.state.fl.us		772-467-3800
Indiana - Parole	Schmeling, Karen JPS Adams County Probation	JPS	Adams County Probation	krs@knoxcounty.in.gov		812-885-2518
South Carolina	(Andy) McKinney, James JPS Oconee SCDJ	JPS	Oconee SCDJ			864-638-9537
Colorado	(Bob) Selover, Robert JPS CO DYV Central Region	JPS	CO DYV Central Region			303-945-9751
Michigan	(Casey) Kozeyah, Kimberly JPO Allegan County DHS	JPO	Allegan County DHS	KozeyahK@michigan.gov		906-630-1177
	(Chiel) Custer, Ross IPS CO					

Related resource:

- On Demand Course: **UNITY: User Directory (U-107)** available at <https://icj.talentlms.com/>

Juvenile Profiles

Scenario 2A: Add a New Juvenile to UNITY

What's happening:

- ❑ A new juvenile, John Test [Insert State Name], has entered your caseload.
- ❑ You need to add the new juvenile to the UNITY system.

What to do:

- ❑ Search to see if John Test [Insert State Name] is already in UNITY.
- ❑ Create a New Juvenile Profile for John Test [Insert State Name].
- ❑ When creating a juvenile profile, enter all known profile information. For training scenarios, use fictional information only.

Where to start:

The screenshot shows the ICJ UNITY system interface. The header includes the ICJ logo and the text 'Interstate Commission for Juveniles - Serving Juveniles While Protecting Communities'. Below the header is a navigation bar with 'Uniform Nationwide Interstate Tracking for Youth' and a user profile for 'Marylee Underwood'. The main content area is titled 'Search Juveniles' and contains a search criteria form and a search results table. The search criteria form has fields for Last Name, First Name, Date of Birth, State, Race, and Sex, along with 'New Juvenile' and 'Search' buttons. The search results table lists juveniles with columns for Last Name, First Name, Date of Birth, Current Age, State, Race, Sex, and Juvenile Number.

Last Name	First Name	Date Of Birth	Current Age	State	Race	Sex	Juvenile Number
Campbell	Alexon	9/28/2001	18 years old	OH	Other, Specify -	Female	AC180809-01
Smith	Alijah	9/26/1998	21 years old	AK	Black	Male	AG151026-01
Thompson	Aaron	9/5/1994	25 years old	CT	Black	Male	AT130930-01
Frenche	ADana	8/9/2000	19 years old	MD	Black	Female	AF180515-02
Frenche	ADana	8/9/2000	19 years old	MD	Black	Female	AF180516-01
Frenche	ADana	8/9/2000	19 years old	OH	Black	Female	AF180717-01
Davis	Algreen	2/6/2001	19 years old	MD	Black	Male	AD161212-01
Sargeant	Alijah	10/7/2002	17 years old	OH	Black	Female	AS171002-01
Johnson	Ajahh	1/27/2000	20 years old	LA	Black	Male	AJ160711-01

Related resource:

- ❑ On Demand Courses: **UNITY: Overview (U-100)** and **UNITY: Travel Permit – Model 1 2 & 3 (U-101)** available at <https://icj.talentlms.com/>

Travel

Scenario 3A: Create a Travel Permit Case

What's happening:

- JPO requests Travel Permit for John Test [Insert State Name], who is visiting grandparents during summer break.
- Sending State initiates Travel Permit (visit not to exceed 90 days) for John Test [Insert State Name].

What to do:

- Search Juveniles for John Test [Insert State Name] to use existing file created under Scenario 2A.
- Initiate a New Case File > Travel Case > Does Not exceed 90 Days.
- Process the travel permit to close without any added Events.

Where to start:

The screenshot displays the 'Search Juveniles' interface. The left navigation pane shows the 'Search' option selected. The main content area features a search form with the following fields and values:

- Last Name: Test Kentucky
- First Name: John
- Date Of Birth: mm/dd/yyyy
- State: [Dropdown]
- Sex: [Dropdown]
- Race: [Dropdown]

The search results table is as follows:

Last Name	First Name	Date Of Birth	Current Age	State	Race	Sex	Juvenile Number
o	Aaerio	1/16/1958	63 years old	WI	Asian or Pacific Islander	Male	AC180809-01
LLN	Aaila	5/31/2020	0 years old	WI	Black	Female	AG151026-01

Juvenile Documents | |

No Documents have been added.

[+ New Document](#)

Cases | |

Case Number	Sending State	Receiving State	Case Type	Case Status	Date Opened	Date Closed
No data available!						

[+ New Case File](#)

[Save Juvenile](#)

Changes |

? Help |



Interstate Commission for Juveniles

Serving Juveniles While Protecting Communities

Uniform Nationwide Interstate Tracking for Youth

Home

New Case File

What type of process do you wish to request?
Travel

Which State is the Receiving State?
Ohio

Sending State
Kentucky

Type of Travel Permit
Travel that does not exceed 90 days

Arrival Date: 11/06/2020 Departure Date: 11/20/2020 **Less than 90 days (14 days)**

[+ Create New Travel Case File](#)

? Help

Related resource:

- ❑ On Demand Course: **UNITY: Travel Permit- Model 1 2 & 3 (U-101)** available at <https://icj.talentlms.com/>

Scenario 3B: Event – Delete a Travel Permit

What's happening:

- ❑ Parent informs JPO that John Test [Insert State Name] cannot travel because COVID-19 test is positive and he is very sick.
- ❑ Sending State (SS) has not yet sent the case to Receiving State (RS).

What to do:

- ❑ Beginning with juvenile created in Scenario 3A, process the case from JPO > JPS > SS ICJO.
- ❑ At the SS ICJO state, trigger an event to “Delete” the travel case.
- ❑ Work through the process to finalize the deletion.

Where to start:

The screenshot displays the 'Case Tasks' interface. It features a table with columns for 'Task', 'Assigned to', 'Zone', and 'Completed Date'. The tasks are grouped into sections like 'Juvenile Profile Completion', 'Travel Information', 'Court Case Information', and 'Travel Case Submission'. The 'Travel Case Submission' section is highlighted in green, and the 'Submit Travel Permit to Receiving State*' task is highlighted in orange. Below the table, there are two dropdown menus for 'Sending State Events' and 'Receiving State Events', each with a 'Create Event' button. A red box highlights the 'Delete Travel Case' option in the 'Available Sending State Events' dropdown, with a yellow arrow pointing to it. Another yellow arrow points to the 'Delete Travel Case' option in the 'Available Sending State Events' dropdown.

Task	Assigned to	Zone	Completed Date
Juvenile Profile Completion (✓)	JPO		
✓ OH Current Residence*	Supervisor Smith	South	10/7/2020
Travel Information (✓)	JPO		
✓ OH Travel Information*	Supervisor Smith	South	10/7/2020
✓ OH Generate Form VII	Nate Lawson		10/7/2020
OH Upload Signed Form VII	Nate Lawson		
Court Case Information (✓)	JPO		
✓ OH Court Case Information*	Supervisor Smith	South	10/7/2020
Travel Case Submission (1*)	JPO		
✓ OH Submit Travel Permit to Supervisor (JPS)*	Nate Lawson		3/29/2021
✓ OH Submit Travel Permit to State Compact (ICJO)*	JPS of North - Unit One	North - Unit One	3/29/2021
OH Submit Travel Permit to Receiving State*	ICJO		

Related resource:

- ❑ On Demand Course: **UNITY: Travel Permit Events- Delete & Withdraw Travel Case (U-105)** at <https://icj.talentlms.com/>

Scenario 3C: Event – Change in Arrival or Departure Date

What's happening:

- ❑ JPO requests Travel Permit for John Test [Insert State Name], who has recovered and is visiting grandparents during winter break.
- ❑ After Sending State (SS) initiates Travel Permit (visit not to exceed 90 days) for John Test [Insert State Name], JPO advises that John's departure date has been changed.

What to do:

- ❑ Initiate Travel Case for John Test [Insert State Name] > Does Not exceed 90 Days.
- ❑ Process the case to the Receiving State (RS).
 - JPO will notify RS that there is a date change regarding the arrival and departure date.
- ❑ Trigger the Event "Notification of Travel Date Change – Departure from Receiving State" and process.
- ❑ Complete the process to case closure.

Where to start:

The screenshot displays the 'Case Tasks' interface. At the top, there are filters for 'Assigned To', 'Zone', 'Completed By', and 'Completed Date'. Below these is a table with columns: Task, Assigned to, Zone, Completed by, and Completed Date. The table lists several tasks, including 'Travel Case Submission (1*)' which is marked as 'Due 3/11, 4 days overdue'. Below the table, there are two dropdown menus for 'Sending State Events' and 'Receiving State Events', each with a 'Create Event' button. A dropdown menu is open under the 'Sending State Events' button, showing a list of event options: 'Delete Travel Case', 'Notification of Travel Date Change - Arrival Date & Departure Date', 'Notification of Travel Date Change - Arrival in Receiving State', 'Notification of Travel Date Change - Departure from Receiving State', 'Request for Sex Offender Registration Requirements', 'Request for Victim Notification Assistance', and 'Withdraw Travel Case'.

Task	Assigned to	Zone	Completed by	Completed Date	
Juvenile Profile Completion (✓)	JPO				
Travel Information (✓)	JPO				
Court Case Information (✓)	JPO				
Travel Case Submission (1*)	JPO			Due 3/11, 4 days overdue	
✓ KY Submit Travel Permit to Supervisor (JPS)*	JPO of KY-ICJO	KY-ICJO	Anna Butler	3/15/2021	Approved
✓ KY Submit Travel Permit to State Compact (ICJO)*	JPS of KY-ICJO	KY-ICJO	Anna Butler	3/15/2021	Approved
✓ KY Submit Travel Permit to Receiving State*	ICJO		Anna Butler	3/15/2021	Approved
OH Receiving State Review & Acknowledgment*	ICJO				

Scenario 3D: Event – Request for Sex Offender Registration Requirements

What's happening:

- A travel permit is requested for John Test [Insert State Name] who will be visiting family in another state and has been adjudicated on a sex-related offense.
- An “Event - Request for Sex Offender Registration Requirements” must be initiated by the Sending State (SS).

What to do:

-
- Initiate Travel Case for John Test [Insert State Name] > Does Not exceed 90 Days.
- Before the Sending State (SS) submits the travel permit to the Receiving State (RS), trigger the “Event - Request for Sex Offender Registration Requirements.”
- Perform 2 processes in order to complete.

Where to start:

The screenshot displays the 'Case Tasks' interface. At the top, there are filters for 'Assigned To', 'Zone', 'Completed By', and 'Completed Date'. Below this is a table with the following columns: Task, Assigned to, Zone, Completed by, and Completed Date. The table contains four rows of tasks, each with a 'Task' header and a 'KY' sub-header. The tasks are: 'Juvenile Profile Completion', 'Travel Information', and 'Court Case Information'. Each task is assigned to 'JPO' and 'Anna Butler' in the 'Assigned to' column, and 'KY-ICJO' in the 'Zone' column. The 'Completed Date' column shows 'Due 2/25, 15 days left' for all tasks. Below the table, there are two dropdown menus for 'Sending State Events' and 'Receiving State Events', each with a 'Create Event' button. A red box highlights the 'Create Event' button for the 'Sending State Events' dropdown. A dropdown menu is open below the 'Sending State Events' dropdown, showing a list of event options: 'Delete Travel Case', 'Notification of Travel Date Change - Arrival Date & Departure Date', 'Notification of Travel Date Change - Arrival in Receiving State', 'Notification of Travel Date Change - Departure from Receiving State', 'Request for Sex Offender Registration Requirements' (highlighted with a red box), 'Request for Victim Notification Assistance', and 'Withdraw Travel Case'.

Task	Assigned to	Zone	Completed by	Completed Date
Juvenile Profile Completion JuvenileProfileCurrentResidenceHeader 40723 (1*)	JPO			Due 2/25, 15 days left
KY Current Residence* JuvenileProfileSlashCurrentResidenceSlash 40724	Anna Butler	KY-ICJO		
Travel Information TravelPermitHeader 40725 (1*)	JPO			Due 2/25, 15 days left
KY Travel Information* TravelPermitDataEntry 40726	Anna Butler	KY-ICJO		
Court Case Information CourtCaseTravelHeader 40727 (1*)	JPO			Due 2/25, 15 days left
KY Court Case Information* CourtCaseTravel 40728	Anna Butler	KY-ICJO		

Transfer of Supervision

Scenario 4A: Transfer of Supervision: Relocation Prior to Acceptance

What's happening:

- Demetrius Test [Insert State Name] is a juvenile probationer with a non-sex related offense. He is relocating to the Receiving State (RS) to live with grandma.
- The juvenile is currently residing in the Sending State (SS) but will be relocating prior to acceptance of supervision and will need a travel permit.
- The juvenile's legal guardian is remaining in the Sending State (SS).

What to do:

- Set up a new Juvenile Profile for Demetrius Test [Insert State Name].
- Initiate a New Case File
- Process the Transfer Case until the Sending State (SS) completes the Home Evaluation information task and the first Quarterly Progress Report task is added.

Where to start:

New Case File

What type of process do you wish to initiate? Transfer of Supervision		
Which State is the Receiving State? Ohio	Sending State Kentucky	
Type of Transfer: Relocation for greater than 90 days		
Present Location Kentucky	Proceeding To RS Prior To Acceptance Of TOS Yes	Supervision Status Probation
Maximum Date of Parole/Probation 01/01/2025	Greater than 90 days (1388 days)	Sex-Related Offense No

[+ Create New TOS Case File](#)

Scenario 4B: TOS Event: Add Court Case

What's happening:

- A pending case for Demetrius Test [Insert State Name] was resolved in the Sending State which resulted in an extension in supervision.
- The Maximum Probation Expiration Date changed.

What to do:

- Use the profile and existing transfer case for Demetrius Test [Insert State Name].
- Generate the "Add Court Case Event."
- Upload new Court Case documentation.
- Follow through to completion of "Receiving State Acknowledges Court Case" step.

Where to start the TOS Event:

The screenshot displays a software interface for managing events. At the top, there is a table of events with columns for status, description, date, and approval status. Below the table, there is a section for 'Available Sending State Events' with two dropdown menus and 'Create Event' buttons. A dropdown menu is open under the 'Sending State Events' dropdown, showing a list of event types. A yellow arrow points to the 'Add Court Case' option in this list.

✓	KY	Finalize Home Evaluation: Supervision APPROVED* FinalizeHomeEvaluationSupervisionApproved 60854	3/29/2021	Approved
✓	OH	Sending State Acknowledges Finalize Home Evaluation: Supervision APPROVED* ReceivingStateAcknowledgesFinalizeHomeEvaluationSupervisionAPPROVED 60859	3/29/2021	Approved
Quarterly Progress Report QuarterlyProgressReportGenericHeader 60855 (2*)			Due 6/27, 79 days left	
	KY	QPR Review Current Residence* QPRReviewCurrentResidenceGeneric 60856		
	KY	Quarterly Progress Report* QuarterlyProgressReportGeneric 60857		
	KY	Progress Report Documentation ProgressReportDocumentationGeneric 60858		

Available Sending State Events

Sending State Events: [Dropdown] [Create Event]

Receiving State Events: [Dropdown] [Create Event]

Available Sending State Events:

- Add Court Case
- Case Closure Notification
- Request for New Home Evaluation
- Travel Plan
- TSA Identification
- Updated Referral Request
- Warrant Issued by Sending State
- Withdraw TOS Case

Scenario 4C: TOS: Quarterly Progress Report

What's happening:

- A Quarterly Progress Report is due for Demetrius Test [Insert State Name].

What to do:

- As the Receiving State, open the Transfer case for Demetrius Test [Insert State Name].
- Expand the Quarterly Progress Report sections, fill out, save, and submit to the Sending State.
- Follow through to completion of "Sending State Acknowledges QPR" step.

Where to start the Quarterly Progress Report:

The screenshot displays a software interface for managing cases. At the top, a header bar shows "Quarterly Progress Report QuarterlyProgressReportGenericHeader 60855 (2*)" with a due date of "Due 6/27, 79 days left". Below this, a table lists two cases:

Case ID	Description	JPO of KY-Zone 1	KY-Zone	Actions
KY QPR Review Current Residence* QPRReviewCurrentResidenceGeneric 60856		JPO of KY-Zone 1	KY-Zone 1	Yellow arrow pointing right, plus icon
KY Quarterly Progress Report* QuarterlyProgressReportGeneric 60857		JPO of KY-Zone 1	KY-Zone 1	Yellow arrow pointing right, plus icon

Below the table, a detailed view of the "Quarterly Progress Report" form is shown. The form includes several input fields and sections:

- Supervising Agent Last Personal Contact With Juvenile:** A date field with a calendar icon, currently showing "mm/dd/yyyy".
- Supervision Level:** A text input field.
- Maximum Expiration Date:** A date field with a calendar icon, currently showing "08/27/2021".
- Current Residence Is Updated With Juveniles Current Address:** A dropdown menu.
- SUMMARY OF ADJUSTMENT IN THE HOME:** A large text area for describing family relationships, compliance with home rules, and overall general attitude towards current supervision.
- SUMMARY OF SCHOOL AND/OR EMPLOYMENT PERFORMANCE:** A large text area for describing attendance, behavioral, and/or disciplinary concerns.
- STATUS OF COURT-ORDERED CONDITIONS OF SUPERVISION:** A large text area for describing treatment/counseling, community service, etc.
- ACTION PLAN TO REMEDY ANY DELINQUENT COURT-ORDERED CONDITIONS:** A large text area for describing the length of time to complete tasks.

Returns

Scenario 5A: Voluntary Return of a Runaway

What's happening:

- Maria Test [Insert State Name], age 14, has been detained as a runaway from another state.
- Local law enforcement officials notified the state ICJ Office of her detention and the need for return.

What to do:

- Set up a new Juvenile Profile for Maria Test [Insert State Name].
- Initiate a Return case where the juvenile has been apprehended.
- The “Home/Demanding Confirmation” Return Type and “Return Type confirmation” is “Runaway”
- The “Form III Court Hearing Information” is “Signed Form III”
- Process the Return Case until closed by the “Home / Demanding State.”

Where to start the return process:

New Case File

What type of process do you wish to initiate?
Return

Which State is the Holding State?
Ohio

Which State is the Home/Demanding State?
Kentucky

What is the reason for the return case?
Juvenile has been apprehended

+ Create New Return Case File

Return Case Details ReturnCaseDetailsHeader 43499 (3*)

KY / OH Home/Demanding State Information* HomeSlashDemandingStateInformation 43500

Home/Demanding State Information

Return Type
Runaway

Individual Entity Seeking Return
Demanding Court

Home State State Age Of Majority
0

Court Hearing Information

Court Date: 01/28/2021

Court Time: 10:00 AM

Court Hearing Results: Signed Form III

Court Notes

Save

Return Type Confirmation

Return Type: Runaway

Save

Scenario 5B: Event – Request to Apprehend Juvenile— Holding State Unable to Locate Juvenile

What's happening:

- Maria Test [Insert State Name] has run away from home again. Her parents have reported her as a runaway to local law enforcement officials.
- Her parents believe she is at her boyfriend's house in a neighboring state.

What to do:

- As the Home/Demanding State, begin with juvenile created in Scenario 3A, initiate a Return case "Request to apprehend juvenile."
- Process the case to close where the Holding State is unable to locate the juvenile.

Where to start:

The screenshot shows the 'New Case File' form with the following fields and annotations:

- What type of process do you wish to initiate?:** Return (highlighted with a red box)
- Which State is the Holding State?:** Ohio
- Which State is the Home/Demanding State?:** Kentucky
- What is the reason for the return/case?:** Request to apprehend Juvenile (highlighted with a red box and a yellow arrow pointing to it from the right)
- Buttons:** Create New Return Case File

The screenshot shows the 'Result - Request to Apprehend' form with the following fields and annotations:

- Request To Apprehend:** Unable to Locate Juvenile (highlighted with a pink box)
- Unable To Locate Information:** (Empty text area, highlighted with a pink box)
- Buttons:** Save

Scenario 5C: Event – Juvenile Apprehended, Non-Voluntary Return, Refusal to Sign Form III

What's happening:

- ❑ Maria Test [Insert State Name] was reported as a runaway, then apprehended by local law enforcement officers at her boyfriend's home in a neighboring state.

What to do:

- ❑ Beginning with juvenile created in Scenario 3A, initiate a Return case as the Holding State where the juvenile has been apprehended.
- ❑ The "Home/Demanding Confirmation" Return Type and "Return Type confirmation" is "Runaway."
- ❑ The "Form III Court Hearing Information" is "Refusal to Sign Form III."
- ❑ Complete the "Requisition" section.
- ❑ Process the Return Case until closed by the "Home / Demanding State."
- ❑ Process the case to close.
- ❑ This scenario highlights how decisions made control subsequent options presented.

Where to start:

New Case File

What type of process do you wish to initiate?
Return

Which State is the Holding State?
Ohio

Which State is the Home/Demanding State?
Kentucky

What is the reason for the return case?
Juvenile has been apprehended

+ Create New Return Case File

Return Case Details ReturnCaseDetailsHeader 43499 (3*)

KY / OH Home/Demanding State Information* HomeSlashDemandingStateInformation 43500

Home/Demanding State Information

Return Type
Runaway

Individual Entity Seeking Return
Demanding Court

Home State State Age Of Majority
0

Refusal to sign Form III

Court Hearing Information

Court Date 2/28/2021	Court Time 10:00 PM	Court Hearing Results Refusal to sign Form III
-------------------------	------------------------	---

Court Notes

Non-Voluntary Return NonVoluntaryReturnHeader 63589 (1*)		Due 6/8, 60 days left
OH	Return Type Confirmation (This task cannot be changed after save)* ReturnTypeConfirmation 63590	4/9/2021
OH	Requisition Information* Requisition 63594	

Requisition

Return Type: Runaway

Individual Entity Seeking Return: Legal Guardian

Court Of Jurisdiction In Holding State: [Redacted]

Requisitioning Court Or Agency In Home Demanding State: [Redacted]

Current Age: 16 years old

Legal Guardian

Legal Guardian Relationship: [Redacted]

Legal Guardian First Name: [Redacted]

Legal Guardian Last Name: [Redacted]

Legal Guardian Address 1: [Redacted]

Legal Guardian Address 2: [Redacted]

Legal Guardian City: [Redacted]

Legal Guardian State: Ohio

Legal Guardian Zip: [Redacted]

Legal Guardian Primary Phone: [Redacted]

Legal Guardian Secondary Phone: [Redacted]

Legal Guardian Primary Language: [Redacted]

Legal Guardian Email: [Redacted]

Legal Guardian Notes: [Redacted]

Website Sidebars

[UNITY Coordinators](#)

[Frequently Asked Questions](#)

[UNITY Rollout Timeline](#)

[UNITY Training Quick Reference Guide](#)

[JIDS to UNITY Migration Checklist](#)



2021 ANNUAL BUSINESS MEETING

Promoting Justice, Equity, and UNITY

MONDAY, OCTOBER 4 - THURSDAY, OCTOBER 7, 2021

COMPLIANCE COMMITTEE REPORT FOR 2021

To: Interstate Commission for Juveniles

From: Natalie Dalton, Compliance Committee Chair
Commissioner, Virginia

Date: August 20, 2021

In FY21, the Compliance Committee met on two (2) occasions. On April 23, 2020, the Commission suspended enforcement of the ICJ Rules outlined in Sections 400-800, due to the onset of the COVID-19 pandemic. Since this suspension of enforcement, all compliance related concerns have been resolved unofficially.

The Committee continued with its review of Corrective Action Plans from the 2019 Performance Measurement Assessment (PMA). The one (1) remaining state has now completed their Corrective Action Plan.

The Executive Committee approved the 2020 State Council Report on March 18, 2021. As of March 1, 2021, all 52 member states/territories had submitted their 2020 State Council Reports. As of that date, 44 states reported fully formed state councils and only three (3) states had no State Council. Seventeen (17) states did not meet in 2020, ten (10) of which cited COVID-19 as a barrier, and 19 states reported at least one membership vacancy. Letters were sent to the governor's office of the states without a council, to request assistance with the formation of a council in accordance with ICJ Article IX; Rule 2-107 and Administrative Policy #01-2011. In addition, the committee agreed to offer Training and Technical Assistance to states that reported no state council or a partially formed state council, which had not met in the last six (6) years. Additionally, letters advising of the committee's decision to take no punitive action were sent to states that had a state council that did not meet in 2020.

Due to the retirement of JIDS and transition to UNITY, a change in the ICJ Performance Measurement Standards was warranted. The Committee voted to change the references to JIDS in Priority C-01 and C-02, which pertains to Compact Office Operations, and to eliminate Priorities C-03 and C-04. The Executive Committee approved these recommendations on July 15, 2021.

The Compliance Committee additionally worked to establish a list of reports that would be essential for future Performance Measure Assessments (PMA). This information was provided to the UNITY Data Visualization Team.

Moving forward, the Compliance Committee will conduct a thorough review of Performance Measurement Assessment practices and policies.

Thanks again to each member of the Compliance Committee for the continued collaboration and dedication to the Commission.

Respectfully submitted,

Natalie Dalton

Natalie Dalton
Compliance Committee Chair
Commissioner (VA)



2020 STATE COUNCILS FOR INTERSTATE JUVENILE SUPERVISION REPORT

March 18, 2021

COMPACT AND POLICY

Pursuant to the Interstate Compact for Juveniles (ICJ), Article IX:

“Each member state shall create a State Council for Interstate Juvenile Supervision. While each state may determine the membership of its own state council, its membership must include at least one representative from the legislative, judicial, and executive branches of government, victims groups, and the compact administrator, deputy compact administrator or designee. . .”

ICJ Rule 2-107: State Councils was promulgated to promote operation of state councils. Effective March 1, 2020, Rule 2-107 states:

“Each member state and territory shall establish and maintain a State Council for Interstate Juvenile Supervision as required by Article IX of the Interstate Compact for Juveniles. The State Council shall meet at least once annually and may exercise oversight and advocacy regarding the state’s participation in Interstate Commission activities and other duties, including but not limited to the development of policy concerning operations and procedures of the compact within that state or territory. By January 31st of each year, member states and territories shall submit an annual report to the National Commission to include the membership roster and meeting dates from the previous year.”

ICJ Administrative Policy 01-2011 was adopted to help ensure “compliance with the statute requirement that each member state or territory maintain a state council.” Section III of the policy requires:

- A. By January 31 of each year, member states and territories shall submit the following information regarding their state council to the National Office:
 1. State council membership roster; and
 2. Meeting dates from previous year.
- B. Enforcement guidelines:
 1. If a member state or territory has not submitted the above information by March 1, the National Office will send a written reminder to the Commissioner.
 2. If a member state or territory has not submitted the above information by April 1, or has not established their state council, the Executive Director shall refer the matter to the Compliance Committee.

2020 STATE COUNCIL REPORTS

This year, the Commission utilized an online report form to streamline reporting and collect information regarding membership.

As of March 1, 2021, all 52 member states/territories have submitted 2020 State Council Reports.

- January 27, 2021: National Office sent reminder email to 19 states with no report.
- March 1, 2021: National Office sent written reminder to 2 state Commissioners and received reports back on the same day.

State Council Formation

- 44 states reported fully-formed State Councils which have met within the last 6 years.
- 5 states reported fully or partially-formed State Councils, but no meetings in past 6 years.
- 3 states reported having no State Council.

State Council Meetings

- 17 states did not meet in 2020:
 - 10 states cited COVID-19 as the reason for not meeting.
 - 5 states have not met in the past 6 years or longer.
 - 3 states reported that they do not have state council.

State Council Vacancies

- 19 states reported at least one membership vacancy.

STATE FEEDBACK

COVID-19 and UNITY were hot-topics at 2020 State Council Meetings. States discussed strategies to manage compact business during the pandemic, and shared information about the new ICJ Rule 2-108: Emergency Suspension of Enforcement.

States also discussed results of the 2019 Performance Measurement Assessment; new Advisory Opinions; Commission appointments; the Commission's strategic plan; the ICJ Annual Report; Rule amendments, including the new Rule 2-107, which went into effect in 2020; intrastate trainings; REAL ID requirements; the Commission's action plan to promote racial justice; and the 2020 virtual Annual Business Meeting.

STATE HIGHLIGHTS

Connecticut's State Council cooperatively developed an airport protocol to assist returning youth and hopes to leverage the Council to develop a protocol to coordinate non-delinquent returns when juveniles are under the care of the State.

"Indiana's COVID-19 response has created an increased sense of comradery and positive attitudes. The use of technology has increased compliance and helped resolve issues faster"

– Nita Wright, Indiana Probation DCA from September 2020 State Council Minutes

Maine's State Council centralized ICJ court hearings to the Portland District Court to resolve issues surrounding educating attorneys and judges.

Judges on Tennessee's State Council assist with helping their peers understand the ICJ.

STATE COUNCIL BENEFITS

States reported the following tangible benefits, recommendations, and/or products that have resulted from their State Councils:

- Involving courts in State Council helps in getting field cooperation
- Foster state-wide support for JJDP core requirements
- Cooperatively develop interstate policies and protocols
- Provide input on Rule Proposals
- Educate members on compliance with the Compact
- Training Law Enforcement Officers
- Developing interstate compact allies
- Opportunities to educate attorneys and judges
- Examining impacts of ICJ on other compacts
- Problem solving for complex cases

STATE COUNCIL CHALLENGES

States reported the following obstacles/challenges:

- COVID-19
- Council Formation
- Securing Appointments
- Scheduling Meetings

COMMITTEE RESPONSE

On March 5, 2020, the Compliance Committee decided to offer training and technical assistance (TTA) to 7 states that failed to hold a State Council meeting in the past 5 years. However, plans were put on hold due to the onset of COVID-19 (national emergency was declared on March 13, 2020).

On April 23, 2020, the Commission suspended enforcement of ICJ Rules in Sections 400-800. Enforcement of Rule 2-107 was not suspended.

On March 4, 2021, the Compliance Committee decided to take the following action:

- Send letters to states that did not meet in 2020 acknowledging lack of compliance, but indicating committee's decision to take no action.
- By December 31, 2021, offer Training and Technical Assistance to 6 states where no council has been formed and/or where state councils have not met in the past 6 years.
- Review Strategic Plan, Initiative 4A related to state councils and change Action Step #5 end date to June 30, 2022. Action Step #7 is considered complete.

ICJ Performance Measurement Standards

The Compliance Committee recommends three equally-important priorities be established for compliance monitoring:

- A. Safe & Successful Supervision
- B. Effective Returns
- C. Compact Office Operations

The Committee also identified 7 “Core Standards” to be assessed each monitoring cycle.

This document lists Standards associated with each Compliance Priority. Core Standards are listed at the top of each section and marked with an asterisk (“*”). Additional Standards are listed in numerical order according to the related ICJ Rule.

Priority A: Safe and Successful Supervision

- A-01*** For all cases falling under Rule 4-102, Receiving States shall forward the home evaluation within 45 calendar days of receipt of the referral. **Rule 4-102(4)**
- A-02*** Receiving States shall furnish written progress reports to the sending state on no less than a quarterly basis. **Rule 5-101(4)**
- A-03*** Sending States shall respond to a report of violation no later than 10 business days following receipt. **Rule 5-103(2)**
- A-04*** Sending States shall issue a referral packet within 30 calendar days of the effective date of the Travel Permit for a juvenile testing a proposed residence. **Rule 8-101(3)**
- A-05** With regard to state committed parole cases, Sending States shall not allow the juvenile to transfer to the receiving state until the request for transfer has been approved. **Rule 4-102(2)(a)**
- A-06** With regard to state committed parole cases, Sending States shall forward parole conditions to the receiving state upon the juvenile’s release from an institution and the Form V prior to the juvenile relocating to the receiving state. **Rule 4-102(2)(a)**

- A-07** With regard to state committed parole cases where it is necessary for a juvenile to relocate out of state prior to the acceptance of supervision, Sending States shall provide the complete ICJ referral to the receiving state ICJ Office within ten (10) business days of issuing a Travel Permit for that juvenile. **Rule 4-102(2)(a)**
- A-08** With regard to probation cases, Sending States shall ensure referral documents are complete and forwarded to the receiving state. **Rule 4-102(2)(b)**
- A-09** With regard to juvenile sex offender cases, Sending States shall ensure documentation is provided to the receiving state. **Rule 4-103(2)**
- A-10** With regard to juvenile sex offender cases where it is necessary for a juvenile sex offender to relocate prior to the acceptance of supervision, Sending States shall provide the completed ICJ referral to the receiving state ICJ Office within 10 business days of issuing a Travel Permit for that juvenile. **Rule 4-103(3)(b)**
- A-11** The Receiving State's ICJ Administrator or authorized agent shall sign the Home Evaluation accepting or denying supervision. **Rule 4-104(2)**
- A-12** Receiving States shall submit a Violation Report for juvenile absconders that include the juvenile's last known address and phone number, date of the juvenile's last personal contact with the supervising agent, details regarding how the supervising agent determined the juvenile to be an absconder, and any pending charges in the receiving state. **Rule 5-102(2)**
- A-13** As it applies to Rule 5-103, when a juvenile is out of compliance with conditions of supervision, Receiving States shall submit a Violation Report that contains the date and description of the new citation or technical violation, the status and disposition (if any), supporting documentation regarding the violation, efforts or interventions made to redirect the behavior, sanctions if they apply and receiving state recommendations. **Rule 5-103(1)**
- A-14** Sending States shall ensure juveniles relocate within 90 calendar days of the receiving state accepting a probation/parole case for supervision. **Rule 5-104(2)**
- A-15** Sending States shall provide a written explanation within 60 calendar days when a request to discharge/terminate supervision is denied. **Rule 5-104(3)**
- A-16** Travel permits shall not exceed 90 calendar days. **Rule 8-101(3)**

Priority B: Effective Returns

- B-01*** Home/Demanding States, shall return juveniles within five (5) business days of receiving a completed Form III or adult waiver. **Rule 6-102(10)** *defer until 2020 or later*
- B-02*** Home/Demanding States shall return juveniles within 5 business days of receiving the order granting the requisition. **Rule 6-103(9) and 6-103A(9)** *defer until 2020 or later*
- B-03** As it applies to Rule 5-103(3)(d), when Sending States determine a violation requires retaking, it shall return the juvenile within 5 business days. **Rule 5-103(3)(d)**
- B-04** The Holding State shall ensure that juveniles in agreement with the voluntary return shall sign the Form III in the presence of the court who also signs the Form III. **Rule 6-102(6)**

Priority C: Compact Office Operations

UNITY

- C-01*** States shall use the electronic information system authorized by the Commission for all forms processed through the Interstate Compact for Juveniles. **Rule 3-101**
- C-02** Allow only authorized users to access the information in UNITY and only for purposes related to the performance of their official duties. **ICJ Administrative Policy 02-2021: UNITY Privacy Policy VIII (A)**

Policies and Procedures

- C-03** Each ICJ Office shall develop policies/procedures on how to handle ICJ matters within their State. **Rule 4-102(1)**
- C-04** Each ICJ Office shall have policies/procedures in place involving the return of juveniles that will ensure the safety of the public and juveniles. **Rule 6-102(9)**

While Performance Measurement Assessments (PMA) help ensure compliance with ICJ Rules, it is not feasible to proactively assess compliance with all ICJ Rules. Therefore, compliance-related matters may also be addressed in accordance with ICJ Compliance Policies 01-2009, 02-2009, and 03-2009. State Council Enforcement is addressed in accordance with ICJ Administrative Policy 02-2011. Commissioner Appointment is addressed in accordance with ICJ Administrative Policy 01-2015.



2021 ANNUAL BUSINESS MEETING

Promoting Justice, Equity, and UNITY

MONDAY, OCTOBER 4 - THURSDAY, OCTOBER 7, 2021

FINANCE COMMITTEE REPORT FOR 2021

To: Interstate Commission for Juveniles

From: Corrie Copeland, Finance Committee Chair
Commissioner, Tennessee

Date: August 20, 2021

During the FY2021, the ICJ Finance Committee met: 12/10/2021, 03/11/2021, 06/08/2021, and 08/12/2021. The committee, with the support of the National Office staff, regularly reviewed expenditures and reports to ensure the budget adequately met the Commission's ongoing needs. The committee also reviewed the long-term investment funds to ensure it remained on track for continued growth for FY2022.

This fiscal year the Commission faced numerous challenges due to the COVID-19 pandemic, but was able to overcome obstacles and persevere. For example, the Commission's in-person meetings were canceled, and the funds allocated for those meetings were then utilized to assist in funding for UNITY development and the Commission's Leadership Exchange Series.

Due to careful fiscal management, the Commission finished FY2021 within the planned budget of \$1,402,000. The Commission's budget included significant expenditure of funds for the development of the new UNITY data management system and the new On Demand learning management system. Consequently, the amount transferred from cash reserves funds was significantly reduced 14 percent. The Commission's investment accounts grew by 5.5% in FY2021 with the end of the year balance of \$1,918,421.

The Finance committee worked on several projects and developed an ["ICJ Dues Quick Reference Guide"](#) for new ICJ Commissioners. The reference guide provides helpful information, to assist new commissioners in understanding their state's responsibility in ensuring ICJ dues are paid in a timely manner. The Finance Committee also made revisions to the Commission's [Dues Assessment and Enforcement policy](#), which were approved by the Executive Committee.

Recognizing the difficulties states were facing due to the pandemic and allowing states a financial recover period, the Finance Committee recommended that reassessment of dues be delayed for one year. This recommendation was accepted by the Executive Committee.

The Commission is well-positioned to start FY 2022 on a solid financial footing. Funds from cash reserves/investments funds will be used to complete the UNITY development project.

I want to extend my sincere appreciation to the members of the Finance Committee, including Vice-Chair Nina Belli (OR), and ICJ National Office for their efforts and dedication to ensuring the Commission balanced the budget and ended the fiscal year on solid financial footing.

Respectfully submitted,

Corrie Copeland,

Corrie Copeland
Finance Committee Chair
Commissioner (TN)

**Interstate Commission for Juveniles
Budget Worksheet, FY 21, FY22, FY23 (proposed)**

	FY21 Actual	FY 21 Annual Budget	FY22 Budget	FY23 Proposed Budget
Income				
40001 · Appropriations	978,000.00	978,000.00	978,000.00	978,000.00
46000 · Carry Over from Reserves/Invest	0.00	420,000.00	250,000.00	130,000.00
51010 · Dividend Income	172.98	0.00	0.00	0.00
51040 · Savings Account Interest	454.34	4,000.00	0.00	0.00
51080 · Unrealized Gain-Equity	266,432.43	0.00	0.00	0.00
Total Income	1,245,059.75	1,402,000.00	1,228,000.00	1,108,000.00
Expense				
Administrative Expenses				
61040 · Accounting & Bank Fees	13,535.86	12,500.00	14,000.00	14,700.00
61079 · Education & Accreditation	8,265.60	7,500.00	7,500.00	7,500.00
61089 · Professional Membership Fees	300.00	1,800.00	1,800.00	1,800.00
62000 · Office Supplies	3,390.53	4,500.00	4,500.00	4,500.00
62010 · Postage	2,512.87	2,000.00	4,000.00	3,500.00
62280 · Agency Insurance	10,919.00	11,000.00	11,500.00	12,000.00
62310 · Photocopy & Printing	3,224.27	11,000.00	9,000.00	6,000.00
62410 · Marketing & Advertising	868.53	1,000.00	1,000.00	1,000.00
74030 · Telecommuting	5,200.00	0.00	0.00	0.00
85000 · Rent	30,155.12	33,500.00	34,000.00	12,000.00
Total Administrative Expenses	78,371.78	84,800.00	87,300.00	63,000.00
Communications				
62360 · Internet & Telephone	7,039.10	6,000.00	7,000.00	7,500.00
68200 · Video Conferencing	18,534.11	22,000.00	17,600.00	3,000.00
Total Communications	25,573.21	28,000.00	24,600.00	10,500.00
Computer & Information Tech				
62090 · Infrastructure	3,201.96	4,000.00	4,000.00	4,000.00
62130 · Web Support	8,218.91	10,000.00	10,000.00	10,000.00
62140 · Software - Admin	5,050.91	5,000.00	5,000.00	6,000.00
62141 · Software - Training	15,320.21	14,000.00	10,500.00	11,000.00
66000 · Computer & IT Equipment	9,690.30	10,000.00	10,000.00	11,000.00
Total Computer & Information Tech	41,482.29	43,000.00	39,500.00	42,000.00
Meetings & Conferences				
68020 · Food & Beverage	2,215.48	7,500.00	4,000.00	28,200.00
68210 · Meeting Room Rental	521.53	1,000.00	4,000.00	1,000.00
68220 · Accommodations	1,334.88	0.00	2,500.00	48,200.00
68230 · Misc. Expenses	2,266.72	2,450.00	2,000.00	3,000.00
68240 · Registration Fees	-480.00	2,000.00	2,000.00	2,000.00
68250 · Audio Visual	0.00	0.00	2,000.00	12,200.00
68260 · Awards & Promotional	1,001.75	1,000.00	1,000.00	1,600.00
68270 · Virtual Meeting Expense	50,337.91	61,300.00	50,000.00	0.00
74010 · Staff Travel	3,414.46	10,500.00	9,000.00	12,300.00
74020 · Participant Travel	0.00	26,000.00	15,600.00	69,500.00
Total Meetings & Conferences	60,612.73	111,750.00	92,100.00	178,000.00
National Data System				
63100 · UNITY System	402,453.00	492,000.00	340,000.00	184,000.00
63200 · JIDS System	34,824.48	40,000.00	20,000.00	13,000.00
63300 Data Systems Other	21,250.79	31,500.00	20,000.00	20,000.00
Total National Data System	458,528.27	563,500.00	380,000.00	217,000.00
Payroll Expenses				
Total Salaries & Payroll Taxes/Fees	358,198.82	350,500.00	365,000.00	380,000.00
Total Benefits	112,750.22	150,000.00	157,500.00	157,500.00
Total Payroll Expenses	470,949.04	500,500.00	522,500.00	537,500.00
Professional Services				
72100 · Consultant	21,668.09	20,000.00	25,000.00	25,000.00
71230 · Leadership Development	11,000.00	11,000.00	22,000.00	0.00
80000 · Legal Services	34,500.00	37,000.00	35,000.00	35,000.00
Total Professional Services	67,168.09	68,000.00	82,000.00	60,000.00
Total Expense	1,202,685.41	1,399,550.00	1,228,000.00	1,108,000.00
Operating Income (Income - Expenses)	42,374.34	2,450.00	0.00	0.00

ICJ Dues Quick Reference Guide



Pursuant to the Interstate Compact for Juveniles, each Compact member state is assessed an annual fee which covers the cost of the Commission's internal operations and activities of the Commission: including the Commission's electronic information system, Annual Business Meeting (ABM), operation of committees, and ICJ National Office staff.

Calculation of Dues

Annual dues are calculated using a formula set forth in [*ICJ Rule 2-101: Dues Formula*](#), which takes into account the previous three years of juvenile transfer data and the most recent U.S. Census population data. Dues are re-calculated every 5 years. For example, dues will be recalculated in 2022 and new rates will take effect in FY 24.

Collection of Dues

Pursuant to [*ICJ Policy 2009-08: Dues Enforcement*](#)

1. Each member state is invoiced for the annual dues at the beginning of the state's fiscal year.
2. If a state has not paid dues within 30 days of the new fiscal year, the ICJ National Office sends a written reminder to that state's Commissioner.
3. If a state has not paid dues within 90 days of the new fiscal year, the ICJ National Office sends a delinquency notice via registered mail to that state's Commissioner.
4. If a state has not paid dues within 90 days of the new fiscal year, the matter is referred to the ICJ Compliance Committee for enforcement action.

Payment Via Electronic Transfer

Electronic transfers via Automated Clearing House (ACH) are strongly encouraged, as they ensure safe and timely delivery.

For assistance in setting up electronic payments or with other matters, contact the ICJ National Office at 859-721-1061 or ICJFinancial@juvenilecompact.org.

Finance Committee Recommendations to Help Ensure Dues are Paid on Time:

- The ICJ National Office sends annual dues invoices each April. Upon request, your state's invoice may be sent sooner or a duplicate may be sent at any time.
- Commissioners: review and familiarize yourself with [ICJ Rule 2-101: Dues Formula](#) and with the [ICJ Dues Enforcement Policy](#).
- Commissioners: schedule a meeting with your agency's Accounting/Finance Department so you can work together to come up with a process to ensure that your ICJ dues are paid on time annually. At this meeting, provide education regarding the ICJ payment of dues, timelines, and expectations.

Also, ensure you understand your agency's payment process for these dues. Find out from your agency what internal processes, forms, and documentation is needed to ensure your state's dues are paid on time. Questions to ask include:

- What is the timeline for your agency to process and send the dues payment to ICJ National Office?
 - When do you need to submit your payment request to your fiscal department?
 - Are there any internal forms that need to be completed when submitting the ICJ dues payment request to your fiscal department?
- Check with your agency's Accounting/Financial Department to ensure that your state has the appropriate Federal Tax ID # and has an up-to-date W9 tax form from the ICJ National Office. If not, request a current version of the W9 tax form and the Tax ID # from the ICJ National Office.
 - Follow up with your agency's Accounting/Finance Department to ensure the dues payment is being sent to the correct address for the ICJ National Office. Also, request a copy of the invoice and/or any documentation verifying payment was made for your records.
 - Many states prefer to make electronic payments via ACH transfer. If your state would like to set up electronic payments, the ICJ National Office is glad to assist.
 - If your state ICJ office or Accounting/Finance Department has additional questions, feel free to contact the ICJ National Office for assistance at ICJFinancial@juvenilecompact.org or 859-721-1061.

 <p>Interstate Commission for Juveniles</p>	<p>Policy Number 08-2009</p>	<p>Page Number: 1</p>
<p>ICJ Administrative Policy Dues Assessment and Enforcement</p>		<p>Dated: August 4, 2009</p> <p>Revised: July 15, 2021</p>

I. Authorization

- A. Article VIII of the ICJ provides in relevant part, “The Interstate Commission shall levy and collect an annual assessment from each compacting state to cover the cost of the internal operations and activities of the Interstate Commission and its staff which must be in total amount sufficient to cover the Interstate Commission annual budget as approved each year.”
- B. Article VII(B)(3) of the ICJ provides in relevant part that, “The Interstate Commission, in the reasonable exercise of its discretion, shall enforce the provisions and rules of this Compact using any or all means set forth in Article XI of this Compact.”
- C. ICJ Rule 2-101 provides in relevant part, “The Commission shall determine the formula to be used in calculating the annual assessments to be paid by states.”

II. Policy

The Commission provides resources, support, and technical assistance necessary for the daily operations of the Compact. This policy sets forth responsibilities and procedures for assessing and enforcing the collection of annual dues to ensure the Commission maintains a sufficient operating budget.

III. Responsibility

- A. The Finance Committee shall periodically review the dues assessment policy, approved dues formula, dues ratio and tier structure, and dues enforcement procedures, and propose revisions as needed.
- B. In the event of a proposed revision to the approved dues formula, the Finance Committee shall submit a recommendation to the Rules Committee for presentation to the Commission, pursuant to ICJ Rule 2-103 Adoption of Rules and Amendments.
- C. The Compliance Committee shall be responsible for recommending dues enforcement action against a defaulting state.

 <p>Interstate Commission for Juveniles</p>	<p>Policy Number 08-2009</p>	<p>Page Number: 2</p>
<p>ICJ Administrative Policy Dues Assessment and Enforcement</p>		<p>Dated: August 4, 2009</p> <p>Revised: July 15, 2021</p>

D. The Executive Director shall oversee the collection of dues and keep accurate accounts of all receipts.

IV. Procedures

A. Dues Assessment

1. Member states shall be invoiced for annual dues at the beginning of the state’s fiscal year.
2. Dues shall be recalculated every five years, based on the approved dues formula, and shall be effective beginning in the fiscal year following the fiscal year in which they are recalculated.
3. Dues recalculation shall be performed as soon as data from FY 22 is available and presented at the 2022 Annual Business Meeting for consideration by the Commission. Recalculated rates shall take effect in FY 24. This schedule shall be repeated every 5 years.

B. Approved Dues Formula

1. As set forth in ICJ Rules 2-101, the dues formula shall be (Population of the state / Population of the United States) plus (Number of juveniles sent from and received by a state / total number of offenders sent from and received by all states) divided by two.
2. The quotient obtained from the formula determines the state’s dues ratio.
3. Dues shall be calculated using the most recent U.S. Census data and an average of the most recent available three years of juvenile interstate transaction data obtained from the Commission’s electronic information system.
4. The annual dues assessed are based upon a tier structure established with the approval of the Finance Committee.

 <p>Interstate Commission for Juveniles</p>	<p>Policy Number 08-2009</p>	<p>Page Number: 3</p>
<p>ICJ Administrative Policy Dues Assessment and Enforcement</p>		<p>Dated: August 4, 2009</p> <p>Revised: July 15, 2021</p>

C. Dues Enforcement

1. If a member state has not paid its annual dues within thirty (30) days of the beginning of the state’s fiscal year, the Executive Director will send a written reminder to the Commissioner of such state.
2. If a member state has not paid its annual dues within ninety (90) days of the beginning of the state’s fiscal year, the ICJ national office shall send via registered mail a written delinquency notice to the Commissioner of such state.
3. If a member state has not paid its annual dues within 120 days of the start of the state’s fiscal year, the Executive Director shall refer the matter to the Compliance Committee for enforcement action.



2021 ANNUAL BUSINESS MEETING

Promoting Justice, Equity, and UNITY

MONDAY, OCTOBER 4 - THURSDAY, OCTOBER 7, 2021

RULES COMMITTEE REPORT FOR 2021

To: Interstate Commission for Juveniles

From: Tracy Hudrlik, Rules Committee Chair
Commissioner, Minnesota

Date: August 11, 2021

A Rules Year

As this is a rulemaking year, the Rules Committee was very hard at work this past year. The Committee met eight times between October 2020 and August 2021.

Based on the systematic review of the rules conducted in 2020 and 2021, the Rules Committee developed several proposed rules amendments and one new rule. With the rollout of UNITY and other ICJ initiatives, other committees submitted rule proposals to align with new practices/procedures and language. The Rules Committee reviewed all proposed rule amendments and justifications, as well as, assisted in developing consistent language and provided feedback to those proposals.

Based on the date of the 2021 Annual Business Meeting (ABM), the Rules Committee further developed a calendar with deadlines for rule proposal submissions, review, posting for public comment, etc. The Rules Committee then reviewed the comments provided after posting and made additional changes to the proposals for clarity. It cannot be stressed enough that comments made by member state staff and Commission members is invaluable to providing sound rule proposals.

In all, the Rules Committee will present 15 proposed rule amendments to the full Commission for vote on October 7, 2021 during the General Session. A Public Hearing will be held September 9, in advance of the virtual 2021 Annual Business Meeting.

The Rules Committee is especially proud of the work done by the members to systematically review the rules proactively and looks forward to continuing that work in the coming years. The Rules Committee is already noting new rule proposals for preparation for the next rules making cycle

I would be remiss if I did not thank the ICJ National Office staff, specifically Director Underwood, Jenny Adkins, Emma Goode, and Amanee Cabbagestalk for their amazing work to support the Rules Committee. Their organization skills and knowledge are second to none. The Rules Committee simply would not function without their hard work.

Thank you, it has been my pleasure to serve as your Rules Committee Chair.

Respectfully submitted,

Tracy Hudrlik

Tracy Hudrlik
Rules Committee Chair
Commissioner (MN)

#	Rule No.	2021 Amendments to ICJ Rules	VOTE Pass / Fail
Section 100 Definitions			
1	1-101	Absconder	
2	1-101	Court	
3	1-101	Proof of Entitlement (new definition)	
Section 200 General Provisions			
4	2-103	Adoption of Rules and Amendments	
Section 300 General Provisions			
5	3-101	Forms (Technology Cmte)	
Section 400 Transfer of Supervision			
6	4-102	Sending and Receiving Referrals	
7	4-103	Transfer of Supervision Procedures for Juveniles Sex Offenders	
8	4-104	Authority to Accept/Deny Supervision (Technology Cmte)	
Section 500 Supervision in Receiving State			
9	5-101	Supervision/Services Requirements	
10	5-102	Absconder Under ICJ Supervision	
11	5-103	Reporting Juvenile Non-Compliance, Failed Supervision and Retaking (JuvAdult AdHoc)	
12	5-103	Reporting Juvenile Non-Compliance, Failed Supervision and Retaking (Racial Justice AdHoc)	
Section 600 Additional Return Requirements for Sections 500 and 600			
13	7-104	Warrants (JuvAdult AdHoc)	
14	7-105	Detention and Hearing on Failure to Return (JuvAdult AdHoc)	
Section 800 Travel Permits			
15	8-101	Travel Permits (Technology Cmte)	



2021 ANNUAL BUSINESS MEETING

Promoting Justice, Equity, and UNITY

MONDAY, OCTOBER 4 - THURSDAY, OCTOBER 7, 2021

RACIAL JUSTICE AD HOC COMMITTEE REPORT FOR 2021

To: Interstate Commission for Juveniles

From: Racial Justice Ad Hoc Committee Co-Chairs
Becki Moore, Designee, Massachusetts
Tasha Hunt, Commissioner, Connecticut

Date: August 26, 2021

In the Spring of 2020, the Interstate Commission for Juveniles – in an effort to wholly embody its mission to promote the safety and well-being of juveniles and communities – was compelled to take action to remedy the long-standing racial injustice that has been highlighted by the senseless and horrific killings of Breonna Taylor, George Floyd, and countless other Black Americans. The Commission recognizes that racial injustice is deeply ingrained in American institutions, particularly in criminal and juvenile justice systems.

As a national juvenile justice organization, the Commission is uniquely positioned to serve as a force for positive change. And in the Fall of 2020, the Commission took action toward examining our own institution by enacting the Racial Justice Ad Hoc committee to support juvenile justice systems throughout the nation in an effort to eliminate both explicit and implicit bias and to minimize inequities in the work the Commission is empowered to conduct. The committee's stated purpose is to analyze data regarding ICJ operations, as well as ICJ Rules, policies, and resources and to make specific recommendations for change to the Commission aimed at promoting racial equity.

The Racial Justice Ad Hoc committee met first on December 16th, 2020 with committed and diverse representation from all four ICJ regions. The committee has continued to meet monthly throughout 2021 and the continuation of the committee's work through the end of 2022 was approved by Executive Committee in August.

In our short time together, the ad hoc committee recommended that:

- Rule 5-103: Reporting Juvenile Non-Compliance, Failed Supervision and Retaking be amended to ensure equitable use of Graduated Responses.
- The Commission's Mission, Vision, and Values statements be updated to reflect the Commission's commitment to equity and racial justice.
- The process for the selection of ICJ Officers, Regional Representatives and Committee Chairpersons be revised in an effort to provide structure and

uniformity for the nomination process and broaden the pool of applicants while encouraging more diversity in ICJ leadership positions.

We are thankful for the opportunity to serve as Co-chairs of the ICJ's Racial Justice Ad Hoc Committee and appreciate the Commission's prioritization to this important work and commitment to promoting racial justice and ensuring equitable practice within the Commission.

We recommend this work remains at the forefront of the Commission's priorities, and an even more ambitious agenda is set in the coming year to become a standard-bearer of racial equality.

Do the best you can until you know better. Then when you know better, do better.

– Maya Angelou

Thank you for the opportunity to serve.

Respectfully submitted,

Becki Moore

Becki Moore
Racial Justice Ad Hoc Committee Co-Chair
Designee (MA)

Tasha Hunt

Tasha Hunt
Racial Justice Ad Hoc Committee Co-Chair
Commissioner (CT)



Recommended Updates to the ICJ Vision, Mission, and Values Statements

*The Executive Committee recently recommended that amendments below be made to the ICJ Mission, Vision, and Values statements. The Commission will vote on adoption of these amendments at the 2021 Annual Business Meeting. These recommendations were developed by the Ad Hoc Committee on Racial Justice, which was charged with making recommendations regarding ICJ operations, rules, policies, and resources. Recommended edits are indicated in **red text** or ~~strike-through~~.*

Mission

The Interstate Commission for Juveniles, the governing body of the Interstate Compact for Juveniles, through means of joint and cooperative action among the compacting states, preserves child welfare and promotes public safety interests of citizens, including victims of juvenile offenders. **With a focus on racial justice**, ~~by the Commission~~ provides ~~ing~~ enhanced accountability, enforcement, visibility, and communication in the return of juveniles who have left their state of residence without permission and in the cooperative supervision of delinquent juveniles who travel or relocate across state lines.

Vision

The Interstate Commission for Juveniles will promote public safety, victims' rights, and juvenile accountability that is balanced with safeguarding those juveniles **in a fair and equitable way**.

Values

The Interstate Commission for Juveniles values:

1. We **honor the Compact's spirit** of communication, collaboration and mutual respect among all parties in the Compact.
2. We **hold ourselves accountable** to our compact agreements.
3. We expect and support **continuous knowledge and skill development**.
4. We **seek sustainability of ICJ** via leadership development and national visibility.
5. We value **racial diversity** and seek **equitable outcomes and experience** for all juveniles served by the Compact and all parties in the Compact.
6. We ensure that **everything we do supports the outcomes** stated in our mission.

ICJ NOMINATIONS & ELECTIONS PROCESS



To broaden the pool of nominees and encourage more diversity in ICJ leadership positions, the ICJ Ad Hoc Committee on Racial Justice developed the following guidelines for the nomination and election of ICJ Officers, Regional Representatives, and Committee Chairpersons. The Executive Committee approved the process on July 15, 2021. This process is intended to:

- Establish clearly defined procedures that promote diversity in leadership; and
- Ensure voting members have advance knowledge of candidates and their qualifications.

1. Commission Officers: Chair, Vice-Chair, Treasurer (One Year Term)

Advance Nominations Process

- The nomination period for Chair, Vice-Chair, and Treasurer opens no later than sixty (60) calendar days before the Annual Business Meeting (ABM). The National Office will notify the Commission of the nomination period and provide a description of the roles and responsibilities for each position.
- Only Commissioners & Full-Time Designees are eligible to be nominated and/or to make a nomination.
- Commissioners/Full-Time Designees may nominate themselves or another eligible member of the Commission. The National Office will contact nominees to advise them of the nomination and determine if they accept the nomination.
- Interested candidates are invited to submit a cover letter, resume/cv, and a Statement of Interest to the National Office.
- The Statement of Interest (SOI) should address how the candidate's goals align with the ICJ Vision, Mission and Values, including racial equity. The SOI should be approximately 100-500 words in length, although longer statements will not be excluded. Questions to address include:
 - Why are you running?
 - How does your candidacy align with the ICJ Vision, Mission, Values, and emphasis on racial equity?
- The National Office will compile and submit all nominee documentation to Commissioners no later than thirty (30) calendar days before the Annual Business Meeting.

Annual Business Meeting Process

- Regions will review the elections process and candidates.
- Regions will not vote to nominate candidates.
- Though advance nominations are encouraged, nominations from the floor will be accepted during the General Session.
- During the General Session, each candidate will address the Commission prior to voting for five (5) minutes or less. This reduces the need for person-to-person campaigning.
- Voting is conducted electronically by anonymous ballot, without the ability to write-in a candidate.

2. Regional Representatives (Two Year Terms)

Advance Nominations Process

- The nomination period for Regional Representatives opens no later than sixty (60) calendar days before the ABM, in years in which regional representatives are elected. The National Office will notify the Commission of the nomination period and provide a description of the roles and responsibilities for the position.
- Only Commissioners & Full-Time Designees are eligible to be nominated.
- Commissioners/Full-Time Designees may nominate themselves or another eligible member of their region. The National Office will contact nominees to determine if they accept the nomination.
- Interested candidates are invited to submit a cover letter, resume/cv, and a Statement of Interest.
- The Statement of Interest (SOI) should address how the candidate's goals align with the ICJ Vision, Mission and Values, including racial equity. The SOI should be approximately 100-500 words in length, although longer statements will not be excluded. Questions to address include:
 - Why are you running?
 - How does your candidacy align with the ICJ Vision, Mission, Values, and emphasis on racial equity?
- The National Office will compile and submit all nominee documentation to Commissioners no later than thirty (30) calendar days before the Annual Business Meeting.

Annual Business Meeting Process

- Regional Representatives (RR) generally lead Region Meetings, including elections, at the Annual Business Meeting. However, if a RR leads an election in which s/he is nominated, it can raise concerns about conflict of interest. Therefore, according to Robert's Rules,
 - If a RR is nominated, s/he will announce whether s/he accepts nomination.
 - If the RR accepts the nomination, then the RR must recuse him/herself.
 - The RR will identify an alternate to lead the election. The alternate cannot be a nominee or nominator for the RR position. Options include: an alternate RR, current Commission Officer, or National Office staff member.
- During the Regional Meeting, candidates will have up to five (5) minutes to address the region prior to voting.
- If there is only one (1) candidate for a position, no vote is necessary. The RR will affirm the candidate has been elected by acclamation.
- If there is more than one (1) candidate, a vote will be conducted.
 - When the meeting is face-to-face, voting is conducted by paper ballot.
 - When the meeting is conducted virtually, voting is conducted electronically by anonymous ballot without the ability to write-in a candidate.

3. Committee Chairpersons (One Year Term)

- Commission members who are interested in pursuing a chairperson position for one of the Commission's existing committees shall express their interest, in writing, to the National Office no later than sixty (60) days prior to the Annual Business Meeting.
- Only Commissioners & Full-Time Designees are eligible to serve as a chairperson.
- Committees currently include: Compliance, Finance, Information Technology, Rules, and Training, Education, and Public Relations.
- The National Office will compile the relevant information and submit it to the recently elected officers.
- The Commission Chair will consider the submissions received prior to the Annual Business Meeting when appointing the committee chairpersons.



2021 ANNUAL BUSINESS MEETING

Promoting Justice, Equity, and UNITY

MONDAY, OCTOBER 4 - THURSDAY, OCTOBER 7, 2021

LEGAL COUNSEL REPORT FOR 2021

To: Interstate Commission for Juveniles

From: Richard L. Masters, General Counsel
ICJ Legal Counsel

Date: August 26, 2021

The General Counsel's Office provides legal guidance to the Interstate Commission and its committees with respect to legal issues which arise in the conduct of their respective duties and responsibilities under the terms of the Compact, its Bylaws and administrative rules. The provisions of the Compact specifically authorize formal legal opinions concerning the meaning or interpretation of the actions of the Interstate Commission which are issued through the Executive Director's Office in consultation with the Office of General Counsel. These advisory opinions are made available to state officials who administer the compact for guidance. The General Counsel's office also works with the Commission and its member states to promote consistent application of and compliance with its requirements including the coordination and active participation in litigation concerning its enforcement and rule-making responsibilities.

In addition to day-to-day advice and counsel furnished to the Commission's Executive Director, the Executive, Rules, and Compliance Committees, the General Counsel's Office, in conjunction with the Executive Director, issues advisory opinions concerning the interpretation and application of various provisions of the compact and its administrative rules and assists with informal requests for legal guidance from member states, as well as, dispute resolutions under the applicable ICJ Rules. All Legal Advisory Opinions and Legal White Papers referenced in this report are public record and available on the Commission's website.

Since the 2020 Annual Business Meeting, three (3) new legal advisory opinions have been released.

- Advisory Opinion 01-2021, addresses whether HIPAA permits sharing information as required by the ICJ, including through the UNITY System.
- Advisory Opinion 02-2021, discusses the limits of the ICJ authority to conduct records checks for another state on juveniles not subject to ICJ.
- Advisory Opinion 03-2021, addresses whether the prohibition against communication between ICJ member states as provided in ICJ Rule 2-104 forbids all communication between a supervised juvenile and case workers in the sending state once supervision is accepted.

Three (3) new Legal White Papers were issued in 2021:

- “Distinction Between Suspension of ICJ Rules and Suspension of Enforcement;”
- “ICJ Returns, Human Trafficking, and Federal Authorities;” and
- “Use of ICJ Records rather than Testimony by Out-of-State Personnel”.

In addition to Advisory Opinions, Legal Guidance Memoranda have been provided to assist the states in interpreting and applying the ICJ to various situations which include the following:

- “Whether a State Supreme Court Emergency Order Releasing Certain Juveniles Allows a Juvenile Required to be Detained Pursuant to an ICJ Warrant to be Released in Violation of ICJ Rules”
- “Confidentiality of Personnel Appraisals”
- “Non-voluntary Return of Non-delinquent and Non-dependent Juvenile Victims of Human Trafficking”; and
- “Whether ICJ is triggered by the commission of an alleged offense by a dependent juvenile placed in another state under the ICPC that did not result in a charge of delinquency, active warrant, or a subsequent prosecution”
- “Interpretation of ICJ Rule 5-103(4) for the ICJ UNITY Enhancement Subcommittee”.

Judicial training and Compact Administrator training concerning the legal aspects of the Compact and its administrative rules is also being addressed, in part, by the General Counsel’s office under the auspices of the ICJ Executive, Rules, and Training Committees. Legal Counsel was also involved in the review of ICJ Bench Book and related resources due to the transition from JIDS to UNITY, as needed. In April, I co-presented ICJ-related training in a virtual Hawaii Judges Conference.

General Counsel assisted the Commission in several matters pertaining to investigation, compliance, and enforcement responsibilities under the Compact, as well as dispute resolutions. While the Compliance and Executive Committees continue to exercise appropriate oversight concerning compact compliance, it has not yet been necessary for the Commission to become involved in litigation concerning enforcement of the ICJ or ICJ Rules during the period from the 2020 Annual Business Meeting to date.

Respectfully submitted,



Richard L. Masters
General Counsel

	Interstate Commission for Juveniles	Opinion Number: 01-2021	Page Number: 1
<p style="text-align: center;">ICJ Advisory Opinion Issued by: Executive Director: MaryLee Underwood Chief Legal Counsel: Richard L. Masters</p>			
Description: HIPAA permits sharing information as required by the ICJ, including through the UNITY System		Dated: May 19, 2021	

Background:

Pursuant to Commission Rule 8-101(3), the Interstate Commission’s Executive Committee has requested an advisory opinion

Issues:

Effective May 19, 2021, the Interstate Commission adopted a new nationwide electronic information system, known as UNITY or the Uniform Nationwide Interstate Tracking for Youth system. As part of the transition, the Commission retired resources focused on JIDS (the previous electronic information system), including Advisory Opinion 01-2014 regarding HIPAA and JIDS. Since HIPAA remains an important topic, the Executive Committee requested a new advisory opinion to address the following questions:

1. Does HIPAA permit member states to share information regarding juveniles and their families when necessary for transfers of supervision of adjudicated delinquents, returns (including non-delinquent runaways), and travel permits pursuant to the Interstate Compact for Juveniles (ICJ) and the ICJ Rules?
2. Does HIPAA permit states to share information through Commission’s UNITY system?

Applicable Compact Provisions and Rules:

Article I of the ICJ describes the authority and purposes of the Compact and, in relevant part, states:

. . . The compacting states also recognize that Congress, by enacting the Crime Control Act, 4 U.S.C. §112 has authorized and encouraged compacts for cooperative efforts and mutual assistance in the prevention of crime.

It is the purpose of this compact, through means of joint and cooperative action among the compact states to: (A) ensure that the adjudicated juveniles and status offenders subject to this compact are provided adequate supervision and services in the receiving state as ordered by the adjudicating judge or parole authority in the sending state; (B) ensure that the public safety interests of the citizens, including the victims of juvenile offenders, in both the sending and receiving states are adequately protected; (C) return juveniles who have run away, absconded or

	Interstate Commission for Juveniles	Opinion Number: 01-2021	Page Number: 2
<p style="text-align: center;">ICJ Advisory Opinion Issued by: Executive Director: MaryLee Underwood Chief Legal Counsel: Richard L. Masters</p>			
Description: HIPAA permits sharing information as required by the ICJ, including through the UNITY System		Dated: May 19, 2021	

escaped from supervision or control or have been accused of an offense to the state requesting their return . . . (J) establish a system of uniform data collection on information pertaining to juveniles subject to this compact that allows access by authorized juvenile justice and criminal justice officials, and regular reporting of Compact activities to heads of state executive, judicial, and legislative branches and criminal justice administrators . . .

Article III, K. of the ICJ describes the Interstate Commission, and in relevant part, provides:

The Interstate Commission shall collect standardized data concerning the interstate movement of juveniles as directed through its rules which shall specify the data to be collected, the means of collection and data exchange reporting requirements. Such methods of data collection, exchange and reporting shall insofar as is reasonably possible conform to up-to-date technology and coordinate its information functions with the appropriate repository of records.

ICJ Rule 2-102(1) regarding Data Collection states:

As required by Article III (K) of the compact, member states shall gather, maintain and report data regarding the interstate movement of juveniles who are supervised under this compact and the return of juveniles who have absconded, escaped or fled to avoid prosecution or run away.

ICJ Rule 3-101 regarding Forms, provides:

“States shall use the electronic information system approved by the Commission for e-forms processed through the Interstate Compact for Juveniles.”

Analysis and Conclusions:

HIPAA Permits Information Sharing Between Members States as Required by ICJ

As with any question regarding the application of HIPAA, it is important to understand that the purposes of HIPAA’s Privacy Rule include protecting an individual’s privacy while allowing important law enforcement functions to continue. (See HIPAA Privacy Rule & Public Health, Guidance from Center for Disease Control and The U.S. Department of Health and Human Services, April 11, 2003). Thus, HIPAA exempts certain disclosures of health information for law

	Interstate Commission for Juveniles	Opinion Number: 01-2021	Page Number: 3
<p style="text-align: center;">ICJ Advisory Opinion Issued by: Executive Director: MaryLee Underwood Chief Legal Counsel: Richard L. Masters</p>			
Description: HIPAA permits sharing information as required by the ICJ, including through the UNITY System		Dated: May 19, 2021	

enforcement purposes without an individual’s written authorization. The various conditions and requirements concerning these exempt disclosures are contained in the regulatory text of the HIPAA Privacy Rule and may be found at 45 CFR 164 et. seq. Under these provisions, protected health information may be disclosed for law enforcement purposes when a law requires such disclosures.

Based upon the HIPAA Privacy Rule and the above referenced provisions of the ICJ compact statute, there is clearly evidence of an intent for the enforcement of laws concerning juveniles and the protection of public safety. As previously concluded in ICJ Advisory Opinion 1-2012, disclosure of Protected Health Information is permissible when required to be furnished by or received from state agencies which administer the ICJ acting pursuant to the provisions of the compact and its authorized rules. [See 45 CFR 164.512 (f)(1)(i)].

In addition, exempt disclosures include those in which a response is required to comply with a court order. [See 45 CFR 164.512 (f)(1)(ii)(A)-(B)]. As set forth in ICJ Article I, a principal purpose of the compact is “ensure that the adjudicated juveniles and status offenders subject to this compact are provided adequate supervision and services in the receiving state as ordered by the adjudicating judge or parole authority. Under this provision, the disclosure and tracking of protected health information, among authorized compact administrators’ offices, concerning any juvenile subject to compact supervision pursuant to court order, as required by the ICJ and its authorized rules would be exempt from HIPAA.

Regarding information related to non-delinquent runaways, the HIPAA Privacy Rule allows disclosures of Protected Health Information (PHI) when consistent with applicable law and ethical standards, including *disclosures to a law enforcement official reasonably able to prevent or lessen a serious and imminent threat to the health or safety of an individual or the public* [see 45 CFR 164.512 (j)(1)(i)]; *or to identify or apprehend an individual who appears to have escaped from lawful custody* [See 45 CFR 164.512 (j)(1)(ii)(B)]. (emphasis added). These provisions apply to the return of juveniles who have absconded, escaped or fled to avoid prosecution or run away.

Additionally, HIPAA specifically authorizes disclosures of PHI to law enforcement officials who need the information in order to provide health care to the individual and for the health and safety of the individual. [See 45 CFR 164.512 (k)(5)]. Under these provisions it appears that disclosures of health information required to provide for treatment of juveniles subject to the ICJ, including non-delinquent runaways, would also be exempt from HIPAA requirements.

	Interstate Commission for Juveniles	Opinion Number: 01-2021	Page Number: 4
<p style="text-align: center;">ICJ Advisory Opinion Issued by: Executive Director: MaryLee Underwood Chief Legal Counsel: Richard L. Masters</p>			
Description: HIPAA permits sharing information as required by the ICJ, including through the UNITY System		Dated: May 19, 2021	

It is also important for compact administrators to be aware that at least one federal court opinion on the subject suggests that immunity from a private cause of action by an individual under HIPAA would apply to jurisdictions that are signatories to the interstate compact agreement in question. See *Johnson v. Quander*, 370 F.Supp.2d 79 (D.D.C. 2005).

HIPAA Permits States to Share Information through the Commission’s UNITY system

Both the ICJ and the ICJ Rules require the compact member states to implement the law enforcement and public protection aspects of the compact through “a system of uniform data collection,” (See Article I, J). Furthermore, the ICJ and ICJ Rules specify this purpose shall be by means of, “[S]uch methods of data collection, exchange and reporting shall insofar as is reasonably possible conform to up-to-date technology and coordinate its information functions with the appropriate repository of records,” (See Article III, K).

According to ICJ Rule 3-101, “*States shall use the electronic information system approved by the Commission for e-forms processed through the Interstate Compact for Juveniles.*” Approved by the Executive Committee on September 9, 2019, UNITY is the approved “electronic information system” by which all compact transactions must be now transmitted.

Thus, since the Commission developed the UNITY system, in compliance with the mandates of the ICJ statute and duly authorized rules, use of UNITY is permitted pursuant to the HIPAA exemptions with respect to both Personal Identifiable Information (PII) as well as Personal Health Information (PHI).

Additional Information Regarding UNITY & Security

UNITY is a browser-based system which enables all member states to manage workflow and communications, as well as provide consistent service to juveniles who are under court supervision or have run away to another state. It is an efficient, secure, and reliable application that meets capacity requirements, designed to comply with and the FBI’s Criminal Justice Information Services(CJIS) Security Policy, in order to protect the privacy of the juveniles. UNITY also complies with Section 508 of the US Rehabilitation Act, which include accessibility standards for electronic content.

	Interstate Commission for Juveniles	Opinion Number: 01-2021	Page Number: 5
ICJ Advisory Opinion Issued by: Executive Director: MaryLee Underwood Chief Legal Counsel: Richard L. Masters			
Description: HIPAA permits sharing information as required by the ICJ, including through the UNITY System		Dated: May 19, 2021	

The UNITY system and all its data is securely hosted on the Microsoft Azure Government Cloud, an FBI-certified and CJIS compliant platform. Microsoft Azure Government Cloud is a dedicated cloud specifically designed for U.S. federal, state, and local governments that provide security, protection, and compliance services that meet government security and compliance requirements. The hosted website uses Transport Layer Security (TLS) binding with a security certificate that ensures a strong SHA-2 and 2048-bit encryption on all communication from the browser to the application. This provides end-to-end encryption of network traffic and ensures privacy and message integrity.

UNITY operates a “robust multi-factor authentication system,” which is used in the implementation of the ICJ data requirements. The system features multi & two-factor authentication (MFA/2FA) to ensure secure access to the it. By default, the login process initially follows a password-based authentication followed by a token-based authentication for two-factor authentication. This will be implemented according to the CJIS Security Policy.

Security is configurable at the national, ICJ state offices and user role level. As a baseline, UNITY is based on CJIS security requirements and use role-based security to provide a seamless yet secure experience for users. UNITY uses standard password type control for capturing passwords from the user and the stored encrypted password will never be displayed anywhere in UNITY. Password security is set up as per CJIS requirements.

The UNITY system meets national security standards for justice applications consistent with CJIS Security Policy 7 and the Juvenile Justice Standards, as well as national security standards for justice applications and criminal justice information systems, including a CJIS secure cloud hosting solution.

Summary:

Pursuant to the above referenced ICJ statutory provisions and ICJ rules the Compact requires member states to share information regarding juveniles and their families when necessary for transfers of supervision of adjudicated delinquents, returns (including non-delinquent runaways), and travel permits. This information includes health information about these juveniles which is otherwise protected by the Health Insurance Portability and Accountability Act of 1996 (“HIPAA”). However as discussed herein, HIPAA privacy rules allow disclosures of protected health information when consistent with applicable law and ethical standards, including disclosures to a law enforcement official reasonably able to prevent or lessen a serious and

	Interstate Commission for Juveniles	Opinion Number: 01-2021	Page Number: 6
<p style="text-align: center;">ICJ Advisory Opinion Issued by: Executive Director: MaryLee Underwood Chief Legal Counsel: Richard L. Masters</p>			
Description: HIPAA permits sharing information as required by the ICJ, including through the UNITY System		Dated: May 19, 2021	

imminent threat to the health or safety of an individual or the public or to identify or apprehend an individual who appears to have escaped from lawful custody. As described above since the ICJ Commission developed the UNITY system, in compliance with the mandates of the ICJ statute and duly authorized rules, as well as the FBI's Criminal Justice Information Services (CJIS) Security Policy, the use of UNITY is permitted pursuant to the HIPAA exemptions with respect to both Personal Identifiable Information (PII) as well as Personal Health Information (PHI).

	Interstate Commission for Juveniles	Opinion Number: 02-2021	Page Number: 1
ICJ Advisory Opinion Issued by: Executive Director: MaryLee Underwood Chief Legal Counsel: Richard L. Masters			
Description: Limits of ICJ authority to conduct records checks for another state on juveniles not subject to ICJ.		Dated: May 19, 2021	

Background:

Pursuant to ICJ Rule 9-101(3), the ICJ Executive Committee has requested an advisory opinion regarding the requirements of the Compact and ICJ Rules on the following issue:

Issues:

ICJ member states occasionally receive requests to conduct records checks on juveniles not currently involved in the ICJ process, ICJ Executive Committee members have expressed concerns related to the legal authority to conduct such records checks.

Applicable Compact Provisions and Rules:

ICJ Article I, in relevant part, provides that:

It is the purpose of this Compact, through means of joint and cooperative action among the Compacting states to: . . . (J) establish a system of uniform data collection **of information pertaining to juveniles subject to this Compact** that allows access by authorized juvenile justice and criminal justice officials; (emphasis supplied).

ICJ Article III (K) provides:

The Interstate Commission shall collect standardized data concerning the interstate movement of juveniles as directed through its rules which shall specify the data to be collected, the means of collection and data exchange reporting requirements. Such methods of data collection, exchange and reporting shall insofar as is reasonably possible conform to up-to-date technology and coordinate its information functions with the appropriate repository of records. (emphasis supplied).

ICJ Rule 2-102(1) provides:

As required by Article III (K) of the compact, the Interstate Commission shall gather, maintain and report data regarding the interstate movement of juveniles who are supervised under this compact and the return of juveniles who have absconded, escaped or fled to avoid prosecution or run away.

	Interstate Commission for Juveniles	Opinion Number: 02-2021	Page Number: 2
ICJ Advisory Opinion Issued by: Executive Director: MaryLee Underwood Chief Legal Counsel: Richard L. Masters			
Description: Limits of ICJ authority to conduct records checks for another state on juveniles not subject to ICJ.		Dated: May 19, 2021	

ICJ Rule 2-106 states:

“Upon request by a member state ICJ Office, other member state ICJ Offices may share information regarding a juvenile who crosses state lines to determine if they are or may be subject to the ICJ.”

Analysis and Conclusions:

The above referenced provisions of the ICJ Compact and Rules clearly evince an intent to provide authority to the ICJ member states to collect, maintain, report, and exchange data “concerning” or “pertaining” to the “interstate movement of juveniles who are ‘subject to’ and ‘supervised under this compact.’ ” These provisions further permit such data to be collected and exchanged with regard to “the return of juveniles who have absconded, escaped or fled to avoid prosecution or run away.” See ICJ Article III (K); ICJ Rule 2-102(1) and ICJ Rule 2-106.

Furthermore, the ICJ and the ICJ Rules require Compact member states to implement the law enforcement and public protection aspects of the Compact through “a system of uniform data collection” that “conform(s) to up-to-date technology and coordinate its information functions with the appropriate repository of records.” See Article I (J) and Article III (K).

To fulfill these requirements, the Interstate Commission provides a nationwide electronic information system known as UNITY (Uniform Nationwide Interstate Tracking for Youth). As described in Advisory Opinion 01-2021:

UNITY is a browser-based system which enables all member states to manage workflow and communications, as well as provide consistent service to juveniles who are under court supervision or have run away to another state. It is an efficient, secure, and reliable application that meets capacity requirements, designed to comply with the FBI’s Criminal Justice Information Services (CJIS) Security Policy, in order to protect the privacy of the juveniles. UNITY also complies with Section 508 of the US Rehabilitation Act, which includes accessibility standards for electronic content...The UNITY system and all its data is securely hosted on the Microsoft Azure Government Cloud, an FBI-certified and CJIS compliant platform...The UNITY system meets national security standards for justice applications consistent with CJIS Security Policy 7 and the Juvenile Justice Standards, as well as national security standards for justice

	Interstate Commission for Juveniles	Opinion Number: 02-2021	Page Number: 3
ICJ Advisory Opinion Issued by: Executive Director: MaryLee Underwood Chief Legal Counsel: Richard L. Masters			
Description: Limits of ICJ authority to conduct records checks for another state on juveniles not subject to ICJ.		Dated: May 19, 2021	

applications and criminal justice information systems, including a CJIS secure cloud hosting solution.

While collection and dissemination of data through the UNITY system is authorized by the Compact and ICJ Rules, this authority is limited by the terms of the Compact to “*data ‘concerning’ or ‘pertaining’ to the “interstate movement of juveniles who are ‘subject to’ and ‘supervised under this compact.’*” See ICJ Art. III (K) and ICJ Rule 2-102(1). Additionally, the Commission is legally obligated to exercise due diligence to protect this information from both unauthorized access and disclosure by ICJ member states through the establishment and maintenance of the Commission’s electronic information system.

Therefore, ICJ member states must remain vigilant in their commitment to prevent unauthorized disclosures of information. The express language of the foregoing Compact statute provisions in Article I (J) and Article III (K), as well as Rule 2-102(1), clearly establishes the parameters for the collection or sharing of information concerning the interstate movement of juveniles who are not subject to or supervised under this Compact.

Therefore, no information can be lawfully released in response to requests for “records checks on juveniles not currently involved in the ICJ process.” As the U.S. Supreme Court has determined with respect to statutory construction, “Our first step in interpreting a statute is to determine whether the language at issue has a plain and unambiguous meaning ... [O]ur inquiry must cease if the statutory language is unambiguous and the statutory scheme is coherent and consistent.” See *Robinson v. Shell Oil Co.*, 519 U.S. 337, 340 (1997).

Summary:

In sum, neither the Compact Statute nor the ICJ Rules discussed above authorize the collection or sharing of information concerning the interstate movement of juveniles who are not ‘subject to’ or ‘supervised under’ this Compact. While state ICJ Offices may share information regarding a juvenile who crosses state lines to determine if they are or may be subject to the ICJ, no information can be lawfully released in response to requests for “records checks on juveniles not currently involved in the ICJ process.”

	Interstate Commission for Juveniles	Opinion Number: 03-2021	Page Number: 1
ICJ Advisory Opinion Issued by: Executive Director: MaryLee Underwood Chief Legal Counsel: Richard L. Masters			
Description: Does the prohibition against communication between ICJ member states as provided in ICJ Rule 2-104 forbid all communication between a supervised juvenile and prior case workers in the sending state once supervision is accepted?		Dated: August 19, 2021	

Background:

Pursuant to Commission Rule 9-101(3), the ICJ Executive Committee has requested an advisory opinion regarding the requirements of the Compact and ICJ Rules on the following issue.

Issues:

The Commonwealth of Kentucky ICJ Office has asked whether the prohibition against communication between ICJ member states as provided in ICJ Rule 2-104 forbids all communication between a supervised juvenile and prior case workers in the sending state once supervision is accepted.

As described by Kentucky’s ICJ Commissioner, “Once a transfer of supervision is accepted (home evaluation approved) by the Receiving State, Kentucky locals are not permitted to communicate with the youth/family directly and/or provide supervision. The receiving state assumes the duties of supervision over the juvenile and the youth is governed by the same standards of supervision that prevails for its own juveniles per Rule 5-101-1.”

Kentucky also contends, “this is not the standard practice for all ICJ offices/states. There are locals of sending states that continue to communicate with youth/families and/or supervise.” Kentucky further states that “when this occurs it is difficult for all parties involved and that many times wrong information is . . . given, workers are played against each other from both states and supervision can fail.” Kentucky interprets the rule to mean that all communication needs to go through the ICJ offices and that no local to family/youth communication should occur from the sending state once transfer of supervision is accepted.

	Interstate Commission for Juveniles	Opinion Number: 03-2021	Page Number: 2
<p align="center">ICJ Advisory Opinion Issued by: Executive Director: MaryLee Underwood Chief Legal Counsel: Richard L. Masters</p>			
Description: Does the prohibition against communication between ICJ member states as provided in ICJ Rule 2-104 forbid all communication between a supervised juvenile and prior case workers in the sending state once supervision is accepted?		Dated: August 19, 2021	

Applicable Compact Provisions and Rules:

Article I. A. of the Interstate Compact for Juveniles (“ICJ”) provides:

“It is the purpose of this compact, through means of joint and cooperative action among the compacting states to:

(A) ensure that the adjudicated juveniles and status offenders subject to this compact are provided adequate supervision and services in the receiving state as ordered by the adjudicating judge or parole authority in the sending state.”

ICJ Rule 2-104: *Communication Requirements Between States* provides:

1. All communications between states, whether verbal or written, on ICJ issues shall be transmitted between the respective ICJ Offices.
2. Communication may occur between local jurisdictions with the prior approval of the ICJ Offices in both states. A summary of communication shall be provided to the ICJ Office and documented in the electronic data system.
3. Communication regarding ICJ business shall respect the confidentiality rules of sending and receiving states.

ICJ Rule 5-101(3) and (4) provide:

3. Both the sending and receiving states shall have the authority to enforce terms of probation/parole, which may include the imposition of detention time in the receiving state. Any costs incurred from any enforcement sanctions shall be the responsibility of the state seeking to impose such sanctions.
4. The receiving state shall furnish written progress reports to the sending state on no less than a quarterly basis. Additional reports shall be sent in cases where there are concerns regarding the juvenile or there has been a change in residence.

	Interstate Commission for Juveniles	Opinion Number: 03-2021	Page Number: 3
ICJ Advisory Opinion Issued by: Executive Director: MaryLee Underwood Chief Legal Counsel: Richard L. Masters			
Description: Does the prohibition against communication between ICJ member states as provided in ICJ Rule 2-104 forbid all communication between a supervised juvenile and prior case workers in the sending state once supervision is accepted?		Dated: August 19, 2021	

Analysis and Conclusions:

The literal language of Rule 2-104 1 requires that “**all communications between states, whether verbal or written, on ICJ issues shall be transmitted between the respective ICJ Offices**” (emphasis supplied). While this language does not specifically refer to local case workers nor does it mention the family or the supervised juvenile whom is the subject of supervision, this provision broadly refers to “**all communications between states whether verbal or written**” and clearly identifies “ICJ issues” as the subject matter of such communications between respective ICJ offices.

The interpretation of statutes or administrative rules in “a holistic endeavor. “ A provision that may seem ambiguous in isolation is often clarified by the remainder of the statutory (or regulatory) scheme because the same terminology is used elsewhere in a context that makes its meaning clear, or because only one of the permissible meanings produces a substantive effect that is compatible with the rest of the law.” *United Savings Ass’n v. Timbers of Inwood Forest Associates*, 484 U.S. 365, 371 (1988) (citations omitted).

Reading the above subsections of the ICJ rules together suggests that the intent of ICJ Rule 2-104, as a whole, is to prevent ICJ administrative personnel in sending states from interfering with the supervision of the juvenile who is transferred to a receiving state. However, it is equally clear from the remaining provisions of ICJ Rule 2-104 that it is not the purpose of the rule to prevent any communications whatsoever from occurring concerning the juvenile but simply to ensure that both states are aware of and approve of the communication. See ICJ Rule 2-104 2. Once supervision has been transferred, while agreed upon communications concerning the juvenile are not forbidden, communications with the family members by sending state officials are generally not warranted.

While the receiving state is clearly responsible for supervision of a juvenile once the transfer process is complete, the ICJ Rules also contemplate that continued supervision under the ICJ is anticipated to be a cooperative process in which both the sending and receiving states continue to both communicate and work together in the supervision process. For example, under ICJ Rule 5-101(3), “both the sending and receiving states shall have the authority to enforce terms of probation/parole, which may include the imposition of detention time in the receiving state.”

	Interstate Commission for Juveniles	Opinion Number: 03-2021	Page Number: 4
<p align="center">ICJ Advisory Opinion Issued by: Executive Director: MaryLee Underwood Chief Legal Counsel: Richard L. Masters</p>			
Description: Does the prohibition against communication between ICJ member states as provided in ICJ Rule 2-104 forbid all communication between a supervised juvenile and prior case workers in the sending state once supervision is accepted?		Dated: August 19, 2021	

Moreover, under Rule 5-101(4), the receiving state is responsible for furnishing “written progress reports to the sending state on no less than a quarterly basis” and additional reports “shall be sent in cases where there are concerns regarding the juvenile or there has been a change in residence.

A supervised juvenile’s caseworker, whether in the sending or receiving state, is likely to be one of the most stable and knowledgeable individuals in the life of a delinquent juvenile, who needs emotional support affirmation and encouragement which should be appropriately communicated to the supervised juvenile and can be a powerful motivating tool. When properly managed, such communications support one of the primary purposes of ICJ as expressed in Art. I, A. “It is the purpose of this compact, **through means of joint and cooperative action among the compacting states to: (A) ensure that the adjudicated juveniles and status offenders subject to this compact are provided adequate supervision and services in the receiving state as ordered by the adjudicating judge or parole authority in the sending state.**”

Summary

Based upon a consideration of the context of the above ICJ rules, the purpose of ICJ Rule 2-104 is not to prevent communication between sending and receiving states after the transfer of supervision occurs, but only to require that such communications be managed in an orderly manner with the knowledge and consent of both states involved in the supervision process.



INTERSTATE COMMISSION FOR JUVENILES

Serving Juveniles While Protecting Communities

Distinction Between Suspension of ICJ Rules & Suspension of Enforcement

Issued: October 2020

At the request of the ICJ Executive Committee, this White Paper is provided to clarify the effect of the Emergency Rule 2-108, promulgated by the ICJ Commission in April 2020. The purpose is to clarify that the Commission's decision to suspend of the enforcement of ICJ Rules does not mean that ICJ Rules are suspended. States are still obligated to perform all duties required by the Compact to the greatest extent possible.

The COVID-19 pandemic has resulted in emergency orders and emergency rules governing how governmental agencies are responding to protect the public, including Interstate Compact Commissions such as the Interstate Commission for Juveniles. On April 23, 2020, the ICJ Commission promulgated ICJ Rule 2-108.

RULE 2-108: Emergency Suspension of Enforcement

1. Upon a declaration of a national emergency by the President of the United States and/or the declaration of emergency by one or more Governors of the compact member states in response to a crisis, the Commission may, by majority vote, authorize the Executive Committee to temporarily suspend enforcement of Commission rules or any part(s) thereof. Such suspension shall be justified based upon:
 - a. The degree of disruption of procedures or timeframes regulating the movement of juveniles under the applicable provisions of the Compact;
 - b. The degree of benefit (or detriment) of such suspension to the offender and/or public safety; and
 - c. The anticipated duration of the emergency.
2. Regardless of any suspension of enforcement, each member state shall perform all duties required by the Compact to the greatest extent possible, including returns and transfers of supervision.
3. Any suspension of enforcement of Commission rules shall cease 30 calendar days after the termination of the national/state declaration(s) of emergency, unless preemptively concluded by majority vote of the Executive Committee.
4. Any suspension of enforcement of Commission rules shall not apply to duties specified in the Compact statute which are necessary for the operation of the Commission, including but not limited to, payment of dues and appointments of compact administrators and commissioners.

Rule 2-108, “the ICJ emergency rule” recognizes that various Presidential and Gubernatorial Executive Orders have made it more difficult in some circumstances to ensure transfers and transportation of juveniles/runaways subject to the compact within the normal time periods required under the compact. The ICJ emergency rule is designed to accommodate the effects of the pandemic upon member states and juvenile courts managing interstate transfer of supervision of juveniles. Nonetheless, ICJ Rule 2-108 require states to ***continue performing all duties required by the Compact to the greatest extent possible***, while providing a procedure for the Commission to suspend enforcement of ICJ Rules or parts thereof.

ICJ Rule 2-108 (2). states: “Regardless of any suspension of enforcement, each member state shall perform all duties required by the Compact to the greatest extent possible, including returns and transfers of supervision.” By its own terms the rule is directed toward relieving the effect of the COVID-19 pandemic on the disruption of procedures or time frames regulating the movement of juveniles under the applicable provisions of the Compact (See ICJ Rule 2-108(1)(a)).

Pursuant to procedure outlined in Rule 2-108, the Commission has suspended enforcement of ICJ rules outlined in Sections 400, 500, 600, 700, and 800, including but not limited to provisions regarding timelines. This suspension took effect on April 23, 2020, and will remain active until 30 days after the end of the emergency, unless preemptive action is taken by the Executive Committee.

To be clear, the ICJ Rules have not been suspended. Instead, only enforcement action related to specified rules has been suspended. Member states are still required to perform all duties required by the Compact to the greatest extent possible and continue to implement the purposes of the Compact. Furthermore, ICJ Rule 2-108(4) specifically directs that “Any suspension of enforcement of Commission rules shall not apply to duties specified in the Compact statute which are necessary for the operation of the Commission, including but not limited to, payment of dues and appointments of compact administrators and commissioners.”



INTERSTATE COMMISSION FOR JUVENILES

Serving Juveniles While Protecting Communities

ICJ Returns, Human Trafficking, and Federal Authorities

Issued: May 2021

Interstate Compact for Juveniles Governs Return of Runaways

The Interstate Compact for Juveniles (ICJ) is a legislatively adopted contract developed for the express purpose of governing the interstate movement of juveniles, including “. . . return juveniles who have run away, absconded or escaped from supervision or control or have been accused of an offense to the state requesting their return; . . .” See [ICJ Article I](#). Therefore, the ICJ is the applicable body of law when a juvenile has left their home state and has run away, absconded, escaped from supervision, or been accused of an offense in another state which requests their return.

The ICJ has been adopted by all 50 states, the District of Columbia, and the U.S. Virgin Islands. Once a state legislature has enacted the Compact, its provisions bind all agencies, state officials, and citizens to terms of the Compact. Thus, application of ICJ is not discretionary, it is mandatory in all cases that fall within its subject matter. Further discussion of the legal implications of interstate Compacts is available in the Commission’s [Bench Book for Judges and Court Personnel](#), Chapter 1.

Holding State Does Not Determine Best Interest of the Child and Must Report Allegations of Abuse/Neglect to Home/Demanding State

Because the determination of the best interest of the juvenile is always a critical issue, the [ICJ Rules](#) are built upon the premise that authorities in the home state are in the best position to evaluate and promote the best interest of the juvenile. ICJ Rule 6-105(1) requires the holding state to notify the home state of any concerns about abuse and neglect. ICJ Rule 6-105(2) requires that, regardless of such concerns, the juvenile must be returned to the home state. These provisions are intended to ensure that determinations about best interest are made by authorities in the state with most access to information regarding relevant information.

The ICJ clearly applies when a juvenile who is involved in sex trafficking is also a juvenile whom has left their home state and has run away, absconded, or escaped from supervision. In such cases, the juvenile must be returned pursuant to [ICJ Rule 6-101](#). Moreover, concerns regarding abuse or neglect must be reported to the home/demanding state pursuant to [ICJ Rule 6-105](#). Furthermore, the holding state’s ICJ Office must notify the home/demanding state’s ICJ Office of the suspected abuse or neglect, which clearly would include victimization resulting from sex trafficking.

Further, the home/demanding state’s ICJ Office is also required to work with the appropriate authority and/or court of competent jurisdiction in the home/demanding state to affect the return of the juvenile. However, pursuant to [ICJ Rule 6-105\(2\)](#), “Allegations of abuse or neglect do not alleviate a state’s responsibility to return a juvenile within the time frames in accordance with the [ICJ] rules.” See [ICJ Rule 6-105\(2\)](#). States are also required to follow applicable procedures for reporting and investigating allegations of abuse or neglect of juveniles. See [ICJ Rule 6-105\(3\)](#).

Federal Laws Related to Human Trafficking

At the federal level, the Trafficking Victims Protection Act (TVPA) of 2000 created the first comprehensive federal law to address human trafficking. It is the national framework for the federal response to human trafficking, with a significant focus on the international dimension of the problem. First enacted in 2000, the law has been reauthorized and updated five times,

most recently in January 2019 with strong bipartisan support. In FY19, Congress appropriated \$250 million toward these efforts. The TVPA is based upon a three-pronged “3P” approach to fighting sex trafficking and labor trafficking: **Prevention** (through public awareness programs overseas and a State Department-led monitoring and sanctions program); **Protection** (through a new T-Visa and services for foreign national victims); and **Prosecution** (through new federal crimes).

As defined in the Trafficking Victims Protection Act (TVPA) of 2000, the legal definition of “severe forms of trafficking in persons” is:

- a) sex trafficking in which a commercial sex act is induced by force, fraud, or coercion, or in which the person induced to perform such an act has not attained 18 years of age. (See 22 USC § 7102 (9)(A), or
- b) the recruitment, harboring, transportation, provision, or obtaining of a person for labor or services, through the use of force, fraud or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery. See 22 USC § 7102 (9)(B).

Among the renewals or updates is the **Trafficking Victims Protection Reauthorization Act of 2017**, Public Law 115-427, 115th Congress (2019) which requires the U.S. Department of Homeland Security to develop victim screening protocols for local, state, and federal law enforcement to ensure officers are trained to recognize human trafficking victims and emphasizes enforcement by providing stronger identification, prosecution, and sentencing tools to law enforcement and prosecutors. The law also emphasizes the need for law enforcement to refer human trafficking victims to services instead of arresting, charging, or prosecuting them for offenses resulting from their victimization.

Responsibility for human trafficking is spread across federal agencies. The U.S. Department of Homeland Security (DHS) investigates the bulk of sex and labor trafficking cases involving foreign nationals, while the FBI takes the lead on investigating domestic minor sex trafficking cases. The Justice Department leads federal prosecutions and funds state and local law enforcement agencies to form human trafficking task forces. Social services, awareness-raising, and prevention activities are also funded by the U.S. Department of Health and Human Services (HHS). HHS also funds the U.S. National Human Trafficking Hotline.

The Preventing Sex Trafficking and Strengthening Families Act of 2014 is a comprehensive law addressing accountability and reporting of runaway and missing children in foster care. This legislation addresses the identification and protection of children and youth at risk of sex trafficking. Pursuant to the provisions of the Act:

- States must develop policies and procedures to identify, document, screen, and determine appropriate services for children under the child welfare agency’s care and supervision, who are victims of, or at risk of, sex trafficking. States, at their option, may develop these policies and procedures for all young adults under 26 regardless of foster care involvement. Effective within one year of enactment.
- State child welfare agencies must immediately report children in their care identified as sex trafficking victims to law enforcement. Effective within two years of enactment.
- State child welfare agencies must report the numbers of children in their care identified as sex trafficking victims to the U.S. Department of Health and Human Services (HHS). Effective within three years of enactment.

- HHS must report these numbers to Congress and make it publicly available. Effective within four years of enactment and each year thereafter.
- HHS must report to Congress annually on the number of child victims and on children who have run away from foster care including their risk of becoming sex trafficking victims—characteristics, potential factors associated with children running away from foster care, information on children’s experiences while absent from care and trends in the number of children reported as runaways in each fiscal year; state efforts to provide services and placements; and, state efforts to ensure children in foster care form and maintain long-lasting connections to caring adults. Effective within two years of enactment.
- Requires state child welfare agencies to report missing youth to law enforcement, within 24 hours, for entry into the National Crime Information Center and to the National Center for Missing and Exploited Children. Effective within two years of enactment.
- Requires child welfare agencies to develop and implement protocols to locate children who runaway or are missing from foster care, determine the child’s experiences while absent from care, develop screening to determine if the child is a sex trafficking victim, and report information to HHS; effective within one year of enactment.

ICJ Still Must Be Applied if Human Trafficking Victim is Runaway

Notwithstanding the multiple federal laws applicable to human trafficking, ICJ member states are not preempted from the application and enforcement of the Compact when a juvenile is also a victim of human trafficking. This is because the ICJ has congressional consent under the compact clause of the federal Constitution, See Art. I § 10 Cl. 3. As a consequence, congressional consent has the transformational effect of requiring that both the provisions of ICJ and the ICJ Rules be applied as the equivalent of federal law under the “law of the union doctrine.” See *Texas v. New Mexico*, 482 U.S. 124 (1987); *Cuyler v. Adams*, 449 U.S. 433 (1981); *Delaware River Comm’n v. Colburn*, 310 U.S. 419, 439 (1940). Therefore, even where there is “overlapping” jurisdiction of the ICJ and federal human trafficking laws, the ICJ is still enforceable.

However, it is important that both ICJ Offices and law enforcement officials with jurisdiction over human trafficking communicate with each other concerning the disposition of these cases in a manner which promotes the safety of the juveniles and protection of the public. The [Commission's website](#) contains information and recommendations for ICJ Offices in managing this population including the application of the ICJ and ICJ Rules. These include, a “[Best Practice Concerning Responding to Human Trafficking Victims Within ICJ](#)” and “[Key Concepts in Human Trafficking](#),” which includes discussions related to reporting, investigations, and the use of multidisciplinary teams.

These resources emphasize that once a youth has been identified as a trafficking victim, the appropriate state or federal law enforcement agency should be notified. The ICJ Office should also be notified immediately and should educate law enforcement agencies concerning ICJ timelines which are applicable to returns under the ICJ Rules so that the investigations by other agencies are planned and carried out in a manner which does not conflict with those required under the ICJ.



INTERSTATE COMMISSION FOR JUVENILES

Serving Juveniles While Protecting Communities

Use of ICJ Records Rather than Testimony by Out-of-State Personnel

Issued: August 2021

Overview of the Issue

At the request of the Commission’s Executive Committee, the following legal analysis has been prepared to serve as a resource documenting the legal implications of the significantly increased number of formal and informal requests for ICJ staff, Juvenile Probations Officers, and Supervisors to testify at hearings in other states regarding ICJ cases. The increase in such requests may stem from the increasing likelihood that remote legal proceedings will become permanent fixtures in some jurisdictions.

Given this change in court procedures within the American legal system, it is important for ICJ personnel, courts, and other legal personnel to understand the nature of interstate compacts and the manner in which ICJ-related business records are maintained in UNITY. UNITY is the data management system developed and authorized by the Commission to provide for the transfer and tracking of transfers of supervision and returns of such juveniles, including adjudicated juveniles, runaways, and absconders. If appropriate groundwork is laid, records from the UNITY system can often be admitted into evidence in lieu of testimony from out-of-state-personnel. As with all legal procedures, the information contained in this paper should be carefully reviewed with the legal advisor for your juvenile justice agency.

Nature of Interstate Compacts & UNITY Data Management System

The Interstate Compact for Juveniles (ICJ) is implemented by state juvenile courts throughout all fifty (50) states, the District of Columbia, and the U.S. Virgin Islands. To support these implementation efforts, the UNITY data management system provides a confidential and secure resource for communication and maintenance of data necessary for ensuring appropriate interstate supervision and returns.

UNITY can also provide business records appropriate for admission as evidence in courts throughout the nation. Therefore, it is necessary for the states using the UNITY data system to understand how this data may be recognized and admitted into evidence by state courts. The use of records available through UNITY can eliminate the need for substantive testimony by an ICJ compact administrator, probation officer, or staff.

Meeting Evidentiary Needs in ICJ Cases

As is the case in most legal proceedings, evidence is needed for various purposes in ICJ-related proceedings. While courts may be accustomed to hearing testimony from local probation and parole officers, such testimony may not be available in cases involving the ICJ. While it may be technically possible for out-of-state personnel to testify remotely, they may not be available. Some may be prohibited by their agency’s policies or procedures from testifying in courts located in other states. Moreover, in most cases, state courts do not have the requisite jurisdiction to compel the testimony of an out-of-state witness, including an ICJ official or staff member from another state. See *People v. Smith*, 841 N.E.2d 489 (2005) (“Generally, a state has no power to subpoena witnesses over which it has no jurisdiction. Thus, the constitutional right of compulsory process, which includes the subpoena of witnesses, is applicable to the states but extends only to in-state process”); In accord, *People v. Graham*, 947 N.E. 2nd 294 (2011) (“Trial court’s subpoena power does not extend across state lines”).

Furthermore, the U.S. Supreme Court has clarified that in extradition cases involving the return of both adult offenders and adjudicated juveniles the documentation required by the interstate rendition statutes “do[es] not contemplate an appearance by [the demanding state] in the respondent’s asylum state . . . *Ortiz v. Reed*, 524 U.S. 151, 153 (1998). The *Ortiz* Court, in taking notice of the hundreds of cases in which demands for extraditions are made, also observed that “The burden on a demanding state in producing witnesses and records in the asylum state to counter allegations of the respondent would be substantial indeed.” In an earlier opinion on which the *Ortiz* Court relied, the Court reiterated that “It is well established that extradition is intended to be a summary and mandatory proceeding and that the only prerequisites are to decide (a) whether the extradition documents are in order; (b) whether the petitioner has been charged with a crime in the demanding state; (c) whether the petitioner is the person named in the request for extradition . . . These historical facts are readily verifiable.” *Michigan v. Doran*, 439 U.S. 282, 288 (1978). These principles have also been extended to extradition of juveniles. See *In re Boynton*, 840 N.W.2d 762 (2013).

Nonetheless, the difficulty created by the limitations on the ability of states to compel testimony of an ICJ Compact Administrator, Deputy Compact Administrator (DCA), or other staff member due to legal impediments can be remedied. There are legally permissible alternatives to their lack of availability.

Fortunately, data from the UNITY system can provide the evidence needed in hearings pertaining to the transfer or return of a juvenile subject to the ICJ. In order for data from UNITY to be admitted, care must be taken to ensure that it is appropriately admitted into evidence. Initially, the court or attorneys may indicate that it cannot be admitted due to the “hearsay rule.” However, there is an important “business records exception” to the “hearsay rule” that allows for such records to be admitted into evidence.

The Rules of Evidence & Business Records Exception

To fully grasp the business records exception, you must first understand the **hearsay rule**. This is a rule of evidence used by the courts to determine the admissibility of evidence in court proceedings. The hearsay rule generally forbids out-of-court statements that are offered for the truth of the matters asserted.

Many states model their hearsay rules and business records exception (partially or fully) on Rules 801-807 of the Federal Rules of Evidence (FRE). Under the FRE, a document is “inadmissible hearsay” unless it qualifies as an exclusion or exception to the hearsay rule. For that reason (and others), understanding the “business records exception” is critical for anyone who intends to provide written evidence in a court proceeding. While each jurisdiction may have its own version of the hearsay rule and business records exception, most are similar to the federal rules. Therefore, proper use of the business records exception requires that compact administrators and their legal advisors are familiar with rules applicable to their respective jurisdictions regarding how to properly introduce an exhibit, such as a business record, into evidence as an exception to the hearsay rule.

Under the Federal Rules of Evidence, a party seeking to comply with the business record exception to the hearsay rule must show that:

- The record was **made by – or from information transmitted by - a person with knowledge** of the information contained in it;
- The record was **made at or near the time of the event**;
- It was the business or organization’s **regular practice to make these types of records**;
- The record was **kept in the course of a regularly conducted activity**; and
- All these **conditions are shown by the testimony of the custodian or another qualified witness**,

Role of the Custodian of Records or Qualified Witness

In addition to the above-referenced criteria, the party seeking to use records as evidence must “lay the foundation” for admission of the records by having the “custodian of the record” or “another qualified witness” testify or submit an affidavit regarding how such records are created and maintained. The state which is the custodian of the records concerning the juvenile is typically the sending/home/demanding, state where the records concerning the juvenile originated. Generally, an ICJ Compact Administrator, DCA, or other ICJ office staff person would qualify as the custodian of records or an appropriate representative of the custodial state for purposes of testimony to lay the foundation for admission of records or prepare a business records affidavit.

To be an “other qualified witness,” *United States v. Wables*, 731 F.2d 440 (7th Cir. 1984) holds that it is not necessary that the person laying the foundation for the introduction of the business records have personal knowledge of their preparation, only familiarity with the record-keeping procedures of the organization. “It is clear that, in admitting documents under the business records exception to the hearsay rule, “the testimony of the custodian or otherwise qualified witness who can explain the record-keeping of his organization is ordinarily essential.” 4 Weinstein, Evidence § 803(6)[02] (1981). *See also Coughlin v. Capitol Cement Co.*, 571 F.2d 290, 307 (5th Cir.1978).” Such testimony establishes the regular practices and procedures surrounding the creation of the records, the very elements that are necessary for a finding of trustworthiness. *See Louisville & Nashville Railroad Co. v. Knox Homes Corp.*, 343 F.2d 887, 895 (5th Cir.1965). It is also important to remember that **the rule applies whether or not the affiant (person providing the affidavit) is available as a witness**. The use of an affidavit to authenticate business records does not implicate the confrontation clause. In *Melendez-Diaz v. Massachusetts*, 557 U.S. 305, 324 (2000), the Supreme Court recognized the distinction between affidavits created to give evidence against a defendant and affidavits created merely to authenticate an existing record: “the Sixth Amendment right to confront witnesses does not include the right to confront a records custodian who submits a . . . certification of a record that was created in the course of regularly conducted business activity.” *Id.* at 22 (internal citation omitted).

Use of Business Records Affidavit for ICJ Records

In many cases, UNITY records can be admitted based on a business record affidavit prepared by the custodian or other qualified witness, i.e., Compact Administrator, DCA, or other ICJ office staff. Such an affidavit could include a brief description of the ICJ's UNITY data management system and that the information concerning the juvenile is a product of juvenile justice case history provided by both the sending state and the receiving state. In addition, the affidavit should also document that production of the relevant record occurred at or near the time of processing of the compact transfer request.

Further, for the purpose of furnishing a "business records affidavit" or testimony concerning the reliability of such information, the reliability of the information is demonstrated by showing a) that it is customarily reported, retained, and exchanged with other compact states concerning juveniles transferred under the compact; and b) that the state producing the affidavit is the state that furnished the UNITY information about the offender in question, and which should be considered the 'custodian' of such records.

Regarding the requirement that such records are maintained as part of the business' regular practice, it is important to note that ICJ Rules require use of ICJ approved forms to document interstate-related case events and incidences. These ICJ Forms, related case notes, and other communications must be transmitted through UNITY, which produces these forms using data entered into the system by authorized users (*See* ICJ Rule 3-101: Forms). Thus, records generated and maintained via UNITY, including ICJ Forms, meet the requirements above for "regular practice to make these types of records" and "kept in the course of a regularly conducted activity." Forms may either be completed offline and uploaded in PDF format into UNITY or may be generated by UNITY based on data entered by state officials. Either way, the ICJ Forms are created "at or near the time of the event" and maintained in data field and PDF format.

With regard to UNITY-generated forms, the UNITY system tracks changes to all data items that comprise Case Tasks and/or Case File Log. This includes the specific changes to all data fields and related form data fields; who made the change(s); and the date and time such changes were made. If relevant data is changed, a new form can be generated to reflect the changes. Any such changes would be automatically documented in the SQL database. For example, when a UNITY user completes an action relating to a case (such as editing a juvenile's demographic information or adding a violation report), the data fields update; and the date, time, and user ID are logged in the SQL database, creating a clear audit trail. Users may utilize Case Notes to make additional notes related to a case and use Case Communications to communicate additional case information to specific persons involved in the case.

Because an assigned officer modifying a UNITY data field or ICJ Form may be different from the officer that created the initial compact case record, UNITY's audit logs capture contemporaneous identifying information, so that a business records affidavit may trace the 'chain of edits to data entries.' Creation of the edit chain is critical to court proceedings where the reliability of information and changes to a record is in question. Also, when an ICJ case file is transmitted to the other state, the system locks certain data fields so that no further edits may occur.

It is equally important to establish that it is the regular practice of ICJ personnel to produce these types of records and that the preparation of these records occurs in the “regular course of business” based upon ICJ Rules and policies. In addition to the records and processes outlined above, compact offices may describe the UNITY system as follows:

UNITY is the nationwide electronic information system of the Interstate Commission for Juveniles. The system is used by all states and member territories to track adjudicated juveniles who are authorized to travel or relocate across state lines. The system is also used to share information regarding juvenile movement under the rules of the interstate compact. In addition to serving as the main communication tool for processing compact transfer requests, UNITY serves as a clearinghouse for juvenile justice information required under the provisions of the compact and ICJ Rules. UNITY data is accessible as either active case information or as an historical record.

Documentation of the requirement that such information is to be compiled and reported can be further supported by pointing out that the ICJ provides that:

“The Interstate Commission shall collect standardized data concerning the interstate movement of juveniles as directed through its bylaws and rules, which shall specify the data to be collected, the means of collection and data exchange and reporting requirements.” See ICJ, Article VII.

Data Maintained in UNITY is Property of States

Importantly, nothing in the foregoing text expresses or implies that any such data collected is the property of the Interstate Commission. In fact, it is clear from the language of Article I, which sets forth the Purpose of the Compact, that “each state has responsibility for the proper supervision of juveniles subject to the compact; and, that responsibility derives from “joint and cooperative action” including the creation of “. . . a system of uniform data collection, with access to information on active cases by authorized juvenile justice officials. . .” See ICJ Article I J. Consistent with the above compact provisions, Section I of the ICJ Administrative Policy (01-2012) Record Retention and Destruction Policy provides: “This policy applies to all physical and electronic records produced by ICJ. **This policy is not applicable to records or documents produced by member states which are maintained in accordance with policies and procedures established by their respective states.**” *[Emphasis added]*

The Commission acts consistently with this policy and the above compact provisions. It has not made use of the UNITY data, except as directed by the compact member states, that continue to own the information furnished in UNITY. Moreover, since the compact states are the ‘owners’ of the information that is submitted to UNITY, the compact states are responsible for the accuracy of the data and are best able to vouch for its reliability.

Summary

While courts may request testimony from out-of-state personnel, state courts generally lack jurisdiction to require testimony from someone in another state. Therefore, admission of reliable “business records” available through UNITY can be a critical component of hearings

required by juvenile courts in order to provide for the transfer and tracking of transfers of supervision and returns of such juveniles, including adjudicated juveniles, runaways, and absconders.

In order for data from UNITY to be admitted, care must be taken to ensure that it is appropriately admitted into evidence. It is important for ICJ personnel and their legal advisors to be familiar with the “business record exception” to the “hearsay rule,” in order to ensure that UNITY records can be properly submitted to the court. The business records exception is commonly used to admit documents which might otherwise be excluded as “hearsay.” At the heart of the “business records exception” is a concern with trustworthiness; and the requirements in FRE 803(6) exist to ensure that the records are in fact trustworthy. State ICJ personnel should work in conjunction their agency’s legal advisor to ensure that the requirements outlined above are met and data from the UNITY system can provide the evidence needed in hearings pertaining to the transfer or return of a juvenile subject to the ICJ.



2021 ANNUAL BUSINESS MEETING

Promoting Justice, Equity, and UNITY

MONDAY, OCTOBER 4 - THURSDAY, OCTOBER 7, 2021

2021 RESOURCES

New, Updated, Amended, and Archived

New & Updated Resources

The Commission provides educational and operational resources to support state ICJ Offices and others working to implement the Compact throughout the United States. New and updated content can always be found on the Commission's [website](#).

Resources listed below include significant changes, such as new legal and operational guidance. You can also stay up-to-date by [subscribing to the Commission's monthly newsletter](#). Scan this QR code to subscribe to the monthly newsletter:



New Web-Based Training System

The Commission has developed a multi-pronged training strategy to educate users throughout the nation. In November 2020, the Commission transitioned to [TalentLMS](#), a new on-demand training platform. The on-demand training courses provide 24/7 access to a variety of information related to the Compact rules, processes, and the new [UNITY data management system](#). Currently, there are 36 on-demand courses available. To date, nearly 5,000 learners have completed a total of 65,000 courses.

The Commission also released the [UNITY Training Site](#), UNITY User Manuals, and [UNITY Training Toolkit](#). This Training Toolkit was developed to provide resources and materials to support states who chose to provide instructor-led trainings using the UNITY Training Site.

New Legal Resources

- [White Paper: “Transfer of Jurisdiction Not Authorized Pursuant to the ICJ”](#)
 - [White Paper: “Distinction Between Suspension of ICJ Rules & Suspension of Enforcement”](#)
 - [White Paper: “ICJ Returns, Human Trafficking, and Federal Authorities”](#)
 - [Advisory Opinion 01-2021: “HIPAA Permits Sharing Information as Required by the ICJ, including through the UNITY System”](#)
 - [Advisory Opinion 02-2021: “Limits of ICJ Authority to Conduct Records Checks for Another State on Juveniles Not Subject to ICJ”](#)
 - [Advisory Opinion 03-2021: “Does the Does the prohibition against communication between ICJ member states as provided in ICJ Rule 2-104 forbid all communication between a supervised juvenile and prior case workers in the sending state once supervision is accepted?”](#)
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New & Updated Operations Resources

The Commission also updated numerous resources that support operations of the Commission and state ICJ Offices, including:

- [ICJ Dues Quick Reference Guide](#) – New
 - [Quick Reference Guide for ICJ Cases](#) – Updated
 - [Bench Book for Judges and Court Personnel](#) – Updated
 - [Handbook for Commissioners, Compact Administrators, and Other State ICJ Leaders](#) – Updated
 - [Best Practice Guide for AAICPC and ICJ Cases](#) – Updated
 - [ICJ Nominations and Election Process](#) – New
 - [ICJ Results Statement](#) “All ICJ youth & families are safe, supported, and treated equitably.” - New
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New & Amended Administrative Policies

The Commission introduced and/or amended numerous policies that guide the Commission to achieve specific goals, including:

- [ICJ Policy 2009-08: Dues Assessment & Enforcement](#) – Amended
 - [ICJ Policy 2012-03: Committee Guidelines](#)– Amended
 - [ICJ Policy 2017-02: Sanctioning Guidelines](#) – Amended
 - [ICJ Policy 2020-01: Access to Historical Data](#) – New
 - [ICJ Policy 2020-02: Information System Modifications](#) – New
 - [ICJ Policy 2021-01: Juvenile Record Expungement](#) – New
 - [ICJ Policy 2021-02: UNITY Privacy Policy](#) – New
-

Updated to Reflect Clerical Edits related to UNITY

Several ICJ Resources and ICJ Rules required minor clerical edits due to changes to ICJ Form names and numbers that were made as part of the UNITY development process. Resources updated to reflect the clerical edits include:

- [Advisory Opinion 01-2020 – Amended](#)
 - [Advisory Opinion 04-2019 – Amended](#)
 - [Advisory Opinion 02-2015 – Amended](#)
 - [Advisory Opinion 04-2014 – Amended](#)
 - [Best Practice: States in Transition – Amended](#)
 - [Rules 4-102, 4-103, 4-104, 5-102, and 5-103](#)
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Archived Due to the Transition to UNITY

Due to the transition from JIDS to UNITY, the following resources addressing JIDS-specific issues were archived because there are no longer relevant.

- Advisory Opinion 01-2015
- Advisory Opinion 01-2014
- Best Practice: Transfer of Supervision of Juveniles When Multiple Court Orders are Involved
- Best Practice: Saving and Naming Documents in JIDS
- Best Practice: Managing JIDS Users
- Training Bulletin 01-2015: Managing Quarterly Progress Reports
- Training Bulletin 01-2014: Resending a Home Evaluation Request



2021 ANNUAL BUSINESS MEETING

Promoting Justice, Equity, and UNITY

MONDAY, OCTOBER 4 - THURSDAY, OCTOBER 7, 2021

Guest Speakers & Presenters



Lisa J. Bjergaard

**Council of Juvenile Justice Administrators Ex-Officio
North Dakota ICJ Commissioner**

Lisa J. Bjergaard serves as the Director of the North Dakota Division of Juvenile Services, a position she has held since September, 2006. In this capacity, she is responsible for overseeing the operations of the state's juvenile corrections agency, as well as serving as North Dakota's Commissioner for the ICJ. Previously, Lisa's juvenile corrections work included serving as a regional administrator and a case manager within the Division of Juvenile Services. She has also worked in the private sector with delinquent youth in residential care, shelter care, and in a non-profit setting with survivors of domestic violence and their children. Lisa currently serves on various youth-related boards and committees at the local, state and national level, and has been involved in the development of a variety of public/private partnerships that provide mental health, substance abuse, educational and behavioral health services to youth and children. She has assisted in content and curriculum development and training delivery for a variety of training programs within North Dakota and for the National Institute of Corrections.



Shyra Bland

New Jersey ICJ Deputy Compact Administrator

Shyra Bland is the chief of the Interstate Compact unit in probation services and Deputy Compact Administrator for the state of New Jersey. Shyra joined the New Jersey Judiciary in 2013 as a court services supervisor 2 for probation services in the Burlington Vicinage. She accepted a promotion to serve as the vicinage assistant chief probation officer in the Atlantic/Cape May Vicinage in 2018. Prior to joining the Judiciary, Shyra served as the executive director for Court Appointed Special Advocates (CASA) of Camden County from 2003 to 2013. Shyra has a bachelor's degree in criminal justice from Monmouth University and a master's degree in criminal justice concentration in criminology from Saint Joseph's University.



2021 ANNUAL BUSINESS MEETING

Promoting Justice, Equity, and UNITY

MONDAY, OCTOBER 4 - THURSDAY, OCTOBER 7, 2021



Abbie Christian

Nebraska ICJ Deputy Compact Administrator

Abbie Christian has served as the Nebraska Deputy Compact Administrator for the Interstate Commission for Juveniles since 2016. She has also served as the Interstate Compact Transfer Coordinator in the Nebraska Administrative Office of the Courts and Probation since 2013. In 2001, Abbie graduated from the University of Nebraska-Lincoln with a Bachelor's Degree in Criminal Justice. Abbie began her work as a community corrections professional in 2003, working as a Probation Officer where she was offered the opportunity to conduct court investigations, supervise individuals on probation, and engage in the day-to-day work of interstate compact. Abbie's passion for interstate compact led her to Lincoln and a position with the Administrative Office. Abbie has been honored on both a state and a national level. In 2018, she was recognized as the Nebraska Judicial Branch Outstanding Administrative Employee. In 2019, she received the ICJ Leadership award for her devotion and commitment to the philosophy and principles of the ICJ. Abbie has served on the ICJ Technology Committee and the Compliance Committee, and most recently, served as the team leader of the Business Analysis team which was tasked with assisting in the development of ICJ's new data system, UNITY. In Nebraska, Abbie serves as a resource for administrative staff, district management, field staff, and other justice stakeholders. She has created processes and initiatives that streamline and focus the work of officers transferring youth within the state of Nebraska to ensure the needs of families and youth are met even during transition periods.



Anne Connor

Information Technology Committee Chairperson

Idaho ICJ Designee/Deputy Compact Administrator

Anne Connor serves as the Chair of the Information Technology Committee of the Interstate Commission for Juveniles. Ms. Connor works for the Idaho Department of Juvenile Corrections in Boise, Idaho, and, as the Deputy Compact Administrator and Voting Designee, oversees the daily operations of the Idaho Compact office. Prior to December 2017, Ms. Connor served as Nevada's ICJ Commissioner for five years and worked in the Nevada ICJ Compact office for seven years. In addition to chairing the Information Technology Committee, she has been a member of the Executive Committee for the past nine years in a variety of positions including chairing the Training Committee and Human Trafficking Ad Hoc Committees; two years as Chair and one year as Immediate Past Chair of the Commission; and providing leadership in



2021 ANNUAL BUSINESS MEETING

Promoting Justice, Equity, and UNITY

MONDAY, OCTOBER 4 - THURSDAY, OCTOBER 7, 2021

the West Region as the Regional Representative and ICJ Mentor. Anne has presented on behalf of the ICJ at multiple conferences including APPA, CJJ, and the NCJFCJ. Anne led the charge for the development of the States in Transition Best Practice; numerous other best practice documents, and the human trafficking matrix. In addition to serving as an officer and chairing numerous committees, Anne was awarded the first ICJ Leadership Award in 2015 and again in 2018 in recognition of her dedication to the National Commission for Juveniles.



Corrie Copeland

Finance Committee Chairperson

Tennessee ICJ Commissioner/Deputy Compact Administrator

Corrie Copeland is an employee with the Tennessee Department of Children Services, currently serving as the Commissioner for Interstate Compact for Juveniles (ICJ) within the Office of Juvenile Justice. Ms. Copeland has been with the department for 18 years and has served in various positions. Ms. Copeland is responsible for providing daily oversight of interstate probation/parole cases and the process of returning runaway youth, absconder, and escapees. She currently chairs the Finance Committee and serves on the Racial Ad Hoc committee. She previously served on the Compliance Committee, which ensures states adhere to the rules and protocols of the Compact, and on the Training Committee in which she was a panel participant for the 2019 Annual Business Meeting. Ms. Copeland also participates in the Southern Regional ICJ workgroup, making sure the region complies. It addresses any interstate issues that may affect the Southern region and ICJ stakeholders. Ms. Copeland obtained her undergraduate degree in History from Fisk University and a Master's degree in Public Service Management from Cumberland University.



Roy Curtis

Maine ICJ Deputy Compact Administrator/Designee

Roy Curtis has been with the Maine Department of Corrections for 23 years after completing his Bachelor of Arts degree in Criminology from the University of Southern Maine. Roy currently serves as a Regional Correctional Manager for Juvenile Field Services where he works closely with local Community Corrections Officers and Stakeholders covering three counties. Roy actively serves on Executive Committee for the Juvenile Restorative Justice Council, as well as the Department of Corrections Restorative Justice Committee. In 2018, Roy was assigned the additional role of Deputy Compact Administrator and Designee for the Maine Interstate



2021 ANNUAL BUSINESS MEETING

Promoting Justice, Equity, and UNITY

MONDAY, OCTOBER 4 - THURSDAY, OCTOBER 7, 2021

Compact Office and represents Maine on Interstate Commission for Juveniles. In this time, Roy has worked to enhance the ICJ State Council as well as ICJ protocols within the Department of Corrections. Most recently, Roy has been part of the Rules Committee as well as the Unity User Acceptance Team.



Natalie Dalton

Compliance Committee Chairperson

Virginia ICJ Commissioner

Natalie Dalton currently serves as the Interstate Compact for Juveniles Commissioner for the Commonwealth of Virginia. She earned a BA in Sociology from Roanoke College. Natalie has worked for the Department of Juvenile Justice for over 20 years. Prior to ICJ, her roles have included probation officer, supervisor and program administrator. Natalie has served on several ICJ committees including Information and Technology, Special Projects, Compliance, and the Unity Business

Analysis Team. She previously served as the Vice Chair and is currently Chair of the Compliance Committee.



Felicia L. Dauway

Training, Education, and Public Relations Committee Chairperson

South Carolina ICJ Deputy Compact Administrator/Full-Time Designee

Felicia L. Dauway is the Community Justice Administrator for the South Carolina Department of Juvenile Justice (SCDJJ). In her role as Community Justice Administrator, she serves as Deputy Compact Administrator and full-time Designee for the Interstate Commission for Juveniles. In addition, she oversees several areas to include, Statewide Arbitration, Restitution, Prevention & Intervention, Teen

After School Programs (TASC) and all community agency initiatives. She received her B.A. from Claflin University. She has worked in various state agencies over the years to include the South Carolina Governor's Office and the South Carolina Department of Social Services and the Director of Victim Services for SCDJJ. Felicia is a board member for the non-profit Lighthouse for Life which is the only human trafficking shelter in the state of South Carolina. Felicia was instrumental in the development and implementation of the Office of Victims Services Education & Certification now known as the Department of Crime Victim Services Training, Provider Certification, and



2021 ANNUAL BUSINESS MEETING

Promoting Justice, Equity, and UNITY

MONDAY, OCTOBER 4 - THURSDAY, OCTOBER 7, 2021

Statistical Analysis. Felicia has served as an instructor for state organizations, victim services and criminal justice organizations, including the National Institute of Justice Conference, South Carolina Criminal Justice Academy, and Annual Victims' Rights Week Conferences, among others. She loves volunteering especially with her sorority, Delta Sigma Theta Sorority, Inc.



Hasan Davis

Keynote Speaker

There was a time when the first words that might have come to mind when discussing **Hasan Davis** might have been delinquent, troublemaker... or worse. In his youth, running the streets of Atlanta, Georgia, Hasan barely stayed one step ahead of the law. After an early arrest as a pre-teen and expulsion from alternative school Hasan earned his GED and decided to leave the life he knew well, for one he

could hardly imagine. Hasan moved to Kentucky to attend Berea College. Although Hasan was expelled from Berea College twice, he returned a third time, determined to prove that failure would not be his legacy. With the right attitude and support, Hasan earned his BA degree from Berea College and his Juris Doctor degree from the University of Kentucky College of Law. Hasan has been recognized for his professional and personal efforts serving the needs of our young people in education, juvenile justice and the arts. He is a Rockefeller Foundation Next Generation Leadership Fellow, an inductee into the Council of State Governments Henry Toll Fellowship program and an Annie E. Casey Children and Family Fellow. In 2008, Hasan joined the executive leadership team of the Kentucky Department Juvenile Justice. In 2012, Hasan became Kentucky's fifth Commissioner of Juvenile Justice. During his tenure as Commissioner, he was instrumental in pushing SB200, which contained sweeping juvenile reform legislation, through the Kentucky General Assembly. SB200 was signed into Law in April of 2014 and is now transforming Kentucky's juvenile justice and other youth serving systems. Currently Hasan is a youth advocate and national speaker providing technical assistance and support to youth serving organizations across the country. In the fall of 2014, Hasan published *Written Off: How one man's Journey through Disability, Poverty and Delinquency are transforming the Juvenile Justice System*. He lives in Berea, Kentucky with his wife and two sons.



2021 ANNUAL BUSINESS MEETING

Promoting Justice, Equity, and UNITY

MONDAY, OCTOBER 4 - THURSDAY, OCTOBER 7, 2021



Michael Farmer

West Regional Representative

California ICJ Designee/Deputy Compact Administrator

Michael Farmer has been employed by the California Department of Corrections and Rehabilitation, Division of Juvenile Justice (DJJ), formerly the California Youth Authority, since 1997. He has held positions as both a youth counselor and case manager within state juvenile facilities as well as provided supervision services to juvenile parolees in the community. As the Deputy Compact Administrator or Designee, Michael supervised the daily operations of the California ICJ Office from 2010 to 2016. He returned to this position in July 2020. Michael is a past Chair of the Compliance Committee and has previously served on the Information Technology and Rules Committees as well as the AAICPC/ICJ Work Group. In addition to his role with ICJ, Michael acts a liaison between DJJ and county agencies to provide information related to eligibility and acceptance, facility programming, and re-entry services for state committed youth. He works closely with local courts, probation departments, and social service agencies to provide training and resources related to ICJ and DJJ. Michael holds a bachelor's degree in sociology from the University of California, Berkeley and master's degrees in social work and public administration from the University of Southern California.



Charles Frieberg

Midwest Regional Representative

South Dakota ICJ Commissioner

Charles Frieberg started his career in the criminal justice system in September of 1993 as a probation officer. His first duty station was in Lake Andes where he stayed for two years before he was assigned to the office in Yankton, South Dakota. In his capacity as a probation officer, he supervised both an adult and juvenile caseload. In 2010 Charles was appointed the Chief Court Services Officer for the First Judicial Circuit of South Dakota. He was implemental in bringing a Drug Court to two areas in his jurisdiction. He supervised a staff of 25 people which covered 14 counties in the southeastern portion of South Dakota. In 2016 Charles was appointed the Director of Court Services and is now living in Pierre, SD. He earned his BA in Criminal Justice from the University of South Dakota, graduating in 1993. He has raised six children who are all grown and are living in South Dakota and Colorado. He enjoys being with his family, golfing and reading.



2021 ANNUAL BUSINESS MEETING

Promoting Justice, Equity, and UNITY

MONDAY, OCTOBER 4 - THURSDAY, OCTOBER 7, 2021



Julie Hawkins

Missouri ICJ Commissioner/Deputy Compact Administrator

Julie Hawkins received her BSW from William Woods University in 1998. She has been employed with the Missouri Division of Youth Services for nearly 20 years. During this time, she has worked as a Youth Specialist, Facility Manager, and in her current capacity as Commissioner/Deputy Compact Administrator for the Interstate Compact for Juveniles. Her favorite quote is, "As we work to create light for others, we naturally light our own way." -Mary Anne Radmacher Commissioner Hawkins provides a vast wealth of knowledge from a historical perspective as a member of the Rules committee and never shies away from responsibility. She often volunteers to draft language or provide further information to aid in the decision making and rule proposal process. Last year, she served as chair of the Adult/Juvenile Ad Hoc Committee, she which made numerous recommendations that are beneficial to the Commission as a whole.



Tracy Hudrlik

**Rules Committee Chairperson
Minnesota ICJ Commissioner**

Tracy Hudrlik is currently the ICAOS Deputy Compact Administrator and the ICJ Commissioner for the Minnesota Department of Corrections. In this role, she is responsible to provide statewide direction, planning and coordination of all activities related to the Interstate Compact for Adult Offender Supervision and Interstate Compact on Juveniles. She is the primary liaison between the Department of Corrections and the courts, corrections agencies, attorneys, law enforcement, compact staff across the country and other agencies with regard to the Interstate Compact process. She is also the Chair of the ICJ Rules Committee and serves on the ICJ Executive Committee and the ICAOS Rules and Training Committees. Tracy has worked in the field of corrections for over 25 years, holding positions in both Minnesota and Wisconsin ranging from Probation and Parole Agent to Interstate Compact Commissioner.



2021 ANNUAL BUSINESS MEETING

Promoting Justice, Equity, and UNITY

MONDAY, OCTOBER 4 - THURSDAY, OCTOBER 7, 2021



Mary Kay Hudson

Indiana ICJ Commissioner/Compact Administrator

Mary Kay Hudson, LSW, serves as the Executive Director for the Indiana Office of Court Services (IOCS), an agency of the Indiana Supreme Court's Office of Judicial Administration. Prior to being appointed as the Executive Director, Ms. Hudson served as a Deputy Director at the Indiana Office of Court Services overseeing the Justice Services Division. In that role her responsibilities included implementing statewide judicial initiatives in probation, pretrial, court alcohol and drug program, and problem-solving courts. Prior to joining the Indiana Office of Court Services, Ms. Hudson served as a probation officer and drug court coordinator in Marion County, Indiana. She holds a bachelor's degree in Criminal Justice and Biology and a master's degree in Social Work.



Tasha M. Hunt

**Ad Hoc Committee on Racial Justice Co-Chairperson
Connecticut ICJ Commissioner**

Ms. **Tasha M. Hunt** is the Deputy Director of Juvenile Probation Services for the State of Connecticut Judicial Branch Court Support Services Division. She started her career with the Judicial Branch nearly 25 years ago as a Juvenile Probation Officer. In 2009, she was promoted to Juvenile Probation Supervisor II and rose through the ranks to become the Deputy Director in 2015. Ms. Hunt is responsible for the management and operations of the eleven Juvenile Probation offices across Connecticut. She is committed to integrating evidence-based practices in probation offices to improve outcomes for court-involved youth. Ms. Hunt has played an integral role in Connecticut's reform of the juvenile justice system, which has led to progressive change and the state acquiring recognition as a national model. In addition to managing field offices, Ms. Hunt serves as the Commissioner of the Connecticut Interstate Compact for Juveniles, overseeing the administration and management of the state's federally-mandated supervision and transfer of juveniles on probation and parole who move across state lines or run away to another state. She also co-leads the Interstate Compact for Juveniles Ad Hoc Committee for Racial Justice. Ms. Hunt has served on several statewide committees and task forces. Currently, she represents the agency on the Juvenile Justice Policy and Oversight Incarceration Workgroup, Improving Outcomes for Youth Subcommittee, Governor's Task Force on Justice for Abused Children, and local initiatives focused on youth homelessness and addressing racial and ethnic disparities in



2021 ANNUAL BUSINESS MEETING

Promoting Justice, Equity, and UNITY

MONDAY, OCTOBER 4 - THURSDAY, OCTOBER 7, 2021

the juvenile justice system. Ms. Hunt earned a Bachelor of Science Degree in Sociology with a concentration in Criminology and Criminal Justice, and a Master of Science Degree in Education from Southern Connecticut State University. She is also an adjunct professor at the University of New Haven in the Henry C. Lee College of Criminal Justice and Forensic Sciences.



Sherry Jones

Maryland ICJ Commissioner/Deputy Compact Administrator

Sherry Jones is the Deputy Compact Administrator of the Maryland Department of Juvenile Services and serves as the Maryland ICJ Commissioner. Currently, she oversees the day-to-day operations of the Interstate Compact Unit and resolves discrepancies between State and Local Laws and ICJ Rules-Federal Laws. She serves on the Maryland Human Trafficking Task Force Victim Services Committee and is Co-Chair of the Baltimore City Victims Services Committee. Her varied background includes advocacy, education/training, and formal/informal mentorship. Sherry earned a Bachelor of Science degree in Applied Psychology from Coppin State University and an Associates of Arts degree from Baltimore Community College in Early Childhood Education. She is also a graduate of Towson University's Professional Leader Program and Department of Juvenile Services Leadership Development Institute. Sherry is one of Maryland's Top 100 Women Honorees for her Professional Accomplishment, Community Leadership, and Mentoring. She believes serving as the Maryland Representative helps cultivate and refine her leadership skills.



Nate Lawson

ICJ Commission Treasurer
Ohio ICJ Commissioner

Nate Lawson was appointed as the Commissioner for the Ohio Interstate Compact for Juveniles Office in February of 2018. Nate has a Bachelor of Science in Criminal Justice degree from Bowling Green State University as well as a Master of Science in Criminal Justice degree from the University of Cincinnati. Nate began working for the Ohio Department of Youth Services in 2000 as a Juvenile Parole Officer and over his 21 years of state service has held the following positions:



2021 ANNUAL BUSINESS MEETING

Promoting Justice, Equity, and UNITY

MONDAY, OCTOBER 4 - THURSDAY, OCTOBER 7, 2021

Juvenile Parole Officer, Social Worker II, Juvenile Parole Services Supervisor, Parole Regional Administrator, and Standards and Accreditation Administrator.



Edwin Lee, Jr. **New Jersey ICJ Designee**

Mr. **Edwin Lee** was appointed as New Jersey's Director of Juvenile Parole & Transitional Services for the Juvenile Justice Commission in April 2013. In these capacities, Mr. Lee has established and implemented operational policies, monitored and evaluated program performance, developed programs, and maintained a close working relationship with community partners. As part of Mr. Lee's existing relationship with the juvenile justice system, he serves as a member of the NJ Governor's State Advisory Group for Juvenile Justice and Delinquency Prevention; as a representative to the statewide Council on Juvenile Justice System Improvement; as a designee for the Interstate Commission for Juveniles; and as a member of the NJ Supreme Court Committee for Minority Concerns. Immediately prior to his joining the Juvenile Justice Commission, Mr. Lee also served as chair of the NJ Conference of Chief Probation Officers Juvenile Managers Committee. In his current duties as Director of Juvenile Parole & Transitional Services, Mr. Lee is responsible for eight offices statewide and staff comprised of Parole Officers, Community Program Specialists, Social Workers, Substance Abuse Counselors, Assistant District Parole Supervisors, Regional Parole Supervisors, and support staff as they supervise and assist juvenile parolees' transition upon release from a Juvenile Justice Commission facility into their home communities. This professional and community experience provides him with a unique understanding of the challenges that face both probationers and parolees as well as officers, supervisors, staff, families, and community partners statewide.



Daryl Liedecke **South Regional Representative** Texas ICJ Commissioner

Daryl Liedecke is the current Commissioner for Texas and Deputy Compact Administrator for the Texas ICJ office with the Texas Juvenile Justice Department (TJJD). He has served in that position since 2012. He has been with Texas ICJ since 2002 where he started as parole coordinator and extradition specialist. He obtained his Master's in Social Work in 2000 and began working for TJJD as a caseworker with the Capital and Serious Violent



2021 ANNUAL BUSINESS MEETING

Promoting Justice, Equity, and UNITY

MONDAY, OCTOBER 4 - THURSDAY, OCTOBER 7, 2021

Offender Program at the Giddings State School in Giddings, Texas, working with youth committed for violent offenses. He moved from there to the Texas ICJ Office in 2002. As Commissioner and DCA, he has also served on several different ICJ committees to assist with Commission business.



Rick Masters **Legal Counsel**

Rick Masters is General Counsel to the Interstate Commission for Juveniles providing legal guidance concerning the compact and its administrative rules, including application and enforcement, to the member state commissioners of ICJ and other state officials. Masters is also a recognized subject matter expert in the field of interstate compacts and provides legal advice to several other compact governing boards and agencies including the Interstate Commission for Adult Offender Supervision, The Interstate Medical Licensure Compact Commission, the Interstate Commission of Nurse Licensure Compact Administrators. He frequently testifies before state legislative committees concerning a wide variety of compact legislation and has also provided testimony to the U.S. Congress concerning compact consent legislation and related interstate compact legal issues. Masters has been counsel of record in a number of federal and state cases involving important interstate compact issues including a recent published decision of the U.S. Court of Appeals for the Tenth (10th) Circuit upholding the validity of the regional low-level radioactive waste compacts to which most of the states are members. Masters has been involved in extensive research and writing in the field of interstate compacts and has published a wide variety of law review articles, bench books used by state court judges, and other publications concerning the law and use of interstate compacts. He is also the co-author of the most comprehensive compilation of legal authorities and commentary on the subject published by the American Bar Association in 2016 entitled *The Evolving Law and Use of Interstate Compacts: A Practitioner's Guide*, 2d ed. Masters received his Juris Doctorate from the Brandeis School of Law of the University of Louisville and his B.A. from Asbury University. He is a former Assistant Attorney General for the Commonwealth of Kentucky and also served as General Counsel to the Council of State Governments. He was also appointed by the Governor to serve a four (4) year term as a member of the Executive Branch Ethics Commission.



2021 ANNUAL BUSINESS MEETING

Promoting Justice, Equity, and UNITY

MONDAY, OCTOBER 4 - THURSDAY, OCTOBER 7, 2021



Judy Miller

Arkansas ICJ Designee/Deputy Compact Administrator

Judy Miller is the ICJ Designee and Deputy Administrator with the Department of Human Services, Division of Youth Services in Arkansas. She attended the University of AR at Little Rock. She began working for the State of Arkansas in 1972 in the Interstate Compact on Juveniles Office. In 1979, she took on the additional duties as Deputy Administrator of the Interstate Compact on the Placement of Children (ICPC) with the Division of Children and Family Services. In July 2000 she transferred to the Division of Youth Services and currently handles the Interstate Compact for Juveniles. Judy previously served as the Chairman of the Rules and Regulations Committee and as an Executive Board Member of the Association of Juvenile Compact Administrators (AJCA). She currently serves on the Rules Committee and Information Technology Committee. Judy is a native of Louisville, Kentucky and is very involved with the Humane Society in Little Rock.



Becki Moore

East Regional Representative

Massachusetts ICJ Designee/Deputy Compact Administrator

Becki Moore is the Director of Community of Operations and ICJ Deputy Compact Administrator at the Massachusetts Department of Youth Services and has worked in juvenile justice for over 20 years. Ms. Moore served as a field-based case manager for a community-based provider agency working with youth committed to the Massachusetts Department of Youth Services (DYS); since 2001, she has worked directly for DHS in several capacities. Most recently, Ms. Moore has worked out of the DHS Commissioner's Office as the Director of Community Operations and ICJ Deputy Compact Administrator. In this role, she is responsible for the statewide oversight of community re-entry and supervision practices for all youth committed to DHS as well as for formerly committed youth engaged with DHS through a voluntary service agreement. Ms. Moore's primary responsibilities in this role are policy development, quality assurance, data management, outcome measurement, interstate case management and the establishment of effective transition protocols and case management practices. She also recently managed the implementation of the Department's OJJDP Second Chance Act grant award and the reintegration of the agency's utilization of the Youth Level of Service/Case Management Inventory (YLS/CMI) and related Case Management Plan development. Ms. Moore holds a bachelor's degree in psychology from the



2021 ANNUAL BUSINESS MEETING

Promoting Justice, Equity, and UNITY

MONDAY, OCTOBER 4 - THURSDAY, OCTOBER 7, 2021

College of the Holy Cross in Worcester, MA and a master's of science degree in criminal justice from Northeastern University in Boston, MA.



Kelly Palmateer

New York ICJ Deputy Compact Administrator

Kelly Palmateer has been employed by the New York State Division of Criminal Justice Services for over 20 years. As the Compact Office Coordinator, she oversees the daily operations of both the adult and juvenile compacts in New York State. Kelly works closely with the 58 County Probation Departments throughout New York State and provides training and guidance to the departments on both the adult and juvenile compacts. On January 29, 2015, Kelly was appointed ICJ Deputy Compact Administrator for the New York Probation Interstate Compact

Office by Governor Andrew M. Cuomo. Since that time, she has served as an ex-officio member on the Technology Committee, Human Trafficking Ad Hoc Committee, Compliance Committee and the Rules Committee. Kelly was also a member of the UNITY Business Analysis Team, User Acceptance Team and the Technology Subcommittee on UNITY Enhancements.



Jedd Pelander

ICJ Commission Vice Chairperson

Washington ICJ Commissioner

Jedd Pelander currently serves as the Interstate Compact for Juveniles Commissioner for Washington State within the Department of Children, Youth & Families - Juvenile Rehabilitation Programs. Jedd has worked in State Government for over fifteen years in direct service, supervisory and administrative roles. Jedd received his Degree in Criminal Justice and Sociology from Central Washington University in 2003. Jedd currently provides administration of Washington State's Juvenile Sex

Offender Programs in institutional and community programs. Jedd is currently the Vice Chair of Washington's States Sex Offender Policy Board, Chair of Washington State's End of Sentence Review Committee for juveniles and also serves as the Vice Chair of the ICJ Commission.



2021 ANNUAL BUSINESS MEETING

Promoting Justice, Equity, and UNITY

MONDAY, OCTOBER 4 - THURSDAY, OCTOBER 7, 2021



Hiram E. Puig-Lugo

National Council of Juvenile & Family Court Judges Ex-Officio

Judge **Hiram E. Puig-Lugo** is President of the Board of Directors of the National Council of Juvenile and Family Court Judges (NCJFCJ). Appointed as an Associate Judge with the Superior Court of the District of Columbia in 1999, he has presided over criminal felony, juvenile delinquency, criminal misdemeanor, child welfare, domestic relations, status offender, and domestic violence calendars. He is currently assigned to the Civil Division. Judge Puig-Lugo served as Presiding Judge of the Family Court from 2014 to 2016. There, he started a Commercial Sexual Exploitation of Children (CSEC) Working Group to coordinate inter-agency support for court-involved youth victims of commercial sexual exploitation. Previously, he chaired the Court's Neglect Subcommittee and convened a stakeholder working group to address the needs of LGBT youth in the neglect and juvenile delinquency systems. Also, he has served on the D.C. Access to Justice Commission and the D.C. Courts Strategic Planning Leadership Council. Currently, he chairs the Superior Court Judicial Education Committee and sits on the D.C. Courts Standing Committee on Fairness and Access to the Courts. Judge Puig-Lugo is a U.S. representative to The Hague Judicial Network. He has trained judges in the U.S. and abroad on how to implement The Hague Convention on the Civil Aspects of International Child Abduction. He has taken part in separate bilateral meetings between the U.S. and México, Spain and Japan, to facilitate implementation of the Convention between the U.S. and those nations. Judge Puig-Lugo has been an instructor for legal education projects in Central America, South America, Puerto Rico, Spain, and the Federated States of Micronesia. He has presented on numerous topics including rule of law, law of evidence, trial advocacy skills, human trafficking, judicial independence, child welfare, and alternative dispute resolution. He has taught at the American University Washington College of Law, the University of the District of Columbia School of Law, the George Washington University Law School, the National Judicial College Pacific Islands Law Institute, and the University of Puerto Rico Law School. He is adjunct faculty at the Georgetown University Law Center in the American Law for Foreign-Trained Lawyers LLM Program. Judge Puig-Lugo has participated in public education programs on Spanish language television in the District of Columbia and New York City. He has presented at D.C. area Latino community organizations to educate the public on how the court system works, and hosted annual courthouse visits for elementary and middle students from two D.C. Public Schools. Judge Puig-Lugo was born in San Germán, Puerto Rico. He is equally fluent in English and Spanish and proficient in Portuguese. He is a graduate of the University of Wisconsin Law School, where he was the first Latino member of the Wisconsin Law Review. After graduation, he served as staff attorney with the Public Defender Service of the District of Columbia for eight years and as trial attorney for the U.S. Department of Justice, Civil Rights Division, Criminal Section, for three years. Judge Puig-Lugo



2021 ANNUAL BUSINESS MEETING

Promoting Justice, Equity, and UNITY

MONDAY, OCTOBER 4 - THURSDAY, OCTOBER 7, 2021

has received the NCJFCJ President's Award for Extraordinary Leadership and the National Consortium on Racial and Ethnic Fairness in The Courts Equity Award in 2021, a special recognition from the D.C. Bar Family Law Section in 2016 for his service to the Family Court and the District of Columbia, the Hispanic National Bar Foundation Judicial Leadership Award in 2014, and the Hispanic Bar Association of the District of Columbia Honorable Ricardo M. Urbina Lifetime Achievement Award in 2011.



Ron Quiros

National Partnership for Juvenile Services Ex-Officio

Ron Quiros has been the Chief Juvenile Probation Officer for Guadalupe County, a medium sized department in Central Texas, since 2007. In this position he oversees the operation of two field offices, a centralized office, and a juvenile detention center. He has been a central figure in Texas Juvenile Justice for 35 years while contributing to the national conversation through publications, associations, partnerships, and committees. A former board member of the National Partnership of Juvenile Services, Mr. Quiros was awarded the 2017 NPJS "Grimm-Hill" Member of the Year award for dedicated Leadership and Service. At the state level, his leadership was commended by the Texas Probation Association through the Amador R. Rodriguez Administrator of the Year Award in 2014. He also served as a Research Advisor to the Urban Institute in Washington, D.C. and assisted in the publication of a research report addressing long term change in Juvenile Justice. He currently serves on the State Agency Advisory Council and is the Chairperson of the Strategic Planning subcommittee for that council. Born in Costa Rica and raised in Miami, Mr. Quiros attended Texas Lutheran University and received a Bachelor's degree in Psychology.



Jacey Rader

ICJ Commission Chairperson

Nebraska ICJ Commissioner

Jacey Rader was appointed as Assistant Deputy Administrator of the Administration & Operations Division in May of 2018. Jacey serves as the Deputy Compact Administrator for the Interstate Compact for Adult Offender Supervision (ICAOS) and the Interstate Commission for Juveniles in the State of Nebraska. Jacey graduated from the University of Nebraska at Lincoln in 2002 and has a bachelor's degree in Criminal Justice. She began her career with probation in 2004, and served as a



2021 ANNUAL BUSINESS MEETING

Promoting Justice, Equity, and UNITY

MONDAY, OCTOBER 4 - THURSDAY, OCTOBER 7, 2021

probation officer until 2013, when she was promoted to Compliance Officer with the Administrative Office of Probation. In 2014, she was appointed to the Deputy Compact Administrator position and currently serves as the Assistant Deputy Administrator for the Operations Division. In 2020, Jacey received the Nebraska Supreme Court Employee of the Year Award.



Dawn Marie Rubio

Conference of State Court Administrators Ex-Officio

Dawn Marie Rubio, J.D., joined the Washington AOC as State Court Administrator on January 1, 2019. In addition to serving as the state level non-judicial leader of Washington Courts, Ms. Rubio directs the overall operations of the Washington Administrative Office of the Courts. Prior to Washington, Ms. Rubio worked with the Utah AOC as Administrator for the statewide Juvenile Court and as Utah's Commissioner – Interstate Commission for Juveniles. Dawn Marie also worked as Assistant Director of the Administrative Office of the Illinois Courts. For 11 years, Ms. Rubio worked as a Principal Court Management Consultant with the National Center for State Courts during which she directed national, state, and local projects improving court organization and operations with emphasis on children, families, and problem-solving courts. Ms. Rubio began her career with the Seventeenth Judicial Circuit Court of Florida holding various administrative and legal positions in the family and juvenile court. Ms. Rubio earned a Bachelor of Science and Juris Doctor from the University of Florida. She is a member of the Florida Bar Association, a fellow of the Institute for Court Management, and the recipient of the 2006 NCSC Staff Excellence Award.



MaryLee Underwood

Executive Director

ICJ National Office

MaryLee Underwood, JD, serves as the Executive Director for the Interstate Commission for Juveniles. She is responsible for the administrative oversight and supervision of the organization, its projects, relationships, and staff. In addition to overseeing the national office staff, Ms. Underwood recommends, implements, and monitors administration of policies, programs, and initiatives; assists Commission Members working to implement the Compact through the United States; and represents the Commission to state leaders, other stakeholders, and the general public. Prior to joining the ICJ, Ms. Underwood worked for more than twenty years on justice policy on state and federal levels. As the Staff Attorney for the Kentucky Association of Sexual Assault Programs



2021 ANNUAL BUSINESS MEETING

Promoting Justice, Equity, and UNITY

MONDAY, OCTOBER 4 - THURSDAY, OCTOBER 7, 2021

and Executive Director of the Commonwealth Council on Developmental Disabilities, she focused on sexual violence, human trafficking, victims' rights, collaboration building, and ensuring equal access for individuals with disabilities and other marginalized populations. She is a graduate of the University of North Carolina School of Law and the University of Kentucky School of Social Work.



Serena Yang

2021 NYC Youth Poet Laureate

Serena Yang is a poet and writer who serves as the 2021 NYC Youth Poet Laureate and the Northeastern Regional Finalist for the 2021 National Youth Poet Laureate title. Born in Singapore and raised in Queens, she is a first-generation Chinese American immigrant, and her work reflects her myriad identities and moves toward our collective liberation. A former Resist/Recycle/Regenerate fellow with the W.O.W Project, 2019 Youth Poet Ambassador at Urban Word NYC, and member of the Beyond Acceptance Research Collective (BARC), she also performed at the 2021 NYC COVID Memorial Ceremony alongside the New York City Mayor & The NY Philharmonic, and appeared on NPR, featured in the Washington Post, New York Times, and the New Yorker Magazine. She approaches art in all its mediums as the fire, fuel, and food for change, and believes imagination and storytelling is critical to justice work and writes, always, with the knowledge that a better world is possible.



Roy Yaple

Michigan ICJ Commissioner

Roy Yaple is the ICJ Commissioner for Michigan and the Michigan Deputy Compact Administrator for the Interstate Compact on the Placement of Children serving for nearly 10 years. He currently services on the ICJ Finance Committee, the ICJ Training Committee and as a member of the Racial Justice Ad Hoc Committee. He was also a member of the UNITY test team. During his 22 years in state service, he has been involved in a variety of juvenile justice and child welfare initiatives as policy writer, trainer, and quality assurance. A 21-year veteran of the US Navy, Roy holds a Bachelor's of Science in Chemistry from Arizona State University, a Master's in Business Administration from the University of Nebraska-Lincoln, and a Master's of Science in Environmental Management from the Illinois Institute of Technology.



2021 VIRTUAL ANNUAL BUSINESS MEETING



Serving Juveniles while
Protecting Communities

juvenilecompact.org

AGENDA

(all times indicated in EST)

TUESDAY, OCTOBER 12

12:00 PM - 1:00 PM

Work Session for New Officers & Region Representatives

Debrief ABM; Discuss meeting schedules
and committee appointment process

Save the date



October 3 – 5, 2022

2022 Annual Business Meeting



Burlington, Vermont