



## **INTERSTATE COMMISSION FOR JUVENILES**

### **Compliance Committee Meeting**

#### ***Minutes***

**November 1, 2018**

**2:00 p.m. ET**

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#### **Voting Members in Attendance :**

1. Jacey Rader (NE) Chair
2. Daniel Horacek (AZ) Designee
3. Anne Connor (ID) Designee
4. Amy Welch (KY) Commissioner
5. Angela Bridgewater (LA) Commissioner
6. Traci Marchand (NC) Commissioner
7. Jedd Pelander (WA) Commissioner

#### **Voting Members Not in Attendance :**

1. Summer Foxworth (CO) Commissioner
2. Julie Hawkins (MO) Commissioner
3. Charles Frieberg (SD) Commissioner
4. Eavey-Monique C. James (USVI) Commissioner
5. Sally Holewa Ex-officio (CSCA)

#### **Non-Voting Members in Attendance :**

1. Ellen Hackenmueller (AK)
2. Jefferson Regis (DC)
3. Brodean Shepard (FL)
4. Abbie Christian (NE)
5. Kelly Palmateer (NY)

#### **Guests in Attendance :**

1. Felicia Dauway (SC)
2. Tiffany Howard (SC)
3. Mason Harrington (SC)

#### **National Office Staff in Attendance :**

1. MaryLee Underwood, Executive Director
2. Jenny Adkins, Project Manager
3. Emma Goode, Training and Administrative Specialist
4. Leslie Anderson, Logistics and Administrative Coordinator

## **Call to Order**

Chair Rader called the meeting to order at 2:00 p.m. ET.

## **Roll Call**

Director Underwood called the roll and a quorum was established.

## **Agenda**

**A. Connor (ID) made a motion to approve the agenda. A. Welch (KY) seconded. The motion carried.**

## **Minutes**

**A. Connor (ID) made a motion to approve the August 2, 2018 meeting minutes. T. Marchand (NC) seconded. The motion carried.**

## **Discussion**

### **South Carolina Compliance Update:**

- Chair Rader (NE) requested that A. Christian (NE) provide an update on the Technical and Training Assistance (TTA) being provided to South Carolina to date.
- A. Christianson (NE) reported that two (2) new staff members were hired and that a Commissioner has been appointed. She also reported that there had been three (3) full days spent with ICJ staff working on strategic planning, rule review, assignment lists in JIDS, training in JIDS and forms updates. There are currently no overdue assignments in the state of SC.
- Executive Director Underwood added that policies and procedures had been submitted for review by SC and the updates will be submitted to the Executive Committee at their next meeting for review.

### **Global Assignments Review:**

- Chair Rader (NE) reported that the national office conducted three (3) reviews of states' Global Assignments, in February, April, and October to ensure that multiple data points are available for consideration. Items reviewed included: number of compact office users, number of current assignments, number of overdue assignments, number of assignments in an outdated workflow version, number of assignments awaiting completion, and workflows representing overdue assignments. Representative Radar discussed the survey results of each of the three (3) review periods noting that progress is being made. There were fourteen (14) states that received the letter and there has been great improvement in less than 30 days.
- Chair Rader (NE) opened the floor for discussion about the letter by noting that this letter was sent only as an example of what is to come in 2019 and that no current compliance action will be occurring until 2019. There has been lots of discussion on grace periods that will need to be discussed by the committee.
- J. Adkins noted that the assessment will be looking at specific assignments by type and focusing on specific cases with overdue assignments. She also advised that JIDS is limited to an "overdue" or "not overdue" response and lacks a mechanism to break down the timeframes as well as types of assessments ran and the case management aspects, to include when the compact office initiated a process and if it was held up by the field officer staff.
- A. Connor (ID) suggested setting a training model for one-on-one trainings for compact office staff, as well as trainings based on different skill sets to accommodate the variety of compact office staff seniority. Items to focus on in these trainings would include home

evaluations and Quarterly Progress Reports as most states fall short in these areas due to field staff involvement.

- T. Marchand (NC) agreed that there should be training to assist states in strategizing and identifying how to remedy the time lapses between the compact office and field offices internally within each state.
- J. Pelander (WA) supports the utilization of the December Webex session training to assist the states in being better prepared for the PMA in 2019.
- A. Connor (ID) mentioned that the Executive Committee members received some negative comments regarding the letters, and requested committee input on a more efficient way to present the letter in a more supportive manner.
- J. Pelander (WA) asked if either committee received any other suggestions on how to present the data, other than by letter.
- Chair Rader advised no other recommendations were received. Chair Rader (NE) stated that the role of committee is to provide an overview to the entire Commission, while at the same time connecting with the Training Committee to ensure support and strategic methods are provided.
- S. Holewa (Ex-officio CSCA) stated that she believes the committee took the correct action in the appropriate manner and the improvements made since the letters were sent clearly demonstrate that. She added that compliance isn't about catching bad behavior and enforcing punishment, but instead it is about catching the behavior beforehand and providing proper training before things escalate.

#### 2019 Performance Measurement Assessment (PMA):

- Entry of Warrants into NCIC Policies
  - Chair Rader (NE) discussed the committee sending out a letter at the end of the first quarter requesting samples from states on their procedures for entry of warrants into NCIC to utilize as resources for other states working to create procedures.
- Webex Sessions
  - Chair Rader (NE) announced a Webex training session will be held December 19, 2018 at 2 pm ET for the 2019 PMA. Issues to be discussed include: changes to the methods of assessment, schedules and timelines, and ways for states to prepare in advance. This session will be recorded and available to view at a later date.
- Sample Corrective Action Plan (CAP)
  - Chair Rader (NE) discussed creating a template of a Corrective Action Plan (CAP) that would provide states with information advising what format the CAP should be in and the types and levels of information that should be included. The committee would like to have a draft of this template available for discussion at the December meeting.

#### Compliance Policies and Matrix Review:

- Chair Rader (NE) advised that this was referred to the Compliance Committee by the Executive Committee. The goal for the Compliance Committee is to locate areas of priority to focus on regarding clarification and streamlining of the language surrounding the sanctioning matrix, types of violations and the steps and timelines for the complaint process. This will be discussed further at the December meeting.

#### Compliance Issues:

- Dues

- Executive Director Underwood reported that there are currently five (5) states that are overdue. Three (3) of those states are 90 days past due. A letter reminding these states of dues payments will be sent out next week by registered mail. States that have not paid their dues by the hundred and twenty (120) days mark will be referred to the Compliance Committee for determination on action at the December meeting. There are two (2) additional states that have not paid their dues that have just reached the thirty (30) day period. Reminder letters have been sent to these two (2) states.

### **Old Business**

- There was no old business to report.

### **New Business**

- There was no new business to report.

### **Adjourn**

- **A. Connor (ID) moved to adjourn the meeting. J. Pelander (WA) seconded. The meeting was adjourned at 2:57 p.m. ET.**