

INTERSTATE COMMISSION FOR JUVENILES

East Region Meeting Minutes



July 13, 2023
11:00 a.m. ET
via zoom

Commissioners/Designees in Attendance:

1. Caitlyn Bickford (NH), Commissioner, East Region Representative
2. Patricia Casanova (VT), Designee, East Region Alternate Representative
3. Tasha Hunt (CT), Commissioner
4. Roy Curtis (ME), Commissioner
5. Pam Weinman (NY), Designee
6. Wendy Lautsbaugh (PA), Commissioner
7. JoAnn Niksa (RI), Designee
8. Eavey Monique-James (USVI), Commissioner

Commissioners/Designees not in Attendance:

1. Nordia Napier (CT), Designee
2. Mike Casey (DE), Commissioner
3. Christine Norris (DE), Designee
4. Becki Moore (MA), Commissioner
5. Jennifer LeBaron (NJ), Commissioner
6. Edwin Lee, Jr. (NJ), Designee
7. Suzanne Miles-Gustave (NY), Commissioner
8. Jessica Nash (RI), Commissioner

Non-voting Compact Staff in Attendance:

1. Cecily Rexach (CT)
2. Erin Breitigan (DE)
3. Donna Reed (MA)
4. Robert Lemieux (MA)
5. Kelly Palmateer (NY)
6. Shaina Kern (NY)

Guests in Attendance:

1. Bill Dolan (RI)

National Office Staff and Legal Counsel in Attendance:

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

Call to Order

Representative C. Bickford (NH) called the meeting to order at 11:00 a.m. ET.

Roll Call

- Executive Director Underwood called the roll and a quorum was established.
- J. Niksa (RI) announced her plans to retire August 31, 2023 and expressed her appreciation to her East Region colleagues. She introduced Bill Dolan (RI). Mr. Dolan has worked as her ICJ backup for years and will move into the position permanently on September 10. Also, he plans to attend the 2023 ICJ Annual Business Meeting (ABM).
- Region Representative C. Bickford (NH) and other region members shared warm sentiments to JoAnn for her long-term service and commitment to the Interstate Commission for Juveniles and the ICJ East Region.

Agenda

E. M. James (VI) made a motion to approve the agenda. J. Niksa (RI) seconded. Representative Bickford indicated the agenda was approved by unanimous consent without objection.

Minutes

R. Curtis (ME) made a motion to approve the minutes from January 31, 2023, meeting as presented. T. Cassanova (VT) seconded. Representative Bickford indicated the minutes were approved by unanimous consent without objection.

Discussion

Hot Topics from “[ICJ Updates](#)” – *Region Representative & Alt Representative*

New & Updated Resources Promoting Compliance & Equity

- Representative C. Bickford (NH) referenced the “New and Updated Resources, July 2023” document that was shared with the region prior to the meeting.

Training Bulletin: Violation Reports Requesting Discharge or Revocation

- Representative C. Bickford (NH) provided the background and an in-depth overview of the recently released new “[Training Bulletin: Violation Reports Requesting Discharge or Revocation](#).”
- The new Training Bulletin evolved from the 2022 UNITY Data Assessment which indicated that some violation reports lacked a reason for the recommendation to discharge or request revocation. In some cases, a Quarterly Progress Report (QPR) was submitted instead of a Violation Report when the supervising officer requested revocation. The assessment also found that absconders were reported via a Violation Report instead of an Absconder Report. There also seemed to be some confusion regarding when to use a Failed Supervision Event in UNITY verses a Violation Report Event. Finally, the assessment found evidence that in some cases the receiving state may not have exhausted all efforts or treated Compact juveniles the same as their own juveniles prior to submitting a Violation Report.
- The Training Bulletin was a collaboration between the Compliance and the Information Technology Committees to explain the requirements of the ICJ Rule 5-103 when discharge or revocation is requested for a violation.
- When discharge or revocation is requested, Rule 5-103 requires the sending state to include the action to be taken and the date that action will occur within 10-

business days of receiving the Violation Report. One finding from the data assessment was that instead of responding to the Violation Report with the action to be taken and the date the action would occur, the sending state sometimes submitted a case closure task and left their response to the Violation Report blank. Oftentimes, this was found to occur after the 10-business day response requirement.

- Submitting a case closure only, instead of documenting the information on the Violation Report, does not fulfill the ICJ Rule 5-103(2) requirements. When this occurs, the Form IX remains blank in regards to the sending state's required response.
- Director Underwood commended the work of the Compliance and Technology Committees this year to prepare the resources. Last year a global assessment was conducted rather than state by state. This is a way to assist states with understanding where there may be areas of needed improvement and focus for Training and Technical Assistance (TTA) specific to their needs.
- E. M. James (VI) applauded the new resource and commented on the frustration states experience with regards to a transfer of supervisor when due diligence and follow up is neglected in the field.

Best Practice: Intrastate Relocation (updated)

- Alternate Representative T. Casanova (VT) provided the background and an in-depth overview of the recently updated "[Best Practice: Intrastate Relocation](#)."
- The updated Best Practice was a collaboration between the Compliance and the Information Technology Committees.
- The UNITY Data Assessment found some interesting behavior related to how states attempt to reset Quarterly Progress Report (QPR) due dates when a juvenile relocates within the receiving state. Sometimes blank QPRs were submitted. In a few instances, cases were closed and reopened or new home evaluation event was submitted, but not actually used to request a new home evaluation. The assessment found evidence that this was done specifically to reset QPR due dates. To address this finding, the existing Best Practice on Intrastate Relocations was amended
- In summary, new language was added to indicate that when an intrastate relocation occurs, the receiving state is still required to submit a Quarter Progress Report (QPR) in accordance with the required timeframes, which is on a quarterly basis or every 90 calendar days. UNITY events should not be used to reset or manipulate QPR due dates when a juvenile moves to a new residence in the receiving state.
- J. Niksa (RI) asked whether the receiving state should send an additional report: before or after the change in residence. Alternate Representative T. Casanova (VT) replied that when the QPR clock is set, it should not change even if the juvenile relocates.

Best Practice: Home Evaluation Considerations for Unconventional Families

- Alternate Representative T. Casanova (VT) provided an overview of the recently released new [Best Practice: Home Evaluation Considerations for Unconventional Families](#).
- The new Best Practice was developed by the Racial Diversity Equity and Inclusion Committee in response to the ICJ data related to race, which was reviewed in 2022.

- States are encouraged to focus on home evaluations because data suggests race-based disparities may exist in denials of requests for transfers of supervision.
- The new resource includes several suggestions for consideration during a home evaluation. The new Best Practice demonstrates a commitment to addressing racial diversity, equity, and inclusion and acknowledges that bold, strategic action must be taken in areas where disparity exists. The new resource includes detailed considerations for conducting home evaluations with unconventional families.
- Representative C. Bickford (NH) updated that a proposed amendment to Rule 4-104: Authority to Accept/Deny Supervision related to the issue will be presented for vote during the 2023 ABM. After the ABM, a training will be conducted on the Best Practice and Rule 4-104, particularly if the proposed amendment is adopted.
- E. Breitigan (DE) asked if the Commission has a resource that specifically addressed “undocumented youth.” Delaware recently experienced a case whereby child welfare became involved as a legal guardian was needed to authorize medical care. Director Underwood replied there have been discussion. In [2010, an ICJ Legal Advisory Opinion](#) was published regarding undocumented juveniles; however, it may be worth a review.

UNITY Enhancements Rollout

- Representative C. Bickford (NH) provided an update on the [UNITY Enhancements Rollout](#), which included three items.
 - How to request support
 - She shared the online form to submit a request in the UNITY Help Center and encouraged everyone submit these forms to request support, to help with tracking of issues and resolutions.
 - What's next.
 - To date, UNITY enhancements phases 1 and 2 were released. In August, the third and final release will include: failed supervision workflow, court case data fields, collaborative travel plan detail, and new acknowledgement task departure information. The release date is August 8. “Open House” support sessions (conducted via Zoom) will provide opportunities to ask questions. Session dates are August 8, 9, 10, and 11.
 - Wednesday Workshops
 - The next UNITY workshop will be conducted July 26 related to the August releases.
 - The last workshop prior to the ABM is slated for August 30.
- R. Curtis (ME), Technology Committee Vice Chair, asked for feedback on the UNITY enhancement rollouts to date. Representative Bickford shared the “floating panel” enhancements was “fabulous.”
- R. Curtis (ME) added that during the Technology Committee’s July 11 meeting, members identified their top 3 enhancements to date: floating panel; documents section; and requirement to select a user to receive each Case Communication.

Reminders

- Representative C. Bickford (NH) reminded the East Region of the following items and deadlines:

In-State Training Reports for FY 2023

- Members should submit training data via the [online ICJ Training Report Form](#) for all in-state trainings completed July 1, 2022 – June 30, 2023. The information is collected and reported in the ICJ Annual Report. The deadline for submitting the information online is July 28.

After-Hours Contact Information Matrix

- A new [After-Hours Contact Information Matrix](#) is now live on the website. Submissions are optional, but can be very helpful as states operate differently in how they handle after-hours responses. To update pertinent information, members were encouraged to use the [online form](#) to provide their state's information.

2023 ICJ Annual Business Meeting

- The 2023 Annual Business Meeting is only two months away. The deadline to register is August 8. Preparing to attending the ABM is a 3-step process:
 1. Meeting [Registration](#)
 2. Hotel [Reservation](#)
 3. Purchase Airline Tickets (once you are approved to travel). Travel and reimbursement are administered in accordance with the [ICJ Travel Reimbursement Policy](#).
- Representative C. Bickford (NH) provided an overview of the 2023 nominations:
 - [Nominations process for officers](#). The positions of Chair, Vice Chair, and Treasurer will be elected for the 2024.
 - [Leadership Award](#). The annual award is open for Commissioners, Designees, Compact Administrators, and Deputy Compact Administrator (DCA), and Compact Coordinators who exhibited outstanding leadership skills and dedication to the Commission.
 - [New Legacy Award](#) (15 years of ICJ service). The new award will be presented to all Compact staff that have been working in a state Compact office for 15 or more years. The new award will be introduced at the 2023 Annual Business Meeting to commemorate the Commission's 15-year anniversary. Director Underwood noted individuals need to nominate themselves, as the National Office may not know they have worked 15 years with the Compact.
 - [New Rising Star Award](#). The new Rising Star Award recognizes an up-and-coming ICJ Commissioner, Compact Administrator, Designee, Deputy Compact Administrator, or Compact Office staff member. This individual has demonstrated special ability or leadership during their first 2 years and shows evidence of a promising future in the field.

Old Business

Non-delinquent runaways and NCIC

- J. Niksa (RI) shared that sometimes local police remove NCIC records when out-of-state runaways are located, rather than when they are apprehended. This leads to complications with detaining the youth pending a return. She suggested training staff to confirm the youth is in custody before notifying law enforcement, which may avoid their record being prematurely deleted from NCIC.

- Representative C. Bickford (NH) noted there have been other issues when law enforcement is involved with picking up a non-delinquent runaway.
- J. Niksa (RI) shared that she begins the process as soon as she learns of the youth's possibly location. She submits a requisition request for return and requests the Judge issue a bench warrant/pick-up order for the police to use as legal support.
- T. Casanova (VT) shared she also has used requisitions and that she asks field staff to confirm the youth was entered into NCIC.

New Business

Proactive Monitoring Feedback Survey

- Everyone is asked to complete the Proactive Monitoring Feedback Survey if they have not already. The link below was provided:
<https://www.surveymonkey.com/r/ICJProactiveMonitoringFeedbackSurvey>

ICJ and Child Welfare: A Collaborative Effort, 2023 ABM Panel Discussion

- There will be a panel discussion at the 2023 ABM on the topic of collaborations with child welfare agencies. The panel will include a representative from each of the four ICJ regions. The preference is for a volunteer whose agency does not house both ICJ and Child Welfare agencies, as others are representing that model.
- R. Curtis (ME) volunteered to serve on the panel. Currently, Maine is discussing the topic of working collaboratively with the state's child welfare agency.

Adjourn

Representative Bickford adjourned the meeting by acclamation without objection at 11:56 p.m. ET.