

# **INTERSTATE COMMISSION FOR JUVENILES**

## ***East Region***



January 19, 2021 Meeting Minutes  
11:00 a.m. ET  
*Via WebEx*

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### **Commissioners/Designees in Attendance:**

1. Becki Moore (MA), East Region Representative
2. Tasha Hunt (CT), Commissioner
3. Nordia Napier (CT), Designee
4. Christine Norris (DE), Designee
5. Roy Curtis (ME), Designee
6. Caitlyn Bickford (NH), Commissioner
7. Edwin Lee, Jr. (NJ), Designee
8. Wendy Lautsbaugh (PA), Commissioner

### **Commissioners/Designees not in Attendance:**

1. Galan Williamson (ME) Commissioner
2. Jennifer LeBaron (NJ) Commissioner
3. Sheila Poole (NY), Commissioner
4. Jessica Nash (RI), Commissioner
5. JoAnn Niksa (RI), Designee
6. Patricia Casanova (VT), Designee
7. Eavey Monique-James (USVI), Commissioner

### **Non-voting Compact Staff in Attendance:**

1. David Chapman (CT)
2. Mike Casey (DE)
3. Donna Redd (MA)
4. Shyra Bland (NJ)
5. Francesco Bianco (NY)
6. Kelly Palmateer (NY)

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

1. MaryLee Underwood, Executive Director
2. Jenny Adkins, Operations and Policy Specialist
3. Emma Goode, Logistics and Administrative Specialist

### **Call to Order**

Representative Moore called the meeting to order at 11:00 a.m. ET.

### **Roll Call**

Director Underwood called the roll and quorum was established.

### **Agenda**

**E. Lee, Jr. (NJ) made a motion to approve the agenda as presented. C. Norris (DE) seconded. The motion carried.**

## Minutes

E. Lee, Jr. (NJ) made a motion to approve the November 17, 2020 meeting minutes as presented. C. Bickford (NH) seconded. The motion carried.

## Discussion

## Committee Updates

### *Executive Committee*

- Director Underwood provided the ICJ Executive Committee update as follows:
  - Amanee Cabbagestalk has joined the ICJ National Office staff as the Training and Administrative Specialist. Amanee will work remotely from Florida.
  - The following appointments have been made for alternative region representatives and the committee vice chairpersons:
    - East Region – Trissie Casanova (VT)
    - South Region – Sherry Jones (MD)
    - Finance Committee – Nina Belli (OR)
    - Technology Committee – Kellianne Torres (IA)
    - Training Committee – Summer Foxworth (CO)
  - The Ad Hoc Committee for Racial Justice and Leadership Exchange Series cohort will hold a joint meeting to review data related to ICJ and race on January 26, 2021. Hasan Davis will lead the session.
  - The Delaware Commissioner position is vacant.
  - One state has not paid dues in full for fiscal year 2021, but payment is expected soon.
  - Preparation for the transition from JIDS to UNITY is in progress.

### *Development and Testing*

- The **initial coding** was completed in December. Audits and edits in are ongoing daily between Joe Johnson, ICJ Project Manager, and Optimum Technology.
- The **User Acceptance Testing** (UAT) Team is diligently working to identify “defects” that will be corrected prior to go-live. A “defect” is a coding error that prevent the system from working as designed.
- Suggested “enhancements” are also being identified, and catalogued for review after go-live. “Enhancements” are suggestions for improvement, which will be addressed in accordance with [ICJ Administrative Policy 02-2020](#). This policy was recently adopted by the Technology Committee, and is essentially the same as the process previously used for JIDS.

### *Preparing for Go-Live*

- JIDS clean-up is essential to ensure that cases are migrated correctly. JIDS will be closed on a Wednesday and the transition process will begin. The transition will take one week to complete. During the transition period, ICJOs will be required to review all migrated cases within a three-day period to confirm they were properly migrated. States with large caseloads may need additional administrative support to review all cases. States should also have a plan to keep any case activity during that week without using the national data management system.

- The ICJ Executive Committee discussed the UNITY go-live date in their December meeting, and agreed to revisit the timeline in the January 21, 2021, meeting.

#### *Training*

- The [ICJ.TalentLMS.com](https://www.juvenilecompact.org/unity) now has over 4,100 users registered. UNITY courses are available there and additional courses are in development.
- Four instructor-led Transition Planning Sessions were completed in January. Recordings of the sessions and power point presentations are available for download on the Commission's website at <https://www.juvenilecompact.org/unity>

#### *ICJ Rules and Resources*

- As a part of transition from JIDS to UNITY, the National Office has performed a comprehensive review of ICJ Rules and resources in order to remove references to JIDS and identify other changes needed. The ICJ Rules, Bench Book, and ICJ Forms are being updated, and will be released when UNITY goes live. Resources focused primarily on JIDS will be archived and others applicable resources will be referred to committees to update.
- Committee Reports during the Executive Committee meeting included:
  - Compliance Committee has not met recently.
  - Finance Committee met and reviewed the fiscal year (FY) 2021 Budget and FY 2020 audit summary, which reflected a "good, clean" audit.
  - Rule Committee continues their systematic review of the ICJ Rules and proposed rule amendments, as received.
  - Technology Committee meets monthly to discuss UNITY development and related administrative policies.
  - Training Committee is focusing on review of training resources and building the mentoring program.
  - Executive Committee recently elected Nataki Brown as the Ex Officio Victims Representative. Trudy Gregorie's ten years of service as Victims Representative was honored with an appreciation resolution and award.
- Representative Moore acknowledged Director Underwood's update on the work of the committees and reminded that the East Region members who are serving on various committees that were also welcome to add to the information provided.
- T. Hunt (CT) updated that the Ad Hoc Committee on Racial Justice conducted its first meeting in December. The ad hoc committee is a proactive step that supports the Commission's action plan to support the racial justice. The first meeting was to establish priorities. The ad hoc committee held a joint meeting with the Leadership Exchange Series cohort in January to review data related to ICJ and race. The February meeting will focus on determining the best course of action to accomplish the work of the ad hoc committee.

## **Rule Proposals**

### **Current proposal under review by the Rules Committee**

- R. Curtis (ME) updated that the Maine State Council requested an amendment be made to define "proof of entitlement." The Rules Committee has discussed an initial proposal and will reconsider the issue at the next Rules Committee meeting.

### Past Proposals from the East Region

*Rule 4-103: Transfer of Supervision Procedures for Juvenile Sex Offenders and*

*Rule 8-101: Travel Permits*

- K. Palmateer (NY) highlighted the two proposals submitted previous submitted by the East Region. The proposals addressed requirements when a juvenile is in a receiving state without supervision awaiting a referral packet. The proposal would require that “reporting instructions” be submitted, so that contact could be made with the juvenile in the receiving state.
- Representative Moore opened the floor for discussion of whether the Region should submit a similar proposal for consideration again. No motion was made.

### **Strategies Round Table**

- There were none for this meeting. Representative Moore encouraged members to contact her to have issues added to the agenda for discussion.

### **State Updates/Concerns**

- All states reported their Compact staff continue to work from home either with or without alternating schedules in the office; and that Compact offices are busy preparing for the UNITY roll out.
- N. Napier (CT) requested input from the regions regarding e-signatures:
  - How are states handling e-signatures for court hearings?
  - How are remote offices acquiring signatures on forms and submitting?
- Representative Moore requested that Connecticut forward her the questions in an email and she would share with the region members for their input.
- M. Casey (DE) updated that he has promoted to the position of Compact Administrator for Delaware, which was vacated by Melanie Grimes. The National Office awaits the official appointment as Delaware ICJ Commissioner and Compact Administrator.

### **Old Business**

There was no old business.

### **New Business**

There was no new business.

### **Adjourn**

Representative Moore adjourned the meeting by acclamation at 12:01 p.m. ET.