

INTERSTATE COMMISSION FOR JUVENILES

East Region



June 3, 2021 Meeting Minutes
9:00 a.m. ET
Via WebEx

Commissioners/Designees in Attendance:

1. Becki Moore (MA), East Region Representative
2. Tasha Hunt (CT), Commissioner
3. Mike Casey (DE), Commissioner
4. Roy Curtis (ME), Designee
5. Caitlyn Bickford (NH), Commissioner
6. Edwin Lee, Jr. (NJ), Designee
7. Francesco Bianco (NY), Designee
8. Wendy Lautsbaugh (PA), Commissioner
9. Patricia Casanova (VT), Designee

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. Eavey Monique-James (USVI), Commissioner

Non-voting Compact Staff in Attendance:

1. Nordia Napier (CT)
2. David Chapman (CT)
3. Erin Breitigan (DE)
4. Robert Lemieux (MA)
5. Karen Kapsimalis (NJ)
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 9:00 a.m. ET.

Roll Call

Director Underwood called the roll and quorum was established.

Agenda

C. Bickford (NH) made a motion to approve the agenda as presented. T. Hunt (CT) seconded. The motion carried.

Minutes

E. Lee, Jr. (NJ) made a motion to approve the January 19, 2021 meeting minutes as presented. W. Lautsbaugh (PA) seconded. The motion carried.

Discussion

Proposed Rule Amendments

- W. Lautsbaugh (PA) updated that the Pennsylvania State Council met in May and the ICJ proposed rule amendments were discussed. For the first time ever, all agreed with the proposals as presented. She suggested that this may be an indicator to the low volume of comments posted to date in addition to the focus on the UNITY transition.
- Director Underwood suggested that Pennsylvania and others who support the proposed amendments contact Rules Committee Chair, Tracy Hudrlik, as she would welcome the input regarding why there has been a low volume of comments to the proposals.

Strategies Round Table

New Hampshire Update

- C. Bickford (NH) expressed her appreciation to those who provided feedback to her request related to state's standard rules and conditional release. She updated that the New Hampshire Juvenile Justice is in the process of a statewide transformation and the first area of focus is the conditions of release, which have not been updated in over 20 years. Currently there are 20 uniform conditions. After receiving the input, she recommended that New Hampshire combine three rules regarding out-of-state travel and combine into one condition.
- E. Lee, Jr. (NJ) commented that New Jersey has standard rules with special conditions. C. Bickford (NH) explained that the plan is to pare down the 20 standard conditions, and to add individual conditions for the juvenile.

Executive Committee and UNITY Updates

- Director Underwood provided an update on the ICJ Executive Committee meetings between February and May.
- In April the Executive Committee held an extended virtual meeting, in lieu of the annual face-to-face meeting. The Committee reviewed the ICJ Vision and Mission Statements, and drafted a new ICJ Results Statement. The Committee postponed the voting on the new and revised statements, to allow time for reflection.
- UNITY has been the hot topic for all committees and states. Overall, the final transition to UNITY was considered successful. Over 2,600 juveniles and 2,800 cases migrated successfully with less than 100 cases requiring manual input.
- UNITY support and training are ongoing via the on-demand courses, drop-in question and answer sessions, and the Technical Assistance (TA) work team. Additionally, the Training Committee is working on a new set of on demand courses, which will address both ICJ Rules and UNITY.
- UNITY training and TalentLMS go hand in hand. Currently there are 26 courses (6 ICJ Rules and 20 UNITY) with over 4,800 users completing a total of 52,000 courses.

- The Executive Committee and the National Office completed a review of all ICJ resources to ensure for UNITY-related updates. She commended Jenny Adkins, who reviewed all the ICJ resources, coordinated the revision process, and updated the website.
- Director Underwood shared resources update as outlined below:
 - Primary ICJ resources updated:
 - Rules: 4-102, 4-103, 4-104, 5-102, and 5-103.
 - Forms. The Spanish versions of 4 ICJ forms (Forms III, VI, VII & Juvenile Rights Form) are now available. Dual English-Spanish versions will be available soon.
 - Bench Book for Judges and Court Personnel
 - ICJ Quick Reference Guide
 - Bench Card on the Transfer of Supervision
 - AAICPC & ICJ Best Practice Guide
 - Best Practice: States in Transition
 - Legal Advisory Opinions impacted:
 - New: 01-2021 (HIPAA & UNITY)
 - New: 02-2021 (Record checks for other states)
 - Updated: 01-2020 (Revised forms for intrastate moves)
 - Updated: 04-2019 (Impact of outdated Form VI)
 - Updated: 02-2015 (Signatures on Form IV)
 - Updated: 04-2014 (Approving “placement” or “supervision
 - Several resources are no longer applicable and were archived:
 - Advisory Opinion #01-2015 (Records checks for other states)
 - Advisory Opinion #01-2014 (HIPAA as related to youth & family information)
 - Best Practice: Transfer of Supervision of Juveniles When Multiple Court Order are Involved
 - Best Practice: Saving and Naming Documents in JIDS
 - Best Practice: Managing JIDS Users
 - Training Bulletin: Resending a Home Evaluation Request
 - Training Bulletin: Managing Quarterly Progress Report
- Director Underwood provided an overview of the next steps for UNITY, which begins with identifying and fixing bugs. She reported no major defects have been identified, but numerous minor issues have been identified. These have been or will be corrected soon.
- If a recommendation is for general improvement of the system (rather than a “bug”), an Enhancement Request should be submitted. The Technology Committee will review all Enhancement Requests. The Enhancement Request for is available on the ICJ website.
- Next steps also include development of data visualization and reporting features, as well as review of security measures.
- In relate to the on-demand courses, the National Office will cease assigning courses to all users on July 1, 2020. States will continue to be notified of new courses. State administrators may assign courses to users or users may enroll themselves in courses they wish to complete, based on the course catalog.
- The Executive Committee recently approved a new white paper: “ICJ Returns, Human Trafficking and Federal Law.”
- During the pandemic there has been an increase in requests for testimony in virtual hearings. ICOAS has published two resources. ICJ may publish additional

guidance. Members were encouraged to communicate with Representative Moore prior to the next ICJ Executive Committee meeting slated for June 17, if they would like to share thoughts or suggestions.

- The FY22 Dues collection process is underway. Notices were sent via US Postal Services and electronically. Any state needing another invoice or interested in transitioning to the electronic payment should contact Emma Goode at the National Office.
- Representative Moore updated that the Racial Justice Ad Hoc Committee has been meeting monthly. She also serves as co-chair of the ad hoc committee. She reported the following actions:
 - Review of data related to the race of juveniles involved with ICJ and the juvenile justice system.
 - Proposed rule amendment to Rule 5-103 regarding equity and sanctions. The ad hoc committee continues its discussion regarding graduated responses and incentives to determine the best method to share the information with other states.
 - Submitted recommendations to the Executive Committee regarding the ICJ Vision, Mission, Values statements to incorporate concepts related to racial justice and equity. The recommendation will be considered by the Executive Committee soon.
- Co-Chair Hunt added that the ad hoc committee is reviewing the ICJ election process and will recommend improvements to increase equity.
- E. Lee, Jr. (NJ) shared that his participation in the ad hoc committee has been rewarding. He added that committee is working to support people who are interested in leadership positions, and provide opportunities to share their qualifications with the full membership. He noted that historically nomination were made in isolation during region meetings, and often involved confusion about what individuals are interested in or willing to serve.

State Updates/Concerns

- B. Moore (MA) updated that on May 29th the state of emergency and mask mandate were lifted in Massachusetts, and the state begins to make adjustments to adhere to new standards and procedures as they are shared.
- N. Napier (CT) updated that Connecticut employees would be returning to their offices full-time the on June 4, and added that they have been busy transitioning to UNITY.
- M. Casey (DE) updated that Delaware employees are returning to work in phases. He and Christine Norris have been conducting ICJ Training with intake and assessment units that addresses the new forms and UNITY. In July, they will host a statewide training for supervisors, probation officers, and family court liaisons.
- R. Curtis (ME) updated Maine employees are working full-time in the office beginning June 1. This year is an active legislative year for the Department of Corrections and Juvenile Justice, especially related to budget matters.
- C. Bickford (NH) updated that the New Hampshire state of emergency has been lifted and most district offices are back with a remote-hybrid model.
- E. Lee, Jr. (NJ) updated that New Jersey parole is seeing an incremental return to offices throughout the summer with plans to return full-time in September. Parole maintains contact with youth, however, not face-to-face contact in the homes.
- New Jersey is a bi-furcated state. He expressed his appreciation to the probation ICJ office for their collaboration as they transition to UNITY.

- K. Palmateer (NY) updated New York Compact office staff continue to work remotely. Local officers are at various stages of returning to their offices. They have been busy with UNITY training to get everyone onboard.
- W. Lautsbaugh (PA) updated that Pennsylvania is a county-administered state; therefore, each county determines when workers return to their offices. The Compact office staff continue to work remotely. It has not been determines whether they will return full-time to their offices.
- T. Casanova (VT) updated Vermont staff continue to work from home. The Vermont state of emergency will be lifted when 80 percent of the population is vaccinated. Vermont is challenged daily on how to operate in their state without a detention facility. Vermont has contracted with New Hampshire; however, the process is complicated. Vermont is looking to build a facility and is facing pushback in the community. As a Model 3 state, UNITY operations are going well.
- Director Underwood reminded states to update the COVID-19 Restrictions page information on the website. Lastly, she reminded members that the UNITY Drop-In Question & Answer Sessions are continuing throughout the month of June on Wednesdays, 2:00 - 3:00 p.m. ET.

Old Business

There was no old business.

New Business

There was no new business.

Adjourn

Representative Moore adjourned the meeting by acclamation at 10:06 p.m. ET.