

# INTERSTATE COMMISSION FOR JUVENILES

## East Region Meeting

*Minutes*

March 31, 2020

*Webex*

11:00 a.m. ET

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

1. Becki Moore (MA), East Region Representative
2. Tasha Hunt (CT), Commissioner
3. Melanie Grimes (MD), Commissioner
4. Roy Curtis (ME), Designee
5. Caitlyn Bickford (NH), Commissioner
6. Edwin Lee, Jr (NJ), Designee
7. Patricia Casanova (VT), Designee

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

1. Sheila Poole (NY), Commissioner
2. Wendy Lautsbaugh (PA), Commissioner
3. Jessica Nash (RI), Commissioner
4. Eavey-Monique James (USVI), Commissioner

### **Compact Staff in Attendance:**

1. Mike Casey (DE)
2. Christine Norris (DE)
3. Bob Lemieux (MA)
4. Candice Alfonso (NJ)
5. Karen Kapsimalis (NJ)
6. Brenda Beacham (NJ)
7. Kelly Palmateer (NY)
8. Francesco Bianco (NY)

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

1. MaryLee Underwood, Executive Director
2. Jenny Adkins, Operations and Policy Specialist
3. Leslie Anderson, Logistics and Administrative Coordinator

### **Call to Order**

Representative Moore called the meeting to order at 11:06 a.m. ET.

### **Roll Call**

Executive Director Underwood called the roll and quorum was established.

## Agenda

E. Lee, Jr. (NJ) made a motion to approve the agenda. M. Grimes (DE) seconded. The motion carried.

## Minutes

- C. Bickford (NH) made a motion to approve the January 21, 2020 meeting minutes. E. Lee Jr. (NJ) seconded. The motion carried.

## Discussion

### Executive Committee Updates

Representative B. Moore (MA) reported the following updates:

- Several tools and resources had been developed to assist the Commission members during the COVID-19 emergency, including: revised Emergency Guidelines Policy, an electronic form for submission of state updates; and matrix of current state specific restriction on the ICJ website; and supplemental guidance regarding documentation in JIDS.
- A webinar regarding the ICJ response to COVID-19 was conducted on March 25, 2020 to provide guidance and support to the Commission.
- Commissioner appointments were announced for Dr. Jennifer LeBaron, New Jersey, and Rachel Holt, Oklahoma.
- Commissioner positions in Hawaii, Mississippi, and Tennessee remain vacant.
- The FY21 Dues letters and invoices were mailed early due to the transition to teleworking. An electronic copy of the letter and invoice will be sent at the end of April, as a reminder.
- The new rules and related resources were published on March 1, 2020 to the Commission with no reported issues. The resources included the Bench Book with all rule-related updates and two newly developed tri-fold brochures: "Introduction to ICJ" and "Quick Reference Guide for ICJ Cases." All resources are currently available on the ICJ website.

### ICJ Response During COVID-19

- Executive Director Underwood reported that revisions were made to the ICJ Emergency Guidelines Policy to provide guidance during the global pandemic. The revision included extensions to timelines upon agreement of both states. The Corrective Action Plans (CAP) that are currently in progress are to be submitted with any extension of time lines documented for consideration by the Compliance Committee. The Commission was encouraged to utilize the electronic State Restrictions Form to submit state updates and review current state specific restriction on the ICJ website to ensure accuracy.

### State Updates/Concerns

- Connecticut
  - T. Hunt (CT) reported that all schools have been closed. Court hearings for juveniles will be held in only 2 locations. Probation has limited staff available to perform day to day operations. Emergency triage is being conducted to ensure the safety of juveniles in facilities and under

supervision in the community. Staff members and juveniles in facilities have tested positive. The Deputy Compact Administrator is continuing to respond to requests for transfers of supervision, and address delays of transfers and Quarterly Progress Reports (QPR). Travel permits into and out of Connecticut have been postponed.

- Delaware
  - M. Grimes (DE) reported that some staff members had tested positive. Staff are working remotely. Courts are currently conducting hearings via videoconferencing and teleconferencing. Day-to-day operations continue, however there are delays due to state restrictions and limited staffing.
- Maine
  - R. Curtis (ME) reported that the state reduced the population of juvenile detention facilities by two thirds. He thanked member states for their collaboration with transfers of out of state juveniles who were among those released. All incarcerated individuals are undergoing a regular screening process. At this time, no positive cases have been reported in juvenile facilities. The state is currently troubleshooting with border states to address out of state runaways to ensure the juveniles are returned to the home state within the twenty-four (24) hour time frame to avoid placement in a detention facility.
- Massachusetts
  - B. Moore (MA) reported that face-to-face, community-based visits have been scaled back to only emergency cases. Contact is primarily being maintained through phone and virtual platforms. Courts are closed to the public, except to conduct emergency hearings that cannot be resolved through a videoconference or telephonic hearing. Probation staff are not conducting any home visits or other types of field supervision. All transfer requests in and out of the state have been halted. Travel Permit requests are limited. Schools have been closed.
- New Hampshire
  - C. Bickford (NH) reported that a Stay at Home Order has been issued. Schools are closed. Residential facilities are not allowing face to face visits on or off site. Courts are closed and only conducting telephonic hearings for urgent matters, including juvenile placements. Local district offices are closed to the public with most staff working remotely. Face-to-face meetings with juveniles and families have been restricted unless there is an immediate safety concern that cannot be mitigated through video conferencing. All routine supervision checks are being completed through video conferencing.
- New Jersey
  - E. Lee, Jr reported that ICJ Parole staff are working to reduce the juvenile facility population by early release authorized by the courts. Parole officers are maintaining contact with assigned youth by conducting interviews utilizing phone and virtual platforms. A Stay-at-Home Order has been issued and schools are closed. There are no restrictions on transfers of juveniles in or out of the state at this time. The office is currently working to address issues providing mental health and substance abuse resources for juveniles due to state restrictions.
  - C. Alfonso (NY) reported that ICJ Probation staff are working remotely. Courts are closed and only conducting hearings via videoconferencing

and teleconferencing for ICJ matters and other matters deemed urgent. There are currently no restrictions on transfers of juveniles in or out of the state. The office is working on innovative strategies of maintaining supervision and ways to address extradition issues as a result of the travel advisory restrictions for NY, NJ, and CT.

- New York
  - F. Bianco (NY) reported that movement within the state is limited. A reduction in the juvenile detention facilities has been conducted to avoid spread of the virus. Courts are closed and only conducting hearings for urgent matters. Travel Permits are being handled on a case by case basis. Field staff are maintaining contact with assigned youth by conducting interviews utilizing phone and virtual platforms.
  - K. Torres (NY) reported that probation is administered at the county level which are operating at different levels. Some counties have halted all home visits and investigations. Staffing is limited with most working remotely. Due to the differences in restrictions for individual counties all incoming cases are being handled on a case by case basis.
- Vermont
  - T. Casanova (VT) reported that a Stay-at-Home Order has been issued and schools are closed through the remainder of the school year. The juvenile detention facility has been repurposed to house adult psychiatric patients that have tested positive for the virus. The office is working to maintain supervision of juveniles released from the facility. Face to face meetings with juveniles/families have been restricted unless there is an immediate safety concern that cannot be mitigated through video conferencing. All transfers of juveniles into or out of the state have been suspended.

### **Age Matrix**

- Representative B. Moore (MA) encouraged members to review their states Age Matrix information on the ICJ website for accuracy and report any updates to the National Office.

### **ICJ 03-2012: Committee Guidelines Policy**

- Representative B. Moore (MA) reported that the Executive Committee has been working on revisions to ICJ 03-2012: Committee Guidelines Policy. Region members will have the opportunity to review the revisions for discussion at the next region meeting.

### **UNITY Training Team Update**

- Executive Director M. Underwood provided the following updates:
  - Development of the UNITY system has not been interrupted. Pre-training is scheduled to begin in July and go-live is on schedule for December. The Business Analysis Team continues to make progress in development and architecture of the system. The Training Team is currently working to develop plans for use of a Learning Management System (LMS) to conduct on-line UNITY trainings. The Data Analysis Team is working on development to view data and statistics such as home evaluations in real time on the new system.

**Old Business**

There was no Old Business to report.

**New Business**

Executive Director Underwood advised that state restrictions could impact Committee quorums due to telecommuting and the need focus on emergency responses. Due to these issues, meetings are likely to be cancelled and will be rescheduled as necessary.

**Adjourn**

Representative B. Moore (MA) adjourned the meeting by acclamation at 11:45 a.m. ET.