

INTERSTATE COMMISSION FOR JUVENILES

Executive Committee Meeting Minutes



January 26, 2023

12:00 p.m. ET

Via Zoom**

Committee Members in Attendance:

1. Nina Belli (OR), Chair
2. Julie Hawkins (MO), Vice Chair
3. Sherry Jones (MD), Treasurer and Racial Diversity, Equity, and Inclusion Committee Chair
4. Tasha Hunt (CT), Immediate Past Chair
5. Jacey Rader (NE), Compliance Committee Chair
6. Dale Dodd (NM), Finance Committee Chair
7. Kellianne Torres (IA), Information Technology Committee Chair
8. Corrie Copeland (TN), Training Committee Chair
9. Stephen Horton (NC), Rules Committee Chair
10. Caitlyn Bickford (NH), East Region Representative
11. Chuck Frieberg (SD), Midwest Region Representative
12. Felicia Dauway (SC), South Region Representative
13. Howard Wykes (AZ), West Region Representative
14. Nataki Brown, Victims Representative

Committee Members Not in Attendance:

None

Guests in Attendance:

None

National Office Staff and Legal Counsel in Attendance:

1. MaryLee Underwood, Executive Director
2. Jenny Adkins, Operations and Policy Specialist
3. Joe Johnson, Systems Project Manager
4. Emma Goode, Logistics and Administrative Specialist
5. Rick Masters, Legal Counsel

Call to Order

Commission Chair N. Belli (OR) called the meeting to order at 12:00 p.m. ET.

Roll Call

Director Underwood called the roll and a quorum was established.

Agenda

- **C. Bickford (NH) made a motion to approve the agenda. J. Hawkins (MO) seconded. The motion passed without objection.**

Minutes

- J. Rader (NE) made a motion to approve the December 15, 2022 meeting minutes as presented. F. Dauway (SC) seconded. The motion was approved by unanimous consent without objection.
- J. Hawkins (MO) made a motion to approve the draft 2022 Annual Business Meeting General Session (October 5, 2022) for posting. S. Jones (MD) seconded. The motion passed.

Commission Chair Report *by Nina Belli (OR)*

Welcome and Updates

- Chair Belli welcomed Nataki Brown as the returning Victims Representative.
- The ICJ Executive Committee will conduct its 2023 Spring Meeting in Lexington, Kentucky, March 20-23.
- The Executive Committee will participate in an implementation science training and work session. The session is offered as a compliment to the training conducted by Jacey Rader (NE) last year during the 2022 Executive Committee Spring Meeting. The sessions will be led by a member of the Alliance for Community and Justice Innovation (ACJI) and will focus on applying implementation science within the Commission's work. Chair Belli encouraged the members to check out the ACJI website (www.acji.org) prior to the meeting.

National Office Report *by MaryLee Underwood, Executive Director*

State Updates

- Director Underwood updated on state ICJ Commissioners and staffing changes as follows:
 - TEXAS
 - Louis Serrano was appointed Compact Administrator and Commissioner.
 - GEORGIA
 - Shawanda Reynolds-Cobb was appointed the ICJ Compact Administrator. Rusty Rodgers was appointed ICJ Commissioner. Tracy Cassell continues as the Deputy Compact Administrator (DCA) and part-time Designee.
 - UTAH
 - Sonia Sweeney was appointed the Utah Commissioner. Raymundo Gallardo (DCA) continues as part-time Designee.
 - KANSAS
 - Marie McNeal was appointed Acting ICJ Commissioner.
 - NEW YORK
 - Suzanne Miles-Gustave was appointed Acting ICJ Commissioner.
 - LOUISIANA
 - Juanita Anderson-Hilton is no longer serving as the ICJ Commissioner. Angela Bridgewater indicated she expects to be re-appointed as the Louisiana ICJ Commissioner.

- IOWA
 - Commissioner Michael Rempe will retire soon and a new Commissioner appointment will be appointed. Kellianne Torres (IA) continues as the full-time Designee.
- COLORADO
 - Brooke Montelongo was named as the Colorado ICJ Deputy Compact Administrator, and expects appointment as Commissioner.

FY2023 Dues

- Director Underwood updated that one member's dues remain outstanding; however, receipt of payment is anticipated next week.

National Office Updates

- Director Underwood updated that she participated in a video conference with White House staff who work with the Domestic Policy Council, including the Special Assistant to the President for Criminal Justice and Guns Policy. The call stemmed from the work of the Justice System Partnership on Racial Equity. The group began collaborating in 2020, sharing their respective organizations' strategies to advance racial equity. One of their action items was to serve as a resource to the White House. White House staff members are interested in moving forward with a partnership and will follow up.
- Jenny Adkins sent an email to ICJ Offices regarding the Website Winter Clean Up project, asking each to verify their state's information.
- The National Office is soliciting proposals from vendors to host the Commission's website as the current contract will end in June.
- The National Office's email service was interrupted in December, which pushed the office to transition to Microsoft Office 365 a year earlier than planned. The disruption has limited access to historical email content, and all contacts had to be recreated.
- The 2024 ICJ Annual Business Meeting (ABM) search is ongoing for viable venues in the South Region. The number of responses to the request for proposals (RFP) is smaller than expected.

Compliance Committee Report by Jacey Rader (NE)

- Compliance Chair Rader reported that the Compliance Committee met on January 12, 2023. Due to the lack of a quorum, no action was taken.
- The 2022 State Council Reports are due January 31, 2023.
- The next meeting is February 8, 2023.

Finance Committee Report by Dale Dodd (NM)

- Finance Committee Chair Dodd (NM) reported that the Finance Committee met January 18, 2023. The FY2023 ICJ Budget was reviewed, including actual expenditures through December 31, 2022. He reported that the FY2023 ICJ Budget is on track and in good standing to date with fifty (50) percent of the budgeted funds expended half way through the fiscal year.
- D. Dodd (NM) reported that the Finance Committee agreed to revise the ICJ Travel Reimbursement Policy [#06-2009](#). Revisions recommended included an

increase in the reimbursable amount of airline tickets and ground transportation. The major revisions include:

- increased the maximum airline ticket reimbursement from \$550 to \$800;
 - increased reimbursement for parking to \$15 per day; and
 - increased ground transportation reimbursement to \$75 (round-trip).
- The committee also recommended reorganization for better flow and consistency with other policies.
- **S. Horton (NC) made a motion to approve the revisions to the Travel Reimbursement Policy #06-2009 as recommended by the Finance Committee. C. Frieberg (SD) seconded. The motion passed.**
- D. Dodd (NM) updated that the next meeting is slated for March 15 and the Finance Committee will work to develop an Investment Policy.

Information Technology Committee Report *by Kellianne Torres (IA)*

- Technology Committee Chair Torres (IA) reported that the Technology Committee met on January 10, 2023. Four (4) UNITY work teams have been finalized to accomplish the committee's work this year:
 1. UNITY 2023 Enhancements
 2. Tableau Data Visualization and Reporting
 3. UNITY Workflow Diagrams
 4. UNITY Maintenance
- A work group will review failed supervision workflows in UNITY related to Rule 5-103, paragraphs 2 and 4 as recommended by the Compliance Committee.
- During the meeting, the committee received a UNITY Enhancements Update from the vendor, Optimum Technology, who shared that the 2023 Enhancements will be released in five (5) phases.
- State ICJ offices are encouraged to recommend that all UNITY users sign up for the new UNITY Spotlight resource.
- The next meeting of the Technology Committee is slated for February 14, 2023.

Racial Diversity Equity and Inclusion (DEI) Report *by Sherry Jones (MD)*

- Racial DEI Committee Chair Jones (MD) reported the committee met on January 17, 2023. The committee is taking an in-depth look at ICJ Rule 4-104(4) regarding mandatory acceptance and planning to propose a rule amendment. Rules Committee Chair Horton (NC), Rules Committee Vice Chair Bickford (NH), and Commission Vice Chair Hawkins (MO) attended the meeting to provide input during the discussion of the rule proposal. The proposal will be modified by a small group and finalized for submission during the February meeting.
- The Racial DEI Committee continues to develop their workplan for the year and share resources in the monthly ICJ Updates.
- The next meeting is slated for February 21, 2023.

Training, Education, and Public Relations Committee Report *by Corrie Copeland (TN)*

- Training, Education, and Public Relations Committee Chair Copeland (TN) reported the Training Committee met January 5, 2023.
- The ICJ Wednesday Workshops series will return this year to provide opportunities for live trainings that will complement the ICJ.TalentLMS courses.

- Work is underway for the 2023 Annual Business Meeting (ABM). Six potential training topics were shared with the regions to gather input about members' preferences.
- Training Committee Vice Chair Dalton (VA) will collaborate with the Technology Committee members for one of the live sessions related to UNITY.
- The next meeting is slated for February 2, 2023.

REGION REPORTS

Midwest Region Report *by Chuck Frieberg (SD)*

- Representative Frieberg (SD), reported that Ohio Commissioner Sasaun Lane agreed to serve as the Midwest Region alternate representative.
- During the region meeting on November 16, 2022, members provided updates from their respective committees, as well as state-specific updates.
- The Midwest Region approved a proposed amendment to Rule 4-103.
- The Midwest Region participated in the 2023 ABM Training Topics Survey mentioned above.
- The next meeting is slated for April 26, 2023.

South Region Report *by Felicia Dauway (SC)*

- Representative Dauway (SC) reported the South Region met January 18, 2023.
- A proposed rule amendment to Rule 7-107 regarding airport surveillance was approved and submitted to the Rules Committee.
- Committee and state updates were provided. Staff shortages continue across the South Region.
- Region members discussed two issues submitted by Kentucky Commissioner Amy Welch regarding:
 - electronic monitoring across state lines; and
 - court hearings held by video conference across state lines.
- The South Region discussed the issues as presented and concurred that each state should seek guidance from their state agency's general counsel.
- The South Region participated in the 2023 ABM Training Topics Survey mentioned above.
- The next meeting is slated for April 25, 2023.

West Region Report *by Howard Wykes (AZ)*

- Representative Wykes (AZ) reported the West Region met January 11, 2023.
- Committee and state updates were provided. West Region members have discussed a potential rule amendment proposal and will meet again in February to finalize a proposal for submission to the Rules Committee by the deadline.
- The West Region participated in the 2023 ABM Training Topics Survey mentioned above.
- The next meeting is slated for February 15, 2023.

East Region Report *by Caitlyn Bickford (NH)*

- Representative Bickford (NH) reported the East Region met January 12, 2023.
- Members provided Committee and state updates.

- The East Region approved a proposed amendment to Rule 8-101 and another proposal is anticipated.
- The East Region participated in 2023 ABM Training Topics Survey mentioned above.
- The next meeting is slated for January 31, 2023 for the purpose of approval a second rule proposal.

Legal Counsel Report *by Rick Masters*

Legal Memorandum: Infant Traveling with Juvenile

- R. Masters, Legal Counsel, prepared a legal memorandum to address a request from Michigan and Nevada. He summarized that the case involved a runaway who was pregnant and delivered her child prior to being returned. Issues included whether the ICJ return process applies to the both juvenile and infant child.
- R. Masters, Legal Counsel, provided highlights of the legal memorandum. In summary, the ICJ return process was applicable to the juvenile. While the Compact does not directly apply to the infant, returning the infant with the juvenile was consistent with the purpose of the Compact, especially since the juvenile voluntarily returned.
- The Executive Committee discussed the importance of keeping mother and infant child together and noted the importance of collaborations with state social services.
- Chair Belli (OR) noted that the West Region is developing a Best Practice addressing the importance of state agency collaborations.
- There were no objections to the legal memorandum as presented. The National Office will forward the memorandum to the states that made the request.

ICJ Bench Book Update

- R. Masters, Legal Counsel, updated that Commission Chair Belli and Vice Chair Hawkins are reviewing the draft revisions.

Victims Representative Report *by Nataki Brown*

- N. Brown, Victims Representative, acknowledged appreciation for the opportunity to serve again on the ICJ Executive Committee in the role of Victims Representative and provided monthly updates as outlined below.

[Office for Victims of Crime \(OVC\)](#)

- The OVC recognizes January as Human Trafficking Prevention Month and highlighted the resources/actions described below.
 - A Commemorative Guide was developed which includes suggestions for collaboration, transformation, and impact (artwork, content, and resources) supporting anti-trafficking stakeholders across the country.
 - A new pilot program was launched in tribal communities.
 - An application was developed for victims to safely collect and store instances of abuse.
 - A webinar was hosted solely in the Spanish language.

Office of Juvenile Justice and Delinquency Prevention (OJJDP)

- January 13, 2023 was declared as National Amber Alert Awareness Day and a model for crime victim legal clinics was established.

National Institute of Justice – Term of the month

- “Risk Terrain Modeling” is defined as a science-based method of identifying and measuring crime risk posed by features of a specific physical location, for example, a parking lot, a convenience store, a bar, or a vacant building.

Old Business

Airline Refund Update

- Chair Belli provided an update regarding refund requests made to airlines for cancelled airline tickets purchased by the Commission for Kentucky Commissioner Amy Welch to attend the 2022 Business Meeting in Burlington, Vermont. Commissioner Welch canceled the travel due to health reasons and asked the Commission to waive the financial reimbursement requirement of the Travel Reimbursement Policy. Legal Counsel R. Masters wrote to both airlines on behalf of the Commission requesting refunds and received the following responses:
 - Delta Airlines refunded the Commission for the Delta Airline ticket in the amount of \$488.60.
 - American Airlines declined to refund the American Airlines ticket in the amount of \$478.59. Instead, they issued a credit to Amy Welch that is valid for up to one year (but expires before the 2023 ABM).
- Chair Belli reviewed the ICJ Travel Reimbursement Policy in effect at the time of the 2022 ABM, which included: “Any cancelled prepaid flight arrangements are subject to reimbursement to ICJ.” She opened the floor for suggestions on how to proceed with Commissioner Welch’s request for a waiver.
- The Executive Committee debated the financial impact and options for responses. S. Jones (MD) reminded members that states joined the Compact with the understanding there would be no cost to the state to attend Annual Business Meetings.
- **C. Frieberg (SD) made a motion to grant the exception to the policy in this instance. D. Dodd (NM) seconded. F. Dauway (SC), S. Jones (MD), and C. Copeland (TN) abstained. The motion passed.**
- The Executive Committee proposed options to amend the policy to avoid similar situations in the future, such as requiring purchase of refundable tickets or trip insurance. There was a consensus to postpone the discussion of additional modifications to the policy to allow time for research.
- The revised policy approved during the Finance Committee’s report will go into effect immediately and will be updated on the Commission’s website.

New Business

Airports and Returns

- Chair Belli updated on another issue with American Airlines involving a handcuffed juvenile who was not allowed to fly. C. Copeland (TN) stated that her

state had not experienced recent issues with American Airlines; however, Delta Airlines recently required an unaccompanied minor fee to be paid. S. Jones (MD) spoke about the importance of collaboration with airport personnel and education on the purpose of ICJ travel. D. Dodd (NM) commented that pilots are authorized to make the final decisions. J. Rader (NE) updated that Nebraska trains their transporters to remove handcuffs before reaching the gates. S. Horton (NC) commented about the importance of communication and subtlety in such matters.

- Chair Belli encouraged members to notify the Executive Committee of any additional issues experienced with American Airlines.

Communications Between Commissioners

- Chair Belli noted that she was recently contacted with concerns related to inappropriate communications between commissioners. She noted dispute issues between states are usually related to either compliance issues or inappropriate communications. The Commission encourages all members to resolve such disputes between themselves. If a matter involves inappropriate communications, it may be necessary to contact a supervisor in another state. To support Executive Committee Members who may receive similar contacts, Chair Belli advised that two resources on having difficult conversations would be emailed after the meeting.

Media Coverage of Complicated Returns

- S. Jones (MD) briefed on a complicated return of a runaway that recently received national media attention. The case involved a transgendered youth who ran away, then experienced human trafficking. Issues related to the return of the youth were litigated and appealed in Maryland. While the appeal was pending, the youth ran away from the facility in which they were housed. Ultimately, the youth was recovered in another state and returned to their home state. The issue drew the attention of policy makers in Virginia (the home state) and national media. No Executive Committee action was taken.

Adjourn

Chair Belli adjourned the meeting by unanimous consent without objection at 2:21 p.m. ET.