

INTERSTATE COMMISSION FOR JUVENILES

Executive Committee Meeting Minutes

January 27, 2022

12:00 p.m. ET

Via Zoom



Committee Members in Attendance:

1. Tasha Hunt (CT), Chair
2. Nina Belli (OR), Vice Chair
3. Sherry Jones (MD), Treasurer
4. Jacey Rader (NE), Immediate Past Chair and Compliance Committee Chair
5. Corrie Copeland (TN), Finance Committee Chair
6. Stephen Horton (NC), Rules Committee Chair
7. Kellianne Torres (IA), Information Technology Committee Chair
8. Nate Lawson (OH), Training Committee Chair
9. Becki Moore (MA), East Region Representative
10. Chuck Frieberg (SD), Midwest Region Representative
11. Daryl Liedecke (TX), South Region Representative
12. Michael Farmer (CA), West Region Representative
13. Nataki Brown (SC), 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. Emma Goode, Logistics and Administrative Specialist
3. Jenny Adkins, Operations and Policy Specialist
4. Joe Johnson, Systems Project Manager
5. Amanee Cabbagestalk, Training and Administrative Specialist
6. Rick Masters, Legal Counsel

Call to Order

Chair Hunt (CT) called the meeting to order at 12:01 p.m. ET.

Roll Call

Director Underwood called the roll and a quorum was established.

Agenda

- N. Belli (OR) recommended that the Finance Committee Report move to Old Business as it aligns to the old business discussion regarding ICJ 2022 Annual Business Meeting. Chair Hunt concurred.
- **Chair Hunt motioned to approve the agenda by unanimous consent without objection.**

Minutes

- **N. Belli (OR) made a motion to approve the minutes from the December 16, 2021 and January 21, 2022 meetings as presented. M. Farmer (CA) seconded. The motion passed.**

Commission Chair Report *by Tasha Hunt (CT)*

- Chair Hunt expressed her appreciation for everyone attending the special meeting on January 21.
- Chair Hunt congratulated Amanee Cabbagestalk on her one-year work anniversary with the Interstate Commission for Juveniles and praised her work in the role of ICJ Training and Administrative Specialist.
- Chair Hunt also acknowledged a one-year milestone to Nataki Brown (SC), now in her second year as the ICJ Victims Representative.
- Chair Hunt reported she is participating in this the 2nd year of the Leadership Exchange Series led by Hasan Davis. She applauded the opportunity for members to learn how to be more effective in their leadership roles. The information on data and accountability being discussed aligns with the Commission's strategy and the Implementation Science training on the Executive Committee's March Agenda. She encouraged members to join or encourage others to join if a Leadership Series opportunity is presented again in the future.

National Office Report *by MaryLee Underwood, Executive Director*

State Updates

- Director Underwood updated on the recent ICJ Commissioner changes:
 - OREGON - Nina Belli has been appointed Oregon ICJ Commissioner.
 - MASSACHUSETTS – Peter Forbes, Massachusetts ICJ Commissioner has retired. The new Commissioner appointment is in process. Becki Moore continues as the full-time designee at this time.
 - ARIZONA – Jeff Hood, Arizona ICJ Commissioner has retired. Douglas Sargent is the new Director of the Arizona Department of Juvenile Corrections. Pursuant to Arizona law, he will serve as the ICJ Commissioner and Compact Administrator. Howard Wykes continues to serve as the designee.

National Office Updates

Reports

- All fiscal year (FY) 2022 Dues have been received. The National Office is preparing to send dues notices and invoices for FY 2023.
- The ICJ 2021 State Council Reports are due January 31. Many have been received with lots of exciting updates in the reports.

Administration

- Director Underwood updated on the following National Office administration actions:
 - The lease for the new National Office suite has been executed. Most surplus furniture has been sold. The official moving day will be March 2.

- The National Office will be changing telephone & internet operations to the Zoom platform. Staff telephone numbers and email addresses will not be impacted. The fax line has become obsolete as the National Office has not received a fax in over two years, and therefore will be eliminated March 1, 2022.
- Numerous end-of-the year administrative requirements have been completed by, including: 2021 tax filings, 2022 open enrollment, and the renewal of the contract for staff retirement plans.

Collaboration

- Director Underwood updated that the National Association of Extradition Officials Annual Training Conference is slated for June 2022. Susan Meier reached out for permission to use ICJ information during her presentation. Ms. Meier participated in the 2020 ABM as a panelist in the *Understanding Extraditions: UCEA, Due Process & More* panel discussion.
- Director Underwood directed her to the website to share the Commission's web-based resources.

UNITY

- Director Underwood noted she often provides a UNITY update in addition to the Technology Committee report to advise members about what is coming up next and how all the pieces fit together.
- Because a primary goal for UNITY is to provide data to enable states to improve outcomes, Tableau Reports and the work of the Reporting and Data Visualization Team are critical. Data and reports can be intimidating as historically they have been associated with compliance actions. However, it is important to reiterate at every opportunity that the primary purpose of UNITY reports is to enable states to improve their own operations and reduce the need for compliance actions.
- Director Underwood explained different types of ICJ reports, and their connection to performance measures.
 - Detailed Reports compile detailed information regarding cases, with links to specific cases, for example the Home Evaluation Detailed Report.
 - Metrics Reports feature one number for states to easily assess, for example, where they stand in relation to the timeline requirements for the Quarterly Progress Reports.
 - Performance Measurement Assessment (PMA) Standards serves as the basis for many reports, because these were previously determined by the Commission to be important. However, these are intended to serve as data points to states first.
- Director Underwood reported the following reports are currently available:
 - Pending Home Evaluation (HE) Details
 - Pending Quarterly Progress Report (QPR) Details
 - QPR Performance Measurement Metric
 - Maximum Parole/Probation Date on Active
 - Travel Permit Detail Report
 - UNITY User Access Report

Next, Director Underwood provided an overview of fourteen additional reports that are under development.

- Director Underwood updated on the UNITY Enhancement Requests. The enhancements request review process is a lengthy process due to the large volume of requests and the complexity of UNITY enhancements requests. The requests process operates in accordance with the [Information System Modifications Policy #02-2020](#).
 - The Enhancements Subcommittee makes recommendations to the Technology Committee.
 - The Technology Committee then recommends to Executive Committee (with cost estimates) for approval, due to the fiscal impact.
- The National Office is developing a plan on how to educate the Commission of the approved enhancements, such as:
 - updates in the monthly UNITY Workshops;
 - providing live training session(s);
 - possibly developing a LMS course(s); and
 - announcing in the ICJ Updates e-newsletter and the new UNITY Spotlight, once it begins.
- To increase transparency, Director Underwood asked region representatives to include updates regarding enhancement in their region meetings. Phase 1 UNITY enhancements will be rolled out no sooner than fall.
- Lastly, Director Underwood updated that the enhancements request spreadsheet posted the website is a working document that continually changes, which has led to some confusion. Therefore, it will be removed and replaced with information about the process.

Compliance Committee Report *by Jacey Rader (NE)*

- Compliance Committee Chair J. Rader (NE) echoed the importance of encouraging members to understand that data has many uses other than compliance and encouraged the Executive Committee to share the message.
- Chair J. Rader (NE) reported the Compliance Committee met January 13, 2022 and reviewed all PMA priority standards. She highlighted the grid of all the PMA Standards and the recommendation that A-06, A-11, A-12, A-13, A-14, B-04, C-01, and C-02 be removed from the list as UNITY now provides real-time data for the information. She emphasized that removing a standard from the list for streamlining purposes does not remove it from the ICJ Rules or states requirements.
- **N. Lawson (OH) made a motion to accept the Compliance Committee's recommendations regarding the removal of the Performance Measurement Assessment (PMA) Standards: A-06, A-11, A-12, A-13, A-14, B-04, C-01, C-02. C. Frieberg (SD) seconded. The motion passed.**
- The Compliance Committee requested input from the Executive Committee regarding PMA Standards #C-03 and C-04. These standards address state Compact office policies and procedures, which are required by the ICJ Rules. The Compliance Committee is considering elimination of these PMA standards because they would be difficult to measure and many states are not willing to share policies and procedures outside of their state.
- N. Belli (OR) agreed that there would be issues with states sharing these documents.

- On another note, M. Farmer (CA) commented that in preparing for the California Compact office transition to another state agency, he recently reviewed this requirement and considered the locations of the requirements to be odd within the ICJ Rules 4-102(1) and 6-102(9).
- Chair Rader will take the comments back to the Compliance Committee. The next meeting will focus on how the Commission should conduct Performance Measurement Assessments, considering states' access to the UNITY Reports. The next meeting is February 10th, 2:00 – 4:30 p.m. ET.

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

- Information Technology Committee Chair K. Torres (IA) reported the Information Technology Committee met January 20, 2022.
- An issue was discovered regarding the update to the Form II which was scheduled to go into effect March 1, 2022. The concern was raised by Julie Hawkins (MO) from the field that there is an inconsistency between Form II and Rule 6-103A. The Form II states “certified true” copies must be attached and Rule 6-103A does not state that copies be certified. As such, the form imposes a requirement that is not based on the ICJ Rules. The ICJ National Office researched and discovered the error occurred in 2012 when Rules 6-103 (which included provisions now set forth in 6-103A) was amended.
- According to the Forms Responsibility Policy, the correction should be made to the Form II and re-submitted to the Rules and Executive Committees for the 30-day comment period. Chair Torres presented the issue for approval to delay the release of Form II.
- **S. Horton (NC) made a motion to approve a delay of the release of amendments to Form II to allow time for the correction to remove “true certified” and allow time for the 30-day comment review period. J. Rader (NE) seconded. The motion passed.**
- Chair Torres reported the Technology Committee begin discussions of ideas for proactive monitoring with the UNITY Tableau Reports. Ideas shared included: determine gaps in data; lighten the load for field officers; and determine areas for training.
- The Data Visualization Subcommittee continues their work on Tableau Reports as indicated earlier in the meeting. The subcommittee encourages feedback and input as development continues.
- The UNITY Enhancements Subcommittee presented a high-level overview of the enhancement requests in Phase I. Due to the high volume and to allow time for a thorough review of the substantial submissions, the enhancements have been grouped into phases.
- The next meeting is February 8, 2022.

Training, Education and Public Relations Committee Report *by Nate Lawson (OH)*

- Training Committee Chair N. Lawson (OH) reported the Training Committee met January 6, 2022.
- The Transportation Identification Form will be available March 1. Collaborations have occurred with Stacey Sanders (TSA). She has agreed to assist Training Chair Lawson, Jessica Wald (ND), and Holly Kassube (IL) with a live training on

the new form. The session will be recorded and added to the Talent LMS courses.

- A live streaming option for the 2022 ABM was discussed and tabled to allow time for additional information to be gathered.
- The Training Committee approved for recommendation updates to three training resources as a result of the rule amendments effective March 1, 2022. The Executive Committee received the updates prior to the meeting. No questions were expressed.
- **J. Rader (NE) made a motion to approved the updated training resources: “Best Practice: Bail Bond Adult Charges”; “Best Practice: Intrastate Relocations”; and the “ICJ Bench Card Transfer of Supervision” as recommended and presented. N. Belli (OR) seconded. The motion passed.**
- The Training Committee was presented two formats for a new resource: “UNITY Spotlight”. This new e-news resource would be published similar to the former “JIDS Spotlight.” The Training Committee agreed with the concept and suggested to email monthly; however, left the final the decision of the format to the National Office.
- The ICJ in Action work team, which consists of both Training and Technology members, is meeting and preparing the new ICJ in Action courses.

Rules Committee Report *by Stephen Horton (NC)*

- Rules Committee Chair S. Horton (NC) reported the Rules Committee did not meet in January; however, a Rules Subcommittee met to discuss the definition of “relocate.”
- The Rule Amendments Training will be presented in two live sessions: February 9 and 23. The sessions will be recorded and one will be made available via the ICJ Talent LMS platform.
- The next meeting is February 2, 2022.

Ad Hoc Committee for Racial Justice Report *by Sherry Jones (MD)*

- Ad Hoc Committee for Racial Justice Co-Chair S. Jones (MD) reported the Committee met January 18, 2022. Meeting norms were adopted. The procedural justice concept and the ICJ Action Plan for Racial Justice were revisited to increase understanding of the purpose of the Committee. On March 29, the Ad Hoc Committee will attend the Leadership Exchange Series group meeting to participate in a data walk.
- Co-Chair Moore provided an overview of the goals approved for the upcoming year.
 - Develop and provide training and/or “Best Practice Guide” to address racial inequities, implicit bias, and the impact ICJ staff can have.
 - Examine data regarding race and runaways, including those subjected to human trafficking, and make recommendations regarding how to address disparities.
 - Recommend racial equity tool(s) to the Executive Committee for Commission use in rule making, committee processes, leadership, and other processes.

East Region Report *by Becki Moore (MA)*

- East Region Representative B. Moore (MA) reported the East Region met January 25, 2022.
- The meeting agenda included committee updates from East Region members on the work of their respective committees. This method of updates was informative and will continue each meeting.
- Meeting topics of discussion were:
 - After-hours resources. States will be sharing their resources and more to come later.
 - How to define “detention” and when does the clock start in terms the length of time runaways may be detained before ICJ applies. Discussion will continue and there may be a referral to the ICJ Rules Committee.
- Lastly, one state expressed concerned with high COVID rates again, suggesting perhaps the suspension of enforcement following the onset of the COVID-19 pandemic, as authorized by Rule 2-108: Emergency Suspension of Enforcement, was ended too soon.
- The next meeting March 30, 2022 @ 10:00 a.m. ET for 90 minutes.

Midwest Region Report *by Chuck Frieberg (SD)*

- Midwest Region Representative C. Frieberg (SD) reported the Midwest Region met January 6, 2022.
- Director Underwood provided the Executive Committee update.
- The region conducted a round table discussion a couple issues:
 - State practices regarding “appropriate authority” in relation to Rule 6-103(a). The region members discussed how their states determine who has the appropriate authority. The answers varied without a consensus or recommendation.
 - The “no bond” provision in Rule 7-104(4). A South Dakota judge, who is a strong advocate of the juvenile justice reform, recently expressed opposition to a non-delinquent juvenile being held secure detention. The judge suggested a rule change whereby the decision be left to the discretion of the judge. If the intent of the rule is to keep the child safe until they return home, he questioned the child’s safety in a detention center. Following the region meeting, the South Dakota State Council discussed the issue and decided not to pursue a rule change.
- The next Midwest Region meeting will be in April.

Legal Counsel Report *by Legal Counsel Rick Masters*

- R. Masters, Legal Counsel, updated that he has been in communication with the National Office with regards to the items reported earlier:
 - Form II issues;
 - COVID-related matters related to face-to-face meeting for the Executive Committee; and
 - COVID-related matters related to a live 2022 Annual Business Meeting in Vermont in October.
- He added the following comments to a couple items reported earlier:
 - Holding in detention. The [OJJDP guidelines](#) contain an option for detention under the ICJ.

- Enforcement Rule 2-108. Many view the spikes in COVID strains a risk factor that is here to stay as we find ways to adjust to administer the Compact.

Victims Representative *by Nataki Brown*

- Ex Officio Victims Representative Brown shared the following information as it relates to juveniles.
 - The Office for Victims of Crime has released novels that focus on the stories of young human trafficking. For more information go to the website: [Victims' information](#).
 - The Office of Juvenile Justice and Delinquency Prevention (OJJDP) declared January as the National Mentoring Month.
 - The term of the month from the National Institute of Justice is "Labor Trafficking," which is defined in federal law as: the recruitment, harboring, transportation, provision, or obtaining of a person for labor or services, through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery.
- N. Brown shared her words of encouragement with youth and victims in her work is "be the best version of themselves they can be."

Old Business

Finance Committee Report *by Corrie Copeland (TN)*

- Finance Committee Chair C. Copeland (TN) reported the Finance Committee met January 26, 2022. The FY 22 Budget through December 31, 2021 was reviewed. The Commission is in good standing at 50 percent of the fiscal year complete.
- The primary discussion of the meeting was the 2022 Annual Business Meeting, costs, and COVID guidelines. The feedback was varied in three areas:
 - Reimbursement. Travel purchased through a travel agency and or states purchasing and requesting reimbursement and states covering any additional costs for the attendee due to COVID.
 - Hybrid meeting. Providing a hybrid option would cost an additional \$40,000.
 - Survey. Whether to conduct another survey to determine who would attend with COVID guidelines before making a decision.

2022 Annual Business Meeting – Burlington Vermont

- Vice Chair N. Belli (OR) provided an overview of recommendations for "COVID-Related Guidelines during the 2022 Annual Business Meeting" for consideration. The draft document was provided prior to the meeting. Recommendations with fiscal implications were discussed in the Finance Committee January 26, 2022 meeting.

Modify Meeting Structure. This option would reduce risk and maximize involvement of those not present.

- Limit onsite participants to only one representative per state/territory and ex officio members

- Present meeting agenda in a 2-day format
- Hold region meetings prior to the ABM
- Provide onsite, boxed meals (rather than buffets or attendees leaving for lunch)
- Offer optional “Cocktail Hour” social event (rather than “Reception”) as it is more feasible to manage drinks and masks, than drinks, food, and masks
- Individuals will be seated 6ft apart & have individual microphones. (Additional cost: \$5,000)
- Live-Stream content, which allows others to view & submit questions (but not vote or speak)
- Live stream would use automated camera, which would not include footage from audience (Additional cost for operator with different camera: \$3,000/day)

Offer hybrid option, especially for voters who are unable or unwilling to attend.

- Estimated cost: \$40,000
 - In-person & virtual participants would need to use laptops/other device for voting.
 - Ensure infrastructure available in case need to transition to virtual shortly before the meeting to spike in COVID positivity.
 - This estimated does not include virtual reception.
- Vice Chair Belli (OR) suggested the Executive Committee take additional time to review the proposed guidelines; to share feedback on the document; and at the next meeting take a vote on the structural format for the 2022 ABM.
 - Chair Hunt agreed to table the discussion and asked members to be prepared to make a decision in the February meeting.

New Business

Preparation for ICJ Rule Amendments, effective March 1, 2022

Chair Hunt noted that the Commission is preparing for all updates effective March 1, 2022.

Adjourn

Chair Hunt adjourned by meeting by unanimous consent without objection at 1:43 p.m. ET.