

INTERSTATE COMMISSION FOR JUVENILES

Executive Committee Meeting Minutes

February 23, 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

- **S. Horton (NC) made a motion to approve the agenda. J. Hawkins (MO) seconded. Chair Belli (OR) approved the agenda by unanimous consent without objection.**

Minutes

- **C. Frieberg (SD) made a motion to approve the January 26, 2023 meeting minutes as presented. D. Dodd (NM) seconded. Chair Belli (OR) approved by unanimous consent without objection.**

Commission Chair Report *by Nina Belli (OR)*

Spring Meeting in Lexington – March 2-22

- Chair Belli provided an update on next month's Spring Executive Committee Meeting in Lexington, Kentucky. In addition to the monthly Executive Committee meeting, Glen Tapia, the Alliance for Community and Justice Innovation (ACJI) will provide training on implementation science strategies. The Executive Committee will the work in groups to develop implementation science strategies related to the UNITY enhancements and rule amendments rollouts.

What's your "WHY" Video Recording

- Chair Belli updated that members of both the Executive and Rules Committees are asked to prepare a 1–2-minute video of "What's your Why" during their face-to-face meetings in Lexington, Kentucky. Amanee Cabbagestalk will collect all the videos which will be shared during the 2023 Annual Business Meeting in compliment to the keynote speaker's presentation.

Committee/Region Meetings

- Chair Belli commended the productive collaborations and work in progress by all the committees and regions. Beginning in March, Chair Belli will be copied on all committee and region meeting draft minutes to keep her apprised as the Commission Chair and enable her to address questions as they arise throughout the year.

National Office Report *by MaryLee Underwood, Executive Director*

State Updates

- Director Underwood updated on the following state ICJ Commissioners and staffing changes:
 - KENTUCKY
 - Melina Hampton was appointed designee, authorized to vote on behalf of Commissioner Welch in Commission region meetings, annual business meetings, and committee meetings of which Commissioner Welch is a member.
 - COLORADO
 - Michelle Barns is Compact Administrator, in accordance with the Colorado Statute, which specifies that the Colorado Human Service Division Executive Director holds the role of ICJ Compact Administrator. Brooke Montelongo has been identified as the Colorado ICJ Commissioner. The National Office anticipates receipt of the official appointment soon.

LOUISIANA

- Angela Bridgewater has indicated she expects to be named as the Louisiana Commissioner. The National Office anticipates receipt of the official appointment soon.

IOWA

- The ICJ Iowa Commissioner role is currently vacant and a new appointment is anticipated soon. Kellianne Torres (IA) continues as the Iowa full-time Designee.

FY2023 Dues

- Director Underwood updated that all FY23 Dues have been paid and the collection of FY24 Dues has begun.

National Office Updates

- The National Initiative to Advance Race Equity in the Criminal Legal System evolved from the work of the Juvenile System Partnership for Racial Justice (JSPRE). The National Initiative recently released a report entitled: "Building the Table: Advancing Race Equity in the Criminal Legal System." The report was shared in the ICJ Updates and is currently on the Commission's website.
- Director Underwood updated on her follow-up call with Vanessa Chen, Special Assistant to the President for Criminal Justice and Guns Policy and staff to Interagency Group developing policy recommendations to be release in April as part of Second Chance Month. A follow-up meeting is planned for April to discuss the Interagency Group recommendations. The JSPRE is looking to partner with them on a response to the recommendations.
- The Winter Website Cleanup is ongoing. To date, 23 states have responded. States were asked to review everything posted about their state and let Jenny Adkins know what should be updated. It is particularly important to have all the UNITY Coordinators updated to ensure the success of the Proactive Monitoring Plan, which begins in April.
- McNee Associates have been selected as the new website host and support vendor. The new vendor contract will cost will be approximately the same or a little less per year. The transition will occur in May.
- The 2024 Annual Business Meeting (ABM) location site proposals received to date will be presented at the March Meeting.
- With support from Commission, Jenny Adkins will soon complete her master's degree in Juvenile Justice Policy and Leadership from Eastern Kentucky University. To give back, she has decided to use her capstone research project to gather information that could be helpful to the Commission.
- In March, J. Adkins will contact Compact office staff to gather input about issues and challenges staff face effecting the Compact in their state. The survey will also ask what support they think could help mitigate those issues. This information could be very useful as for assessing future priorities. This is also the first formal research being conducted regarding ICJ. Completion of the survey is anonymous. Also, participation is optional.
- The project is currently under review by the Institutional Research Board at Eastern Kentucky University. Once approved, the survey will be initiated.

Spring Executive Committee Meeting in Lexington, Kentucky

- Director Underwood updated on the meeting logistics and plans for Monday and Tuesday evening. All information will be included on the final agenda. She referenced a recent email regarding the proactive monitoring program and explained this was part of the readiness plan, based on previous training on implementation science.

Compliance Committee Report by Jacey Rader (NE)

- Compliance Chair Rader provided an overview of the “Proactive Monitoring Program.” The goal is to promote the safety of juveniles and communities by empowering states to proactively monitor UNITY data and fully operationalize ICJ Rules.
- The Proactive Monitoring Program provides tools to accomplish these goals. The program involves several key areas.
 - **Tableau Reports.** Tableau Reports provide essential tools that states can use for monitoring their cases.
 - An Interactive Tableau Training will be conducted March 8 @ 2 p.m. ET. Registration is open. Attendees must be licensed users of Tableau and have logged-in prior to the training.
 - **Operationalizing ICJ Rules.** This project will help states operationalize the ICJ Rules by using Tableaus to send weekly reports to registered users regarding two important rule-based standards related to Home Evaluations and Quarterly Progress Reports.
 - **Clean and Accurate Data.** The program also provides a schedule for UNITY Data Maintenance, which is intended to help keep the data clean and ensure accurate reports.
 - **2023 Proactive Monitoring Calendar.** The calendar summarizes the planned activities throughout 2023 month by month.
 - **Check List.** Compliance Committee Chair Rader shared a check list of tasks offered to assist states with planning:
 1. UNITY Coordinators designated.
 2. Review the 2023 Calendar presented earlier.
 3. Review the online “How To” videos.
 4. Register for the Interactive Tableau Training.
 5. Request Tableau Licenses if needed support@juvenilecompact.org.
 6. Prior to the training, login to Tableau.
 7. Access New Webpage.
 - Other resources include:
 - ICJ in Action Courses
 - Wednesday Workshops
 - Website updates
- The Compliance Committee met on February 9, 2023.
 - The FY23 UNITY Data Assessment follow-up included a potential rule proposal. However, after collaboration with the Technology Committee, the Compliance Committee decided to support the proposals submitted by the Technology Committee.

- A UNITY Best Practice Work Team has been developed to recommend best practices to address findings from the data assessment.
- Fifty (50) states have submitted 2022 State Council Reports. Only two states have not been submitted.
- Compliance Committee Chair Rader shared the updated ICJ Compliance Committee's FY23 Priorities visual and explained the committee will shift some planned activities to FY24, including decisions related to next steps for UNITY Data Assessment and Proactive Monitoring Program. This will allow more time for implementation of responses to previous recommendations. The policy work and monitoring will continue regarding the 2022 State Council Reports review; dues compliance; the PMA Policy #02-2014 review; and other compliance-related matters.
- The next Compliance Committee meeting is slated for April 20, 2023.

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

- Technology Committee Chair Torres (IA) reported the Technology Committee met on February 24, 2023.
- Two rule proposals were approved and recommended for adoption (Rules 5-103 and 5-103A). Several Compliance Committee members attended the February meeting to hear the discussion of the proposals.
- During the February meeting, the Committee reviewed the rule proposal process and the requirement for the Technology Committee to review all proposals for UNITY impact. One of the work teams will conduct the initial review of the proposals and provide recommendations to the full Technology Committee.
- Four (4) work teams have met or will meet in February as noted below:
 1. UNITY 2023 Enhancements (2/16)
 2. Tableau Data Visualization and Reporting (2/16)
 3. UNITY Workflow Diagrams (2/22)
 4. UNITY Maintenance (2/27)
- State ICJ offices are encouraged to recommend UNITY users sign up for the UNITY Spotlight. Great articles are in the works including a collaboration article with the Training Committee.
- The Enhancements 23 Release starts Tuesday, June 6, 2023.
- The next meeting of the Technology Committee is slated for March 14, 2023 and a second meeting may be held in March to complete the review of all rule proposals.

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

- Racial DEI Committee Chair Jones (MD) reported the committee met on February 21. In the absence of a quorum, a proposed amendment to Rule 4-104 was discussed informally. Commissioners M. Casey (DE) and S. Jones (MD) agreed to submit the rule proposal to the Rules Committee.
- The next meeting is March 28, 2023.

Rules Committee Report *by Stephen Horton (NC)*

- The Rules Committee met February 1. The following proposed rule amendments were discussed and recommendations for adoption were as follows:
 - Rule 8-101 by East Region

- Recommended for adoption.
- Rule 7-107 Airport Supervision by the South Region
 - Not recommended as presented; however, a recommendation for edits was provided to the South Region.
- Rule 4-102 by the Midwest Region
 - Not recommended as presented; and no additional recommendations were made.
- Rule 6-102 by the East Region
 - Not recommended as presented; however, there was a recommendation to the Executive Committee related to the proposal. The Rules Committee recommends that the Executive Committee develop an after-hours matrix.
- J. Hawkins (MO) asked for clarity about the recommended matrix. C. Bickford (NH) responded that the intent is not a requirement to create an after-hours hotline or to require Compact staff to work after hours. Instead, the matrix could provide a single resource on the Commission's website for states to share how their state handles calls after hours regarding juveniles.
- **S. Horton (NC) made a motion to accept the recommendation of the Rules Committee to develop a matrix for after-hours information for each state. S. Jones (MD) seconded. The motion passed.**
- Chair Belli asked for volunteers to develop the structure for the matrix, i.e., define the columns and ensure that information submitted will be concise enough for posting. C. Bickford (NH), N. Belli (OR), C. Copeland (TN), J. Rader (NE), and J. Hawkins (MO) agreed to assist. J. Hawkins (MO) agreed to take the lead.
- Chair Horton shared other important dates regarding the rule proposals:
 - February 28, 2023: Last day to submit proposals
 - March 1, 2023: Next meeting
 - April 6 – May 8: Comment Period
 - May 16, 2023: Face-to-Face Meeting in Lexington, KY to review comments

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 February 2, 2023.
- The ICJ Wednesday Workshops series begins March 29. The monthly live training series is offered the last Wednesday of each month. The session is open to Compact and field staff. Persons planning to attend are encouraged to complete the "ICJ in Action" Home Evaluations and Quarterly Progress Report Courses available through TalentLMS prior to attending the live session.
- The committee will recommend Dr. LaMarr Shields as 2023 Annual Business Meeting (ABM) keynote speaker. He will speak on mental health/stress management/self-care, training topics suggested in the 2022 ABM survey. Two additional suggested training topics were Collaborating with Child Welfare Agencies and Strategies for Training Local Authorities. These topics will be incorporated into the ABM agenda as panel discussions.
- Collaboration between Training and Technology Committee members will result in a UNITY Spotlight article soon.

- The next meeting is slated for March 2, 2023.

REGION REPORTS

East Region Report *by Caitlyn Bickford (NH)*

- Representative Bickford reported that the East Region met January 31, 2023 for the sole purpose of proposing a rule amendment regarding after-hours contact information. The Rules Committee did not recommend the rule proposal for adoption; however, an after-hours matrix was recommended and approved by the Executive Committee earlier in under the Rules Committee Report.
- The next East Region meeting is slated for April 12, 2023.

West Region Report *by Howard Wykes (AZ)*

- Representative Wykes (AZ) reported that the West Region met February 15, 2023 to discuss rule proposals and a best practice.
- The West Region recommended for adoption proposed amendments to Rule 5-103 and Rule 4-104. Both were submitted to the Rules Committee.
- Additionally, a recommendation was made by a West Region Best Practice Work Group about Child Welfare Agencies and Abuse/Neglect Reporting.
- Representative Wykes presented to the Executive Committee the West Region's recommendation that the Commission initiate dialogue with the Federal Administration for Children and Families.
- **F. Dauway (SC) made a motion to accept the West Region's recommendation that the Commission initiate a dialogue with the Federal Administration for Children and Families to discuss how to ensure reports of abuse and/or neglect are not screened out. C. Copeland (TN) seconded. The motion passed.**
- The next West Region meeting is slated for April 12, 2023.

Legal Counsel Report *by Rick Masters*

ICJ Bench Book

- R. Masters, Legal Counsel, reported that revisions to Chapter 4 of the revised ICJ Bench Book are nearing completion. He anticipates the final version will be made available to the Executive Committee soon.

Victims Representative Report *by Nataki Brown*

- N. Brown, Victims Representative, presented the term "Vicarious Trauma" and explained the [Vicarious Trauma Toolkit](#) now available online via the Office for Victims of Crime (OVC) website.
- **Vicarious trauma** is defined as an occupational challenge for people working and volunteering in the fields of victim services, law enforcement, emergency medical services, fire services, and other allied professions, due to their continuous exposure to victims of trauma and violence. This work-related trauma exposure can occur from such experiences as listening to individual clients recount their victimization; looking at videos of exploited children; reviewing case files; hearing about or responding to the aftermath of violence and other traumatic events day after day; and responding to mass violence incidents that have resulted in numerous injuries and death.

- The *Vicarious Trauma Toolkit* (VTT) introduces a new model for examining and conceptualizing the impact of vicarious trauma and the reactions and experiences of victim service providers and first responders. The new resource also introduces the roles and responsibilities of organizations in addressing the negative impact of this occupational challenge on their employees.

Old Business

Airline Refund Update

- Chair Belli updated that last month a revision to the [ICJ Reimbursement Policy](#) was approved. There was an additional request to research options to reduce risk of future airfare losses. Prior to the meeting, the members received a memorandum from Director Underwood with findings from a conversation between Altour Travel Agency and the National Office (Director Underwood and Emma Goode).
- In summary, Altour explained the ticket without penalty. This new option reduces losses at a cost more than a non-refundable ticket and less than a refundable ticket.
- The Executive Committee reviewed the comparable costs presented. In the last five years, the Commission has incurred around \$1,000 in financial losses for two prepaid cancelled airline tickets. This is substantially less than the additional charges that would be incurred if additional requirements were imposed. Therefore, the policy as revised last month appears to be the most fiscally sound option.
- No additional comments made. No actions were taken.

Vendor Contracts

- S. Horton (NC) asked for clarification of an issued mentioned at the previous meeting, and particularly whether the contract with Instream is ending.
- Director Underwood explained that Instream is the JIDS vendor and the service has not yet ended. The vendor contract reported to be ending is the website support vendor which will be replaced by a new vendor, McNee Solutions. Further, the UNITY vendor is Optimum Technology and is not changing.

New Business

There was no new business.

Adjourn

Chair Belli adjourned the meeting by unanimous consent without objection at 1:29 p.m. ET.