

# **INTERSTATE COMMISSION FOR JUVENILES**

## *Executive Committee Meeting Minutes*



**March 22, 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. Nataki Brown (SC), Victims Representative

### **Committee Members Not in Attendance:**

1. Michael Farmer (CA), West Region Representative

### **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**

Commission Chair T. Hunt (CT) 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. N. Belli (OR) seconded. The motion passed.**

### **Minutes**

**Chair Hunt moved to approve the February 24, 2022 minutes without objections by unanimous consent.**

### **Commission Chair Report** *by Tasha Hunt (CT)*

- Chair Hunt (CT) welcomed everyone to the virtual ICJ Executive Committee Extended Spring Meeting and began the meeting with a fun interactive BINGO ice breaker activity. Winners were: Kellianne Torres (IA), Stephen Horton (NC), Jacey Rader (NE), and Becki Moore (MA).

### **National Office Report** *by MaryLee Underwood, Executive Director*

- Director Underwood reported the amended ICJ Rules and updated resources were rolled out on Wednesday, March 1, 2022 with a seamless transition.
- Director Underwood reported the initial development of UNITY has been completed with the final payment for development paid. The project has transitioned to the maintenance stage.
- UNITY Monthly Workshops are continuing, with reporting via Tableau featured each month. Commissioner Roy Yapple (MI), an active UNITY trainer, spoke during the monthly UNITY workshop. Commissioner Yapple will retire mid-April.
- Director Underwood reported the ICJ National Office downsize to one office has been completed and several office items which are no longer needed were sold or donated to a local non-profit, as previously approved.

### **Compliance Committee Report** *by Jacey Rader (NE)*

- Compliance Committee Chair J. Rader (NE) reported the Compliance Committee met March 10, 2022.
- The Compliance Committee discussed the Annual Performance Measurement Assessment (PMA), which the committee oversees. The Compliance Committee recommended conducting a UNITY National Data Assessment this year to identify trends and gaps, rather than a traditional PMA. They will review three separate areas of ICJ Rules as previously updated and approved by the Executive Committee.
- A video will be forthcoming explaining the recommended change. Additionally, Compliance Committee members will provide an overview of the new UNITY National Data Assessment in their respective region meetings.
- **K. Torres (IA) made a motion to approve the Compliance Committee's recommended UNITY National Data Assessment concept. S. Jones (MD) seconded. The motion passed.**
- Compliance Chair Rader provided a summary of the 2021 ICJ State Council Report as presented.
- **S. Jones (MD) made a motion to approve the ICJ 2021 ICJ State Council Report for publication as presented. N. Lawson (OH) seconded. The motion passed.**
- The Compliance Committee cancelled their April monthly meeting in lieu of joining the Technology Committee in their April 12<sup>th</sup> meeting.

### **Finance Committee Report** *by Corrie Copeland (TN)*

- Finance Committee Chair C. Copeland (TN) reported the Finance Committee met March 9, 2022 to review the 2022 Budget and expenditures through January 31, 2022. All dues have been paid and budget is on track to date.
- Finance Chair Copeland presented revisions to the ICJ Accounting Policies and Procedures Manual (last updated in 2019) as recommended by the Finance

Committee. The amended manual was shared with the members prior to the meeting.

- **N. Belli (OR) made a motion to approve the amendments to the Accounting Policies and Procedures Manual as presented. J. Rader (NE) seconded. The motion passed**
- Finance Chair Copeland reported the Travel Reimbursement Policy was discussed. The members agreed to table the discussion until FY 23 after acquiring more information.
- The next meeting is May 19.

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

- Information Technology Committee Chair K. Torres (IA) reported the Technology Committee met March 8, 2022. The members continued their monthly round robin discussion on proactive monitoring of data. The March discussion focused on identifying user friendly reports and information states would like to see in upcoming reports.
- The UNITY Data Visualization Subcommittee is meeting every two weeks to fine tune released reports and to develop new reports. Additionally, the Technology Committee is preparing a timeline that will include both the release of enhancements and the development of new reports.
- The UNITY Enhancements Subcommittee forwarded their first round of enhancement recommendations to Optimum Technology. The vendor responded with questions, which the subcommittee is reviewing in detail in their meetings. The vendor will provide quotes after the detailed review process is completed.
- The new Transportation ID Form was launched March 1 and used for the first time shortly thereafter. The Transportation Security Administration (TSA) provided feedback that the form does not include all information necessary forward to the correct personnel in large airports. Due to form modifications to include all transportation types (i.e., busses), the form does not prompt users to provide information regarding the airline and the departure time and date. The Technology Committee agreed the remedy is to train ICJ Offices to include the air travel itinerary with the form as an attachment to the TSA email.
- The Technology Committee plans to review the ICJ Forms Responsibility Policy and Information Systems Policy for any necessary modifications around current operational protocols.
- The next committee meeting is April 12, 2022. The Compliance Committee will attend to discuss UNITY Data Entry.

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

- Training Committee Chair N. Lawson (OH) reported the Training Committee met March 3, 2022. The primary discussion of the meeting was potential 2022 Annual Business Meeting (ABM) Training topics. One topic of interest to the group was leadership development and communications, a suggestion from the 2021 ABM survey. P. Pendergast (AL) shared a contact from Alabama who recently conducted strategic planning sessions with his state agency. The ICJ National Office will explore this option and provide an update at the next meeting.

- Training Chair Lawson updated that the new Transportation ID Form Training recording and several other new courses are now available on the ICJ TalentLMS.
- Training Chair Lawson presented recommended amendments to the ICJ Training & Technical Assistance (TTA) Policy #07-2009. N. Belli (OR) asked for clarification to the section regarding who can request training and notifying the state ICJ office. Director Underwood affirmed the intent is to keep the Compact office in the loop and offered to edit the language for clarity during the break.
- Chair Hunt tabled the discussion and vote under Old Business.
- The Training Committee discussed the Mentoring Program. Training Committee members participating in the program shared their experiences.
- The ICJ in Action Work Teams continue to meet regularly with Amanee Cabbagestalk to develop the ten new courses.
- The Training Committee will meet again April 7, 2022.

#### **Ad Hoc Committee for Racial Justice Report** *by Sherry Jones (MD & Becki Moore (MA)*

- Ad Hoc Committee for Racial Justice Co-Chair B. Moore (MA) updated that the Ad Hoc Committee met March 15, 2022. The group is interested in offering training about implicit bias during the 2022 ABM and developing a best practice regarding avoiding implicit bias in reports. Co-Chair Moore (MA) has consulted with a potential presenter on the topic, and the members will draft a correlated best practice.
- Ad Hoc Committee for Racial Justice Co-Chair S. Jones (MD) updated on resources regarding race and runaways shared during the ad hoc committee meeting. She expanded on the following resources:
  - Article, "[Unseen Victims of Sex Trafficking](#)"
  - Resources on the [Polaris Project](#) website
- Three Ad Hoc Committee members shared racial equity tools. Those members are checking for permission to share the state's resources:
  - Racial Equity and Inclusion Dictionary;
  - Racial Equity and Inclusion Action Guide;
  - Detention Reform: An Effective Approach to Reduce Racial and Ethnic Disparities;
  - Pathways and Juvenile Detention and Reform "Reducing Racial Disparities;" and
  - Florida's Race Equity Challenge.
- Co-Chair Moore (MA) presented recommended amendments to the ICJ Nominations & Election Process document. After using the document for the first-time last year, modifications are recommended for clarity. The suggested changes do not significantly modify the process.
- **J. Rader (NE) made a motion to approve the amendments to the ICJ Nominations and Elections Process as presented. N. Belli (OR) seconded. The motion passed.**
- The Ad Hoc Committee will attend the Leadership Series Data Walk on March 29. The next regular monthly Ad Hoc Committee meeting is slated for April 19.

#### **South Region Report** *by Daryl Liedecke (TX)*

- South Region Representative D. Liedecke (TX) reported the South Region met March 1, 2022. He presented a draft document developed by the South Region entitled: ICJ Transfer of Supervision: Communications Guidelines for Local Authorities with Juvenile/Family members. The intent with the document is to provide informative guidelines to locals regarding communications with juveniles and/or families. This new resource document was presented to the Executive Committee with a suggestion to refer to the Training Committee for review and input.
- S. Jones (MD) highlighted the point that indicates documents (such as court notices) may be forward to the juvenile by the Receiving State as a courtesy.
- **C. Frieberg (SD) made a motion to refer the draft ICJ Transfer of Supervision: Communications Guidelines for Local Authorities with Juvenile/Family Members to the Training Committee for review and recommendation. K. Torres (IA) seconded. The motion passed.**
- Representative Liedecke (TX) shared that a few South Region states continue to experience local staff turnover creating vacancies which may cause delays in completing the ICJ work.

#### **Legal Counsel Report** *by Legal Counsel Rick Masters*

- R. Masters, Legal Counsel, updated on his is work to complete his review of the ICJ Bench Book for legal updates. He is also drafting a response to a question from North Carolina regarding authority to grant bail bond related to a crime that was committed in another state.

#### **Victims Representative** *by Nataki Brown*

- N. Brown, Victims Representative, updated that the Office of Victims of Crime (OVC) announced that Child and Witness Support Materials available to support children and youth in criminal and family court settings have been translated into the following languages: Spanish, Chinese, Vietnamese, Arabic and Haitian Creole. These comic books and graphic novels help children and youth learn about how the justice system works, their rights, and the roles of different practitioners they may encounter.
- March 18<sup>th</sup> was National Public Defender Day. It is a day set aside to recognize the vital work of public defense lawyers.
- N. Brown, Victims Representative, expressed her appreciation to be a member of the Racial Justice Ad Hoc Committee. It has inspired her to look for opportunities to incorporate the work into her role as a victim's advocate.
- National Institute of Justice's term of the month is Situational Crime Prevention. The term is defined as a crime reduction strategy used by law enforcement to determine if criminal acts may be deterred by environmental changes. It focuses on the setting for the crime, rather than those committing criminal acts. The main goal is to make criminal acts less attractive and requires assistance from public and private entities.

#### **Recess**

- Chair Hunt called for a 5-minute recess.
- Chair Hunt reconvened the meeting at 1:10 p.m. ET.

## Old Business

### Training & Technical Assistance (TTA) Policy #07-2009

- M. Underwood presented the additional edits to the revised Training & Technical Assistance (TTA) Policy #07-2009, which was edited in Section D. during the recess to address the concern stated earlier. N. Belli (OR) agreed the update addressed her concern.
- **S. Jones (MD) made a motion to approved the Training & Technical Assistance (TTA) Policy #07-2009 as presented. J. Rader (NE) seconded. The motion passed.**

### 2022 ABM Format (in-person or Virtual)

- Chair Hunt (CT) provided a brief update about the past survey and discussions around safety precautions, options, and costs regarding the 2022 ABM. Chair Hunt (CT) opened the floor for discussion of whether to pursue an in-person or virtual format. Currently, COVID rates are declining throughout the nation. The options presented were:
  - 3-day virtual
  - 2-day in-person (live stream)
  - 2-day hybrid (in-person/virtual)
  - 3-day in-person (traditional)
- J. Rader (NE) asked if the hybrid option would include both Commissioners and Compact staff attending in person. Director Underwood suggested first to determine whether there will be an onsite meeting and then determine the other parameters. The budget estimates presented for the hybrid option is based on 66 participants, which would only include one voting representative per state, ex officio members, staff, and speakers. Reducing the number of in-person participants could offset the cost of COVID-related precautions.
- **N. Lawson (OH) made a motion that the 2022 ABM format be a 2-day hybrid model. S. Jones (MD) seconded. The motion passed.**
- After the vote, there was additional discussion around who would be included in the limited number of onsite participants in the hybrid format.
- J. Rader (NE) expressed concern that limiting attendance to voting Commissioners/Designees, ex officio members, staff, and presenters only may send a negative message to Compact staff that who perform much of the ICJ work. She suggested setting a limited number and then deciding who will fill those positions. She also noted that voting members may prefer to attend remotely with the hybrid option this year and in future years.
- J. Rader (NE) suggested an early cutoff registration date for Commissioners to allow time for others to register. N. Belli (OR) liked the idea, noting the social distancing and space as major factors. N. Lawson (OH) suggested a survey to get a sense of who is interested in attending in-person. B. Moore (MA) supported a survey of voting members, explaining the landscape has changed and requesting a confirmation of whether they plan to attend in person or virtually. The Executive Committee reached a consensus to conduct the survey and after a review of the results to continue discussion on the parameters for an in-person meeting.



## New Business

### **2023 Annual Business Meeting (ABM) Location** *by Emma Goode*

- Emma Goode, National Office, presented six (6) venues in the West Region for consideration for the 2023 Annual Business Meeting location.
- Director Underwood explained that prompt action is important because hotels are not holding space for ICJ. Other organizations may also wish to contract those dates; thus, closing the opportunity for ICJ. She suggested that members take a quick survey to rank the venues presented.
- The Executive Committee completed a survey regarding their order of preferred venue locations, which resulted in the following ranking:
  1. Salt Lake City, Utah
  2. Reno, Nevada
  3. Portland, Oregon
  4. Boise, Idaho
  5. Bellevue, Washington
  6. Seattle, Washington
- **C. Frieberg (SD) made a motion to accept the list above as the preferred list for the 2023 Annual Business Meeting (ABM) location. S. Horton (ND) seconded. The motion passed.**
- The National Office will conduct a site visit to the top choice and present the findings.

### **Cost of Living**

- Rick Masters, Legal Counsel, advised that the meeting should move to a close session for the discussion of personnel matters.
  - Chair Hunt closed the meeting by unanimous consent without objection.
  - Director Underwood advised staff to leave the meeting.
- {closed session}
- Chair Hunt reconvened the open meeting at 3:15 pm ET.
  - Rick Masters, Legal Counsel, advised that any motions from the closed session discussion should be made during the open session.
  - **J. Rader (NE) made a motion to approve a 7.9 percent cost of living adjustment increase to the ICJ National Office Salary Schedule effective July 1, 2022. S. Jones (MD) seconded. The motion passed.**

### **Adjourn**

**Chair Hunt adjourned by meeting by unanimous consent without objection at 3:17 p.m. ET.**