

INTERSTATE COMMISSION FOR JUVENILES

Executive Committee Meeting Minutes



March 23, 2023

1:30 p.m. ET

The Origin Hotel, Lexington, Kentucky

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. Amanee Cabbagestalk, Training and Administrative Specialist
6. Rick Masters, Legal Counsel

Call to Order

Commission Chair N. Belli (OR) called the meeting to order at 1:30 p.m. ET.

Roll Call

Director Underwood called the roll and a quorum was established.

Agenda

S. Jones (MD) made a motion to approve the agenda. T. Hunt (CT) seconded. Chair Belli (OR) approved the agenda by unanimous consent without objection.

Minutes

C. Frieberg (SD) made a motion to approve the February 23, 2023 meeting minutes as presented. K. Torres (IA) seconded. Chair Belli (OR) approved the minutes by unanimous consent without objection.

Commission Chair Report *by Nina Belli (OR)*

Reflection on Training

- Chair Belli expressed her appreciation for the active participation in the Implementation Science Training the past two days and opened the floor for comments.
- T. Hunt (CT) supported the value of the training noting it was a great addition to the foundational training provided last year by J. Rader (NE).
- J. Rader (NE) commented about the progress made and the importance of understanding there will be continuous back and forth between the steps described.

Mid-Year Strategic Plan Check-In

- Chair Belli provided an overview of the Commission's goals and actions outlined in the Strategic Plan and accomplishments to date. She reported that 15 percent of the action steps have been completed and 40 percent are in progress.
- The April Executive Committee Meeting will involve a deeper dive into the ICJ Strategic Plan and the 2023 ICJ Committee Activities.

National Office Report *by MaryLee Underwood, Executive Director*

State Updates

- All 2022 State Council Reports have been received. The summary report will be shared with the Compliance Committee at their next meeting.
- Staff/Personnel Updates:
 - COLORADO
 - Brooke Montelongo has been officially appointed Colorado ICJ Commissioner.
 - LOUISIANA
 - Angela Bridgewater has been re-appointed Louisiana ICJ Commissioner.
 - IOWA
 - The ICJ Iowa Commissioner role continues to be vacant. Kellianne Torres (IA) continues as the Iowa full-time Designee.
 - WISCONSIN
 - In April, Jennifer McFadden will begin as the new Wisconsin Deputy Compact Administrator (DCA).

National Office Updates

Ex Officio Members

- Rich Gordon with the National Partnership for Juvenile Services (NPJS) resigned as the ICJ Ex Officio member due his work load.

- Amy Elie with the National Association of Attorneys General (NAAG) changed positions and therefore is no longer the ICJ Ex Officio member.

Proactive Monitoring

- The program launched in early March with the first focus on a readiness plan. The plan included: email and video announcements; live interactive training about Tableau; contacts with UNITY Coordinators and Commissioners to activate Tableau accounts in order to ensure they receive automated PDF reports regarding home evaluations and quarterly progress reports. Director Underwood provided an overview of the PDF reports generated by Tableau that ICJ Compact office Tableau licensees will begin to receive automatically each week.
- F. Dauway (SC) shared her support for the proactive monitoring program and the advantages of receiving the Tableau Reports. She expressed her willingness to share how such reports could have helped to prevent compliance issues previously experienced by South Carolina, where agency leaders were unaware of the how many required actions were overdue. J. Rader (NE) supported sharing her perspective and explained how it would help others understand why proactive monitoring is important. She noted the connections to changing culture, which is a part of the implementation science. D. Dodd (NM) also supported the proactive monitoring program and noted the importance for others in the states to be aware of the Compact's work, particularly for the Model 3 states.
- Director Underwood updated that in April, work will begin on UNITY maintenance tasks list, with initial focus on the importance of keeping the probation and parole expiration dates up to date in UNITY. An article will be in the *ICJ Updates* newsletter to help ICJ Offices understand the importance of the task. These goals are to assist states in their daily operations.
- C. Copeland (TN) shared a concern about whether Form IVs must be regenerated when expiration dates are updated. Staff will follow up on the issue.
- R. Masters, Legal Counsel, added that supervising past expiration dates could lead to a monetary risk by exercising authority over persons not legally under their authority.

On Demand LMS Training

- Director Underwood updated the following statistics about the use of on-demand training provided through ICJ.TalentLMS.
 - Between January and February 2023, 310 users completed 2145 courses.
 - Since introduced in May, 2020, 5,890 users completed 83,827 courses.
- Director Underwood and the Training Committee leaders will begin to receive an auto-generated monthly update on the LMS Training Course completions.

National Office Rent

- Director Underwood reported that the landlord provided a \$500 credit towards the monthly lease due to the flooding in the office storage room.

News from Optimum Technologies

- On March 15, Optimum Technologies participated in a Criminal Justice Summit at the White House to discuss best practices in supporting law enforcement with software development, design, and deployment.
- Additionally, three of the Optimum Technologies personnel are onsite and will meet with she and Joe Johnson, Project Manager at the close of the Executive Committee meeting.

New ICJ Website Resource

- Amanee Cabbagestalk shared the new one-page ["ICJ Website Resources"](#) overview. The online document has links to each of the categories included in the overview, and can be easily shared via email. The concept will be added to the [Commission's website](#) to help users easily see and find the resources.
- S. Horton (NC) suggested that a link to the ICJ Rules be included in the new resource.
- The Executive Committee supported the addition to the website and applauded the ease of sorting and location the numerous ICJ resources.

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

- Technology Committee Chair Torres (IA) reported the Technology Committee met on March 14, 2023.
- The members discussed the Rules Committee's recommendation for their proposals to amend Rule 5-103 and develop a new Rule 5-103A. The proposals were edited and re-submitted to the Rules Committee for a recommendation of support.
- The UNITY Enhancements Work Team is reviewing all of 2023 proposed rule amendments for UNITY impact. The findings and recommendations will be considered in a special Technology Committee meeting on March 28.
- Additionally, Chair Torres reported that Technology Committee Vice Chair R. Curtis (ME) led the interactive Tableau training in March with 50 participants in attendance. The session was well-received and the recording is now available on the ICJ.TalentLMS site.
- The four (4) UNITY Work Teams continue to meet working diligently to complete related tasks.
 - The UNITY Maintenance Team is developing a maintenance template to share in April.
 - The Tableau Data Visualization and Reporting Team is reviewing the Tableau Quarterly Progress and Home Evaluation Reports to ensure all information needed is included.
 - The UNITY Workflow Diagrams Team continues to develop a format and communication readiness plan. Once finalized, this workflow guide will serve as a template for other workflow diagrams.
 - In addition to reviewing all the rule proposals for UNITY impact, the UNITY Enhancements Team is in full swing with their review and testing of the 2023 Enhancements.
- Technology Committee Chair Torres presented the recommendation from the UNITY Enhancement Team and approved by the Technology Committee to purchase an additional UNITY testing site. The new site will serve as a testing

environment for the UNITY enhancements without infringing on the current training site or the live “production” site. Testing on the current training site would be confusing to everyone, as it would be difficult to differentiate between testing and current processes. After the initial build, the site will be available to turn on and off as needed for testing future enhancements. There will be no cost when the site is not in use. Optimum Technologies estimate of \$12,500 covers the initial build and estimated usage to implement all the 2023 UNITY enhancements.

- The Executive Committee agreed the additional site would prevent confusion and provide value. Treasurer Jones advised that the additional funding was available, noting that long-term investments were intended to fund technological developments and have not yet been used. J. Johnson, Project Manager, noted that the current training site was a part of the original UNITY build. Director Underwood noted that the current contract is five years and will be re-negotiated prior to its expiration in September 2024.
- **H. Wykes (AZ) made a motion to approve the UNITY Enhancement Testing site as presented. D. Dodd (NM) seconded. The motion passed.**
- The next meeting of the Technology Committee is slated for April 11, 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 March 2, 2023.
- The ICJ Wednesday Workshops live training series will be presented on the last Wednesday of the month beginning March 29. A monthly calendar of the planned session topics was shared along with the advertising strategies for the trainings.
- Training Chair Copeland presented a draft 2023 ICJ Annual Business Meeting (ABM) Agenda. She provided an overview of the agenda and updates on each of the training session topics. C. Copeland (TN) reminded members to complete their video about “What’s Your Why.” The video montage will be played during the week of the Annual Business Meeting intermittently.
- The Executive Committee discussed the draft agenda and provided some ideas for youth involvement.
- **T. Hunt (CT) made motion to approve the 2023 ICJ Annual Business Meeting Agenda as presented. S. Horton (NC) seconded. The motion passed.**
- Training Chair Copeland (TN) updated that the Training Committee had discussed a distribution plan of the newly revised ICJ Bench Book for Judges and Court Personnel. The resource is available for download in the Commission’s website.
- Training Committee members have agreed to be Ambassadors to update on the many activities of the Training Committee during the region meetings.
- S. Jones (MD) inquired about the status of a general updated ICJ Power Point presentation for states to use and edit for their intra-state training. Amanee Cabbagestalk provided an update on the resources currently available.
- The next meeting is slated for April 6, 2023.

Rules Committee Report *by Stephen Horton (NC)*

- The Rules Committee met March 1. The following proposed rule amendments were discussed and recommendations for adoption were as follows:
 - 4-104: Authority to Accept/Deny Supervision by the West Region (recommended)
 - 4-104: Authority to Accept/Deny Supervision by Delaware & Maryland (not recommended)
 - 5-103: Reporting Juvenile Non-Compliance, Failed Supervision, and Retaking by the West Region (not recommended)
 - 5-103: Reporting Juvenile Non-Compliance, Failed Supervision, and Retaking by the Technology Committee (not recommended)
 - New 5-103A: Failed Supervision by the Technology Committee (not recommended)
 - 7-106: Transportation by Arkansas & Missouri (recommended)
- Rules Committee Chair Horton explained that the scope of the review of the proposals by the Rules Committee is broad. Recommendations from the Rules Committee may be addressed; however, the proposals continue to move forward with or without support by the Rules Committee.
- All proposals were forwarded to the Technology Committee Work Team for their review of UNITY Impact.
- The next meeting is April 5 and the rules comment period is April 6 – May 8.
- The Rules Committee will meet May 16, 2023, in Lexington, Kentucky, to review all comments.

Finance Committee Report *by Dale Dodd (NM)*

- Finance Committee Chair Dodd (NM) commented that the Finance Committee Report was not included on the agenda as their March meeting was cancelled to allow additional time to draft a new Investment Policy. He anticipates a draft policy will be ready to recommend to the Executive Committee in April.

REGION REPORTS

South Region Report *by Felicia Dauway (SC)*

- Representative Dauway (SC) reported that the South Region conducted a special meeting on March 16, 2023 to discuss the Rules Committee's comments to the South Region's proposed amendment to Rule 7-107: Airport Supervision. The South Region agreed with the recommendation by the Rules Committee. The proposal was amended and re-submitted to the Rules Committee.
- The next South Region meeting is slated for April 25, 2023.

Legal Counsel Report *by Rick Masters*

ICJ Bench Book

- R. Masters, Legal Counsel, reported the newly revised ICJ Bench Book for Judges and Court Personnel was completed and it is now available on the Commission's website. He commended Julie Hawkins (MO) and Nina Belli (OR) for their input.

- Chair Belli (OR) also acknowledged the work by Director Underwood, Jenny Adkins, and Legal Counsel and noted the many meetings conducted to review and edit into the final product presented.
- Director Underwood noted the National Office has ample blank thumb drives on hand should states request them to use for distributing the bench book within their state.
- R. Masters, Legal Counsel, updated on discussions with the National Office to provide legal guidance on the supervision of juveniles past expiration dates.
- Additionally, he updated that he had been involved in research on child abuse report screening.

{Break} Note: Jacey Rader (NE) left the meeting due to her flight schedule.

Victims Representative Report by Nataki Brown

- N. Brown, Victims Representative, presented information on the following:
- Office for Victims of Crime (OVC)
 - Victims' Rights Week is slated for April 23-29, 2023. The theme is the voice of survivors. Three audio books are now available on the OVC website that includes human trafficking survivors' stories.
- Office of Juvenile Justice and Delinquency Prevention (OJJDP)
 - The OJJDP has developed a Rural Youth and Families Toolkit on the common barriers in rural communities related to the juvenile justice system.
 - N. Brown shared information from an online Youth Risk Behavior Challenges Report related to mental health and behavior of youth who have been involved in the juvenile justice system.
 - The OJJDP accepts applications to for potential members of the Youth Advisory Board. This may be an opportunity for options to engage youth for the ABM.
- National Institute of Justice (NIJ)
 - The term of the month is "polyvictimization". The term refers to having experienced multiple victimizations such as sexual abuse, physical abuse, bullying, and exposure to family violence. The definition emphasizes experiencing different kinds of victimization, rather than multiple episodes of the same kind of victimization.

Old Business

After Hours Information Matrix Update

- Chair Belli updated last month the Executive Committee accepted a recommendation to create an After-Hours Information Matrix. A small work group met and drafted a matrix structure. All Executive Committee members, Vice Chairs, and Alternate Regional Representatives will receive a request to complete the matrix and provide feedback.
- C. Copeland (TN) asked if Compact offices will be required to complete or if it will be voluntary. Chair Belli replied completion of the matrix is voluntary. J. Hawkins (MO) added that the matrix can provide information not necessary a specific phone number for after hours.

- Chair Belli updated that at the next meeting feedback related to the matrix will be shared and the Executive Committee will determine the next steps.

New Business

2024 Annual Business Meeting (ABM) Location

- Emma Goode, National Office, provided an overview and estimated budget for six (6) locations and venues to consider contracting for the 2024 Annual Business Meeting.
- The cities presented were:
 1. Arlington, VA
 2. Atlanta, GA
 3. North Dallas, TX
 4. Houston, TX
 5. Norfolk, VA
 6. Mobile, AL
- The Executive Committee discussed the pros and cons of each location and narrowed the list to the two options with the lowest estimated budgets.
- **T. Hunt (CT) made a motion for Mobile, Alabama, as the first choice and Norfolk, Virginia, as the second choice, both for the week of September 22-25, 2024. S. Horton (NC) seconded. The motion passed.**
- Chair Belli announced that Emma Goode will conduct a site visit at the first choice and report the findings and recommendations to the Executive Committee at the next meeting.

New Method for Travel Reimbursement

- Amanee Cabbagestalk, National Office, demonstrated a new method for ICJ travelers to submit their expenses for travel reimbursement. Following the meeting, the Executive Committee members will request their reimbursement for the meeting via the new electronic online form.
- Director Underwood noted that this meeting will be the first trial for the new method. The new method allows participants to capture all receipts first and submit with their expense report in an easy to complete online electronic form.
- The Executive Committee members requested that a demonstration of the reimbursement also be provided at the ICJ 2023 Annual Business Meeting.

Strategic Plan: Using Science to Improve Implementation

- Chair Belli opened the floor for input regarding the roll out of the UNITY Enhancements and Rule Amendments using the implementation science strategies discussed during the training.
- The Executive Committee agreed to review in the April meeting. Information will be shared prior to the April 27 meeting and the time will be extended to three hours to accommodate the discussion.

Cost of Living Adjustment to Salary Schedule

- R. Masters, Legal Counsel, advised that the meeting should move to a closed session for the discussion of personnel matters.

- **D. Dodd (NM) made a motion to move to a closed session. C. Frieberg (SD) seconded. The motion passed.**
- {closed session discussion}
- **C. Frieberg (SD) made a motion to move to an open session. H. Wykes (AZ) seconded. The motion passed.**
- **C. Bickford (NH) made a motion to approve a 6.4% cost of living adjustment based on the Consumer Price Index to the ICJ Salary Schedule effective July 1, 2023. F. Dauway (SC) seconded. The motion passed.**

Adjourn

Chair Belli adjourned the meeting by unanimous consent without objection at 5:15 p.m. ET.