

INTERSTATE COMMISSION FOR JUVENILES

Executive Committee Meeting Minutes



April 28, 2022

12:00 p.m. ET

Via Zoom

Committee Members in Attendance:

1. Nina Belli (OR), Vice Chair
2. Sherry Jones (MD), Treasurer
3. Corrie Copeland (TN), Finance Committee Chair
4. Kellianne Torres (IA), Information Technology Committee Chair
5. Nate Lawson (OH), Training Committee Chair
6. Stephen Horton (NC), Rules Committee Chair
7. Becki Moore (MA), East Region Representative
8. Chuck Frieberg (SD), Midwest Region Representative
9. Daryl Liedeker (TX), South Region Representative
10. Michael Farmer (CA), West Region Representative
11. Nataki Brown (SC), Victims Representative

Committee Members Not in Attendance:

1. Tasha Hunt (CT), Chair
2. Jacey Rader (NE), Immediate Past Chair and Compliance Committee Chair

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. Joe Johnson, Systems Project Manager
4. Amanee Cabbagestalk, Training and Administrative Specialist
5. Rick Masters, Legal Counsel

Call to Order

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

Roll Call

Director Underwood called the roll and a quorum was established.

Agenda

N. Lawson (OH) made a motion to approve the agenda. K. Torres (IA) seconded. The agenda was approved by unanimous consent.

Minutes

C. Frieberg (SD) moved to approve the March 22, 2022 minutes. S. Jones (MD) seconded. The minutes were approved by unanimous consent.

Commission Vice Chair Report by Nina Belli (OR)

Vice Chair Belli (OR) applauded the work of the Executive Committee during the 3-day extended virtual spring meeting and acknowledged the leadership and training by Tasha Hunt (CT) and Jacey Rader (NE). She commented that members attending the training will always remember the “sheep.”

National Office Report by MaryLee Underwood, Executive Director

- Director Underwood provided updates in the areas outlined below.

State Updates

- Currently there is one Commissioner vacancy due to the retirement of Michigan Commissioner Roy Yapple. A new Commissioner appointment is anticipated soon.
- Galan Williamson (ME) retired and Christine Thibeault has been appointed as the new Maine Compact Administrator. Roy Curtis remains as the ICJ Commissioner for Maine.

National Office Updates

- FY 2023 dues invoices were emailed. To date, payments have been received by five (5) states.
- A site visit for the 2023 ICJ Annual Business Meeting will be conducted by Emma Goode in May in Salt Lake City, Utah.

Strategic Plan Development

- Director Underwood applauded the great work by the Executive Committee last month embracing implementation science, modifying the current ICJ Strategic Plan, and extending the plan for two (2) years. The revisions to the strategic plan included seven (7) different assessment/evaluation projects, and at least five (5) projects that will require consultants.
- In May, the Executive Committee will discuss the revised strategic plan to prioritize the projects and/or extend the time period. The National Office Staff will provide quotes and timelines for the discussion in May.

Resource Improvement

- Director Underwood reminded members that one proposed new action step is the development of an online resource similar to the CORE resource used by the Interstate Commission for Adult Offender Supervision (ICAOS).
- Director Underwood updated that the National Office contacted the technology company that assisted ICAOS and learned that ICJ cannot replicate CORE due to the differences in the website platforms between ICJ and ICAOS. However, the technology company provided an estimate of \$3,500 to develop one for ICJ. Staff has looked into options that could be done “in house.” Jenny Adkins has started to update the ICJ website to improve search capabilities and has transformed many ICJ PDF documents (Advisory Opinions, White Papers, Training Bulletins, Compact Statute, and Bylaws) to text-based pages. This modification improves the

search feature on the website. Director Underwood encouraged members to test the improved search feature on the website in preparation for discussion at the next meeting.

- M. Farmer (CA) commented that an annotated rules resource (similar to ICAOS) would be more user-friendly. With a search feature, the user should have an idea of what to search for versus with an annotated rules feature, the user can see all resources related to a rule.

Collaboration with National Crime Information Center (NCIC) Update

- Director Underwood provided an update regarding upcoming changes to NCIC. Due to the Commission's collaboration with the FBI, the FBI will be adding a "Instate Compact Offender" field to NCIC, so that compact-related youth can be more easily identified. The new indicator will be added to the Wanted Person File, Missing Persons File, and Supervised Release File. The field for bond amount was previously numeric and will now be alpha-numeric. Therefore, "not eligible for bond" can be entered.
- Additionally, for missing persons entries, the originating agency (ORI) will receive a message when a juvenile with a populated "Interstate Compact Offender" field reaches date of emancipation age, so that the ORI can determine if the record should be modified or if a wanted person entry should be made.

Information Technology Committee Report by Kellianne Torres (IA)

- Information Technology Committee Chair K. Torres (IA) reported the Technology Committee met March 8, 2022. Compliance Committee members also attended the meeting to discuss developing a best practice related to direct entry of data into UNITY (rather than using "see scan"). Members from both committees provided input. Based on the input, a "best practice" has been drafted which the Technology Committee will discuss in May.
- The current ICJ Administrative Policies Information System Modifications ([ICJ 2020-02](#)) and Forms Responsibility ([ICJ 2014-01](#)) are being reviewed. Because UNITY is a data management system (as compared to the previous forms management system), changes to both the ICJ Rules and Forms have greater impact on the system. Also, the financial costs are higher than with JIDS because UNITY is a custom-built system.
- There have been no additional uses of the new Travel Identification Form reported since February. The monthly *ICJ Updates* included a notice to include the flight itinerary when using the form.
- The Reporting & Data Visualization and the Enhancements Requests Subcommittees provided updates. A timeline is being developed that will include both the release of enhancements and the development of new reports. The goal is to present the first round of suggested enhancements to the Technology Committee in June and July, and then to the Executive Committee prior to the ABM. The Reports Subcommittee is beginning to build new reports from the ground up. They wish to determine how long it takes to build a new report from ground to completion before defining a timeline.

- Each month Joe Johnson provides an update on the UNITY support tickets & bug fixes.
- Chair Torres reported that the updated ICJ Form II was released. Prior to the release, a video by Chair Torres discussing the changes was shared and the Form II was featured in the Monthly UNITY Workshop.
- The Technology Committee discussed an offer from Florida to share ICJ forms translated from English to Creole. The discussion raised additional questions and therefore was tabled to the next meeting which is slated for May 10.

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

- Training Committee Chair N. Lawson (OH) reported the Training Committee met April 7, 2022. The primary topic of discussion was the 2022 ABM training sessions.
- The Training Committee is recommending training topics on leadership development and communications and human trafficking.
- Dr. Mark Nelson was recommended as a presenter to address leadership development and communications. The Executive Committee members received a biographical profile for Dr. Mark Nelson prior to the meeting.
- **S. Jones (MD) made a motion to accept the Training Committee's recommendation for Dr. Mark Nelson as a presenter during the 2022 Annual Business Meeting. S. Horton (NC) seconded. The motion passed.**
- The Training Committee is recommending a training session on the topic of human trafficking. The Training Committee continues to discuss the best method for the presentation, such as a panel discussion and persons to comprise the panel.
- **S. Jones (MD) made a motion that the 2022 Annual Business Meeting include a training session on human trafficking. S. Horton (NC) seconded. The motion passed.**
- Training Chair Lawson (OH) noted that a third session topic was considered. However, the members agreed the topic could be better addressed through a legal white paper due to the many differences between states.
- The Training Committee is recommending a legal white paper on the topic of sex offender registration.
- Vice Chair Belli (OR) asked if there was a recent issue that prompted the request. Chair Lawson (OH) replied there was not. The Training Committee discussed the challenges of explaining to the youth the legal rationale why they must register in certain states and not others and often times for lesser offenses.
- Vice Chair Belli (OR) asked if the Bench Book references for sex offender registration were helpful. Chair Lawson replied a white paper would be preferred for brevity of the topic. S. Jones (MD) suggested the white paper include background information be included, such as Megan's Law.
- R. Masters, Legal Counsel, stated that he will need more information about what is needed before launching into a white paper. Chair Lawson and R. Masters agreed that Legal Counsel should attend the next Training Committee meeting for clarification.
- Vice Chair Belli (OR) tabled the discussion of a legal white paper on human trafficking until the next meeting.

- The Training Committee will continue their discussions at the next meeting on evaluation of the ICJ Mentoring Program and how to educate stakeholders and members about the ICJ Technical and Training Assistance (TTA) Policy and the multiple ICJ resources. S. Jones (MD) suggested providing a leadership training to those interested in becoming an ICJ mentor.
- The next meeting of the Training Committee is May 5, 2022.

Rules Committee Report by Stephen Horton (NC)

- Rules Committee Chair S. Horton (NC) reported that the Rules Committee met April 6, 2022. They received an update on the number of completions of the “ICJ Rule Making Training” and the “ICJ 2022 Rule Amendments” recorded training session.
- The Rules Committee approved the revised “ICJ Rules Proposal Guide.” The updated guide is now available on the website.
- The primary discussion of the meeting involved deleting the term “relocate” from the ICJ Rules and the impact to other rules. A subcommittee agreed to reconvene and present additional information to the Rules Committee regarding removing the term “relocate” and the impact to ICJ Rules 1-101, 4-101, 4-103, and 8-101.
- A Rules Committee member presented an instance in his state with an attorney who argued the ICJ Travel Permit requirement did not apply for a juvenile because it does not specify ‘deferred adjudication.’ After much discussion, the Rules Committee reached a consensus that a rule amendment was not necessary and no further action was taken.
- The next Rules Committee meeting will be June 1, 2022.

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

- The Ad Hoc Committee for Racial Justice met on April 19, 2022 and the Co-Chairs provided updates under each of the four goals.

Goal #1: Training/Best Practice on racial inequities, implicit bias, and impact ICJ staff can have.

- Co-Chair Moore (MA) updated that JoAnn Niksa (RI), April Simmons (IN), and Agnes Denson (FL) are developing a written resource to share with the Commission.
 - Additionally, Co-Chair Moore (MA) presented the Ad Hoc Committee’s recommendation to approve an ABM session in this area and contract with Dr. Maryam Jernigan-Noesi as a guest presenter. Dr. Jernigan-Noesi’s biographical profile was shared with the Executive Committee prior to the meeting.
- **C. Frieberg (SD) made a motion to accept the Ad Hoc Committee’s recommendation of Dr. Maryam Jernigan-Noesi as a speaker during the 2022 Annual Business Meeting. Daryl Liedeker (TX) seconded. The motion passed.**

Goal #2: Examine data regarding race and runaways

- Co-Chair Jones (MD) updated on the two joint sessions of the Ad Hoc Committee and the Leadership Exchange Series. The groups collectively

reviewed data gathered from JIDS and UNITY in the areas of transfer of supervision, violation reports, returns for failed supervision, returns, and human trafficking.

- The full report will be shared with Dr. Jernigan-Noesi as she prepares for her presentation at the ABM and the Commission will also receive the report which will include recommendations.

Goal #3: Recommend racial equity tool(s)

- Co-Chair Moore (MA) updated the Ad Hoc Committee is discussing the Annie E. Casey Foundation's "Race Equity and Inclusion Action," which includes 7 steps to advance and embed race equity. The members will share and discuss each of the seven steps at the next meeting. The activity will provide a better understanding of the concept which may be recommended to the Executive Committee for the full Commission.

Goal #4: Identify & distribute resources to states – S Jones

- Co-Chair Jones (MD) updated that the Ad Hoc Committee members have been sharing resources among themselves and to the Commission via the *ICJ Updates* and website. Therefore, the members agreed to add as a fourth goal.

- The next meeting is scheduled for May 17, 2022.

East Region Report by Becki Moore (MA)

- East Region Representative B. Moore (MA) reported the East Region met March 30, 2022. Each meeting, members of the East Region provide an update on the work of their respective committees. Also, each meeting's agenda includes "Strategies Round Table Discussions" on various topics they wish to discuss.
- Topics and states presenting the issue in the March meeting are outlined below.
 - Pennsylvania. Should "detention" or "custody" be defined in ICJ Rules to clarify when 24 hours begins for application of ICJ to runaways? (Rule 6-101).
 - R. Curtis (ME) has taken the lead on discussing the topic in a smaller group and bringing more information to the next region meeting.
 - Rhode Island. Detention of juveniles over 18-years-old who identify as "non-binary."
 - Discussion was tabled for the next meeting.
 - New York. ICJ Violation Reports are sometimes not accepted for court purposes due to "hearsay rule." Region members reached a consensus that the incident was isolated and no further action of discussion necessary. R. Masters, Legal Counsel, referenced an applicable Legal White Paper issued last year on the use of [ICJ records rather than testimony](#).
- The East Region states are providing information on their state's runaways and after-hours procedures. The information is being organized by the National Office to be reviewed at the next region meeting. The end product will be shared with the Executive Committee.

- New Jersey reported that Edwin Lee, Jr. was promoted and the position will soon be replaced. However, he continues to be a part of the ICJ until such time.

Midwest Region Report *by Chuck Frieberg (SD)*

- Midwest Region Representative C. Frieberg (SD) reported the Midwest Region met April 6, 2022. Four standing committee chairs are members of the Midwest Region. The Chairs of the Compliance, Training, Technology, and Executive Committees provided updates.
- Roy Yapple (MI) was recognized as April 6 was his last meeting prior to retirement.
- The Midwest Region members were reminded of the upcoming elections and were encouraged to submit their names for candidacy
- The next meeting is July 6, 2022.

Legal Counsel Report *by Legal Counsel Rick Masters*

- R. Masters, Legal Counsel, updated that he continues to work with Executive Director Underwood on updating and revising the “ICJ Bench Book for Judges and Court Personnel.” The goal is to present a draft in May and publish by the end of June.
- He is working with Rules Committee Chair Horton (NC) and the Rules Committee in regard to the impact of deleting the term “relocate.”

Victims Representative *by Nataki Brown*

- N. Brown, Victims Representative, provided updates and elaborated on the different awareness weeks and months reported.
- The **Office of Victims of Crime (OVC)** observes National Crime Victims’ Rights Week each year in April. The month of April is set aside as Sexual Assault Awareness and Prevention Month and Child Abuse Prevention Month. The movement for sexual assault and prevention month started in the 70’s. April 27 was named “Demin Day” in 1992 after a young lady who was assaulted by her driving instructor. The case was dismissed due to the alleged claim it could not have happened because the young lady wore tight blue jeans.
- The **Office of Juvenile Justice and Delinquency Prevention (OJJDP)** observes National Youth Violence Prevention Week in April. She encouraged members to check the [OJJDP website](#) to view possible qualifying grant-funding opportunities. Lastly, the OJJDP offers a free webinar via Webex May 10 @ 2:00 on combating hate crimes to create an awareness of bullying and bias-based crimes.
- The **National Institute of Justice’s** term of the month is “Community Corrections,” which is a term for managing individuals convicted of a crime and serving their sentences in a community setting, rather than in prison or jail. Community Supervision is another term for Community Corrections.

Old Business

2022 ABM Planning

- Vice Chair Belli (OR) provided a thorough recap of past considerations and discussions by the Executive Committee regarding the 2022 Annual Business

Meeting. At the last meeting, the Executive Committee adopted a motion that the ICJ 2022 Annual Business Meeting be conducted onsite in Burlington, Vermont using a 2-day hybrid format. After the vote, there was additional discussion about the best method to ensure a safe and effective meeting with regards to limiting onsite participants, costs and expectations of a hybrid meeting, and setting a precedence for the future. The discussion resulting in submitting a survey to better assess who is planning to attend on-site.

- Before the pandemic, ICJ did not provide or budget for an interactive hybrid meeting. Offering an interactive hybrid meeting would require contracting with an additional vendor, which would cost approximately \$40,000. Also, all onsite participants would be required to bring their laptops or other electronic devices to use for voting, as all voting both on site or hybrid would be conducted on the same voting platform.
- N. Lawson (OH), who made the motion the previous month regarding the ABM format, suggested a further discussion and clarification of all options.
- **N. Lawson (OH) made a motion to reconsider the motion adopted in the March 22, 2022 meeting regarding the 2022 Annual Business Meeting (ABM) format to be a 2-day hybrid model. K. Torres (IA) seconded. The motion passed.**
- The survey to better assess who is planning to attend on-site was completed by 45 Commissioners/Designees. The results are noted below.
 - 67% (30) plan to attend on-site
 - 6% (3) plan to attend virtually (if offered)
 - 27% (12) are unsure at this time
 - Regarding plans to send staff if onsite attendance is not limited:
 - 58% (24) do not plan to send additional staff
 - 31% (13) plan to send 1 additional staff
 - 12% (5) plan to send 2 additional staff
 - Approximately 73% of the states anticipate at least 1 additional virtual participant.
- Regarding facilities, the hotel contract is for the largest ballroom space available. Seating would be modified to allow for maximum social distancing, but would not meet the recommended spacing of 6 feet. The hotel recommends 2 people seated at a 6-foot table during the General Session. More space could be accomplished by adding a second “U-shape” inside the large “U-shape” that is typically used. Non-voting participants would be seated along the walls without tables.
- The Executive Committee discussed pros and cons regarding the participation of non-voters, and the live stream versus the robust hybrid options. Only the robust hybrid model would allow for voting by off-site participants. Four model options and estimated costs were discussed and presented for vote:
 - Option A: Unlimited Participants and Live Stream
 - Option B: Limited Participants and Remote Voting
 - Option C: Unlimited Participants and Remote Voting
 - Option D: Limited Participants and Live Stream
- N. Lawson (OH) and C. Frieberg (SD) supported returning to an in-person meeting with unlimited participants, based on the survey results. S. Horton (NC) spoke to concerns related to a requirement to quarantine onsite with a positive

test result; additional costs due to an extended stay; and not offering a vote option, if quarantined. Additionally, unlimited participants will increase exposure. He inquired as to the availability of funds for a hybrid meeting. S. Jones (MD), Treasurer, and Executive Director Underwood explained the Commission currently has money in reserve and could reallocate funds if needed. Director Underwood cautioned that offering a hybrid may set a precedent for future meetings resulting in increased costs to the ABM and the Commission's budget every year.

- N. Lawson (OH) and R. Masters noted that COVID restrictions at in-person meetings vary widely. C. Frieberg (SD) asked if the Commission could request proof of COVID vaccinations. N. Lawson (OH) asked if the Commission planned to require COVID testing on site. R. Masters commented that states and localities are requiring different things daily. Several entities have successfully required proof of vaccination and if not vaccinated required testing. Director Underwood noted that these decisions will be made by the Executive Committee closer to the meeting date.
- **C. Frieberg (SD) made a motion to approve Option A: Unlimited Participants and Live Stream for the 2022 Annual Business Meeting. N. Lawson (OH) seconded. S. Horton (SC) and D. Liedecke (TX) opposed. The motion passed.**
- Vice Chair Belli (OR) posed the question of whether to go with a 2-day agenda as agreed last month or consider a 3-day agenda. Director Underwood shared a draft 2-day agenda. C. Frieberg (SD) and N. Lawson (OH) supported staying with a 2-day agenda for 2022 and return to 3 days in 2023.
- **S. Jones (MD) made a motion to approve the 2-day 2022 Annual Business Meeting Agenda as presented. M. Farmer (CA) seconded. S. Horton (NC) abstained. The motion passed.**

New Business

There was no new business.

Adjourn

Vice Chair Belli adjourned the meeting by unanimous consent without objection at 2:12 p.m. ET.