

INTERSTATE COMMISSION FOR JUVENILES

Executive Committee Meeting Minutes

May 26, 2022

12:00 p.m. ET

Via Zoom



Committee Members in Attendance:

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

Committee Members Not in Attendance:

1. Nina Belli (OR), Vice 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. 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

Chair Hunt approved the agenda as presented by unanimous consent without objection.

Minutes

Chair Hunt approved the April 28, 2022 minutes by unanimous consent without objection.

Commission Chair Report *by Tasha Hunt (CT)*

- Chair Hunt acknowledged and expressed her appreciation to Vice Chair N. Belli (OR) for chairing the April meeting in her absence.
- Chair Hunt (CT) paused to reflect on the work of the Commission and to remember the families and communities impacted by the recent mass killing of children and teachers at an elementary school in Uvalde, Texas.

Juneteenth

- Chair Hunt commented to the importance of the work of the Racial Justice Ad Hoc Committee for Racial Justice to bring awareness and make recommendations to the Commission.
- Juneteenth has been set aside as an annual federal legal holiday to commemorate the emancipation of African Americans enslaved in the United States. ICJ recognizes all of the other [federal legal holidays](#) and the list was last amended in 2019. Some states also recognize Juneteenth as a state legal holiday, and most states honor it as a day of observance.
- **N. Lawson (OH) made a motion to adopt Juneteenth as an official ICJ Holiday. J. Rader (NE) seconded. The motion passed.**

Staff Recognition

- The Commission launched a Staff Recognition project years ago as a way to recognize ICJ office staff and frontline personnel. All nominations are recognized at the Annual Business Meeting, the monthly e-news, and receive a certificate.
- Chair Hunt encouraged Executive Committee Members to submit one nominee online at <https://www.juvenilecompact.org/staff-recognition>.

Annual Performance

- It is time for the annual performance evaluation of the ICJ Executive Director. Chair Hunt welcomed input from the members via email by next Friday. The annual salary increase is based on the ICJ Longevity Plan previously approved by the Executive Committee.

Treasurer Report *by Sherry Jones (MD)*

- Treasurer Jones shared information about ICJ's financial accounts, including operations, short-term investments, and long-term investments from 2017 through April 30, 2022.
- The information presented highlighted that all accounts grew from 2017 to 2021. As of April 2022, the long-term investments have experienced a downward trend in the year to date.
- S. Jones (MD) stated the long-term investment account balance has decreased due to recent trends in the stock market. Nonetheless, the Commission's finances are sufficient to support current expenses and projects under discussion.

National Office Report *by MaryLee Underwood, Executive Director*

- Director Underwood provided updates in the areas outlined below.

State Updates

- FL – Agnes Denson resigned from the Florida Compact office effective May 16, 2022. At this time, a new Florida ICJ Commissioner has not been named.
- MI – The ICJ Commissioner position has remained vacant since April 15, 2022.
- MN – Tracy Hudrlik was recently re-appointed ICJ Commissioner and Compact Administrator by the new Commissioner of the Department of Corrections.
- OH – Nate Lawson updated that he will be moving to a new position in Ohio. Once the new ICJ Commissioner is appointed, he will initially supervise, but will not be affiliated with the daily Compact operations.

UNITY Updates

- May 17 marked the one-year anniversary of UNITY. The transition launch was smooth due to the hard work and due diligence of many. At the launch, there were 4,500+ trained users and 2,800 cases migrated.
- To date, there are over 6,000 users trained and over 15,000 cases processed. Over 5,000 learners are using the ICJ.TalentLMS with 75,000 course completions.
- The one-year mark also ended state ICJ office personnel's direct access to JIDS; however, certain information is still available via request to the National Office.

2022 Annual Business Meeting

- The National Office has begun planning and preparing for the 2022 Annual Business Meeting. A few upcoming tasks and dates for the Executive Committee include:
 - Chairs and Region Representatives Annual Reports are due by August 1, and can be edited until August 19. The National Office will email the report template for submissions.
 - The 2022 Leadership Award nominations will open in July.
 - The officers and regional representatives' nomination process opens August 1.

Committee Reports

- The Finance Committee's May meeting was rescheduled to June due to important decisions related to the strategic plan and budget that will be decided in this Executive Committee meeting.
- The Compliance Committee's May meeting was cancelled due to a conflict. However, the National Office consulted with Compliance Committee Chair J. Rader (NE) regarding a timeline for the UNITY Data Assessment. The UNITY National Data Assessment will begin in July rather than May in order to include a full fiscal year of data and exclude the initial weeks of transition to the system.

Compliance Committee Report by Jacey Rader (NE)

- Compliance Committee Chair J. Rader reported that the Compliance Committee is scheduled to meet June 9 and July 14. As mentioned above, the UNITY

National Data Assessment will begin in July. Additionally, the Compliance Committee collaborated with the Technology Committee on drafting a Best Practice regarding direct entry of data in UNITY fields. The draft product will be presented during the Technology Committee Report.

Information Technology Committee Report by Kellianne Torres (IA)

- Information Technology Committee Chair K. Torres reported that the Technology Committee met May 10, 2022.
- The draft “Best Practice on Direct Entry of Data into UNITY” was presented for consideration with a recommendation that the Training Committee review.
- J. Rader (NE) made a motion to adopt the “*Best Practice on Direct Entry of Data into UNITY*” as presented with a review by the Training Committee. C. Frieberg (SD) seconded. M. Farmer (CA) asked what would happen if the Training Committee reviews and does not agree with the document. J. Rader (NE) withdrew her motion and C. Frieberg (SD) agreed.
- **M. Farmer (CA) made a motion that draft “*Best Practice on Direct Entry of Data into UNITY*” be reviewed by the Training Committee and returned to the Executive Committee in June with a recommendation for final approval. D. Liedecke (TX) seconded. The motion passed.**
- Chair Torres (IA) shared recommendations by the Technology Committee for updates to two ICJ Administrative Policies: Information System Modifications #2020-02 and Forms Responsibility #2014-01. Both policies were updated to coincide with the current data system UNITY and to clarify the process for enhancements and form changes.
- **J. Rader (NE) made a motion to approve the amended ICJ Administrative Policy: Information System Modifications ([ICJ 2020-02](#)) as presented. N. Lawson (OH) seconded. The motion passed.**
- **C. Frieberg (SD) made a motion to approve the amended ICJ Administrative Policy: Forms Responsibility ([ICJ 2014-01](#)) as presented. S. Horton (NC) seconded. The motion passed.**
- Chair Torres (IA) updated that Florida translated the ICJ Forms to Creole and offered to share their translated forms with the Commission for posting on the website. The Technology Committee agreed it would open the door for others translations and there is a cost associated with maintaining multiple translated versions as well as responsibility of correct translations. Therefore, they decided not to post the forms on the Commission’s website.
- The Reporting & Data Visualization Subcommittee had not met recently at the time of the Technology Committee meeting.
- The Enhancements Requests Subcommittees will present the first round of UNITY Enhancements to the Technology Committee in June. The recommendations will then be brought to the Executive Committee for approval.
- Each month Joe Johnson provides an update on the UNITY support tickets & bug fixes. He updated that the Commission has a new Optimum Technology account contact who will be involved in the updates and may attend some of the Technology Committee meetings.
- Chair Torres updated in her role as Technology Committee Chair, she directed the correction of an error in consistency to the Form II which was discovered after the release of the updated form.

- The next meeting is June 14, 2022.

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

- Training Committee Chair N. Lawson reported the Training Committee met May 5, 2022. He updated on the many areas and actions the Training Committee is addressing.
- Sex Offender Registration Resource Needs
 - Rick Masters attended the May meeting gather more information regarding sex offender registration resource needs. The Technology Committee discussed and agreed a survey was needed to better assess the issues states are experiencing before developing a resource.
- ICJ Rules Presentations for In-State Training
 - To address a request for a rules presentation that Compact offices could use for intra-state training, the National Office will work with the Training Committee to update the most recent rules power point to make available for states to use and incorporate into their intra-state trainings.
- ABM Human Trafficking Presentation
 - A panel discussion on human trafficking will be conducted during the 2022 Annual Business Meeting. The Training Committee is requesting that the Regional Representatives determine who from their region would be a good candidate for the panel with expertise on the topic.
- Monthly UNITY Workshop Presenters
 - The ICJ National Office has recruited new presenters for the monthly UNITY workshops. Upon completion of the June workshop, the monthly sessions will pause until after the Annual Business Meeting.
- Educating Members about TTA and ICJ Resources
 - The Training Committee is looking for channels to educate members about the Training and Technical Assistance (TTA) and other ICJ resources. One channel suggested was that the Regional Representatives update and promote new and updated resources in their region meetings. Additionally, it was recommended to add to the Regional Representatives responsibilities in the Executive Committee Orientation Handbook.
- Best Practice on ICJ Transfer of Supervision: Communication Guidelines for Local Authorities with Juvenile/Family Members
 - The new Best Practice which drafted by the South Region was shared with members, but discussion was tabled to the next meeting.
- Review of Mentoring Program
 - The Training Committee agreed to table their review of the Mentoring Program to next year.
- The next meeting is June 2, 2022.

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

- The Ad Hoc Committee for Racial Justice was scheduled to meet May 17; however, due to the lack of a quorum a formal meeting was not conducted. Instead, those in attendance used the time to review suggested recommendations that emerged from the data walk regarding race and runaways.

- Additionally, seven members volunteered to present one of the seven steps from the Annie E. Casey Foundation's "Equity and Inclusion Action Guide" at the next meeting.
- The next meeting is June 21, 2022.

West Region Report *by Michael Farmer (CA)*

- West Region Representative M. Farmer reported that the West Region met May 4, 2022.
- Rules Committee Chair, Stephen Horton (NC), joined the meeting to discuss a concern raised last year when a judge stated that the state constitution required him to offer bail to a juvenile. The matter was referred to the Rules Committee regarding the issuance of bail due to a state constitution and the conflict with the ICJ Rule 7-104 and the ICJ Article XIII. The matter has been referred to Rick Masters, Legal Counsel, to research applicable case law.
- The West Region received updates on the work of the committees and UNITY.
- An agenda topic of discussion has been "Coping with limited detention options for non-delinquent runaways." However, it does not appear to be a big issue for many states, and has been removed from further discussions.
- M. Farmer (CA) updated that California begins the transition of the ICJ to another division July 1. The Director of Adult Parole will be appointed as the new ICJ Commissioner which is currently the Director of the Department of Juveniles Justice. To date, the Deputy Compact Administrator (DCA) position has not yet been posted. He does not anticipate major changes in the daily operations as he will continue to be involved in the transition and training.
- The next West Region meeting is August 2.

Legal Counsel Report *by Legal Counsel Rick Masters*

- R. Masters, Legal Counsel, updated that he has been working with the National Office and the Rules Committee Chair regarding the issue of when bail can be issued, when should it not be issued, or when is it prohibited. The conflict involves two issues. First, the status of the juvenile, adjudicated versus non-adjudicated; and second, the jurisdiction of the Court. Once his research is complete, he will advise of any necessary recommendations to the ICJ Rules.

Victims Representative *by Nataki Brown*

- N. Brown, Victims Representative, provided updates and elaborated on each of the areas below:
- May is awareness month for:
 - National Drug Court Awareness
 - Mental Health Awareness
 - Children's Mental Health Awareness Week (May 3 -9)
 - She suggested "checking-in" often with children to see how they are doing.
- The Office of Victims of Crime (OVC) announced resources on mass shootings. These resources were updated this week in light of the mass shooting in Texas.
- The National Institute of Justice Term of the Month is "Unmanned Aircraft Systems (UAS)," which is a term that encompasses not only the unmanned aircraft vehicle but also the flight controller on the ground and the system of

communication between the two. It is important to note that all drones are not UAS.

Old Business

ICJ Strategic Plan Updates

- Director Underwood presented the draft Strategic Plan summary, as updated in the March Executive Committee. The National Office has explored options to advance the updated priorities.

Evaluation Partnership

- Eight of the priority actions involve program evaluations. She recently communicated with staff at two universities, including Robin Jenkins at the University of North Carolina at Chapel Hill and the University of Kentucky.
- Overall, the recommendations were to pursue an evaluation partnership with a university that could help the Commission prioritize the evaluation goals, design evaluation projects, and develop future capacity rather than a one-time staff training on how to conduct program evaluations.
- In recent years, it has become increasingly common for state and national agencies to collaborate with universities to conduct program evaluations. Currently, the Interstate Commission for Adult Offender Supervision (ICAOS) is working with the University of Cincinnati on a large-scale evaluation to determine the Compact's impact on successful re-integration of the population they serve. The plan will roll out at their 2022 Annual Business Meeting.
- Director Underwood suggested the Commission should look forward in a scientific, evidence-based way and develop a partnership with a university to prioritize and conduct assessments and build skills for staff to conduct in-house in the future. With a professional evaluation partnership comes an estimated cost of \$50,000 - \$75,000 per year.
- N. Lawson (OH) updated that his agency partners with the University of Cincinnati, Kent State, and others for multiple evaluation projects. He suggested that the projects be focused for the most benefit and cautioned they can become costly.
- S. Jones (MD) updated that Maryland partnered with Georgetown University and as a result, "term probation" was enacted by the legislature.
- J. Rader (NE) shared that Nebraska is dedicated to evaluation partnerships. Nebraska has partnered with Robert F. Kennedy Foundation, Annie E. Casey Foundation, and Robin Jenkins, Senior Implementation Specialist, at the University of North Carolina at Chapel Hill. J. Rader Noted that the Interstate Commission for Juveniles has a platform and means to impact the justice systems around the nation, and it is imperative to be a leader and role model. While the costs can be high, the pay off in the long run would be in far reaching in the right direction. She suggested looking at the possibility of grant funding to assist with costs.
- Chair Hunt echoed the long-term impact of the investment. She also noted the partnership could be temporary, and the Commission could build staff capacity in order to sustain evaluation work in the future.

- In summary, the Executive Committee agreed it would be an idea worth merit and should be pursued with a specific-focus to maximize the investment.

Racial Justice and Leadership Development Initiative

- Director Underwood updated that the racial justice and leadership initiative which included the “Leadership Series” for the past two years has been funded by the savings from not conducting in-person meetings. Now that in-person meetings have resumed, decisions must be made about whether to continue and how to fund.
- Director Underwood and Amanee Cabbagestalk met with Georgetown University Center for Children’s Law & Policy division to discuss their [Reducing Racial & Ethnic Disparities Certificate Program](#). The program cost is \$3,000 per person (with some scholarships offered by bringing on team members impacted by the issue). Director Underwood suggested that this could be a way to continue supporting leadership develop and racial justice. She asked for feedback about whether to pursue and to include \$20,000 in the budget.

Budget Implications

- Director Underwood requested that the Executive Committee decide whether or not to include the two options presented in the strategic plan and budget. The addition of both proposals presented would require the withdrawal of an estimated \$70,000 from the long-term investment funds in the FY 2024 Budget. Funds are currently available.
- N. Lawson (OH) noted the daily market concerns and underperformance of investments and asked if the account manager had any recommendations for safe guarding. Director Underwood replied they had not and the Commission was not alone in the underperformance of their financial portfolio in today’s market.
- S. Jones (MD) supported the Commission being a leader by making the investments in research, racial justice, and leadership development. C. Copeland (TN) and C. Frieberg (SD) agreed.
- M. Farmer (CA) asked if the Leadership Exchange Series would also continue. Director Underwood explained the Georgetown University certificate program would replace the Leadership Exchange Series and offer a new opportunity. The Georgetown program encompasses a well-rounded staff with a broader perspective.
- **S. Jones (MD) made a motion to include the two options presented (university evaluation partnership and a leadership participation a reducing racial and ethnic disparities certificate program) in the updated ICJ Strategic Plan and Budget. J. Rader (NE) seconded. The motion passed.**
- At the June meeting, Director Underwood will present an updated ICJ Strategic Plan for the discussion and approval.

New Business

ICJ 2023 Annual Business Meeting

- Emma Goode presented findings from her visit to the Sheraton Salt Lake City Hotel in Salt Lake City, Utah. The location and venue were selected as the first

choice by the Executive Committee for the 2023 ICJ Annual Business Meeting the week of September 24, 2023. She reported that the venue and location would be an excellent choice for the Commission's 2023 ABM.

- The Executive Committee's response to the findings was positive.
- **S. Jones (MD) made a motion to approve the Sheraton Salt Lake City, Utah for the 2023 Annual Business Meeting to be held September 24-27, 2023. K. Torres (IA) seconded. The motion passed.**

Annual Officers and Region Representatives Election

- S. Jones (MD) reminded members of the upcoming officers and regional representatives' elections in October, and encouraged everyone to consideration candidacy.

Adjourn

Chair Hunt adjourned the meeting by unanimous consent without objection at 2:00 p.m. ET.