

# INTERSTATE COMMISSION FOR JUVENILES

## *Executive Committee Meeting Minutes*

**September 16, 2021**

12:00 p.m. ET

Via WebEx



### **Committee Members in Attendance:**

1. Jacey Rader (NE), Chair
2. Jedd Pelander (WA), Vice Chair
3. Nate Lawson (OH), Treasurer
4. Natalie Dalton (VA), Compliance Committee Chair
5. Corrie Copeland (TN), Finance Committee Chair
6. Tracy Hudrlik (MN), Rules Committee Chair
7. Anne Connor (ID), Information Technology Committee Chair
8. Felicia Dauway (SC), 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, Victims Representative, Ex Officio

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

1. Michael Farmer (CA), West Region Representative

### **Guests in Attendance:**

1. Tasha Hunt (CT), Commissioner, Racial Justice Ad Hoc Committee, Co-Chair
2. Nina Belli (OR), Designee, Finance Committee Vice Chair
3. Sherry Jones (MD), Commissioner, South Region Alternate Representative
4. A. J. Sharpe, CPA, Hicks and Associates
5. Rick Masters, Legal Counsel

### **National Office Staff 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

### **Call to Order**

Chair Rader (NE) called the meeting to order at 12:00 p.m. ET.

### **Roll Call**

- Director Underwood called the roll and a quorum was established.
- Chair Rader welcomed the guests and noted that Tasha Hunt (CT) and Nina Belli (OR) were invited to attend as both have been nominated as officer candidates for next year. Attending the committee meeting could help ensure a smooth

transition into the next year. If someone is nominated from the floor and elected, that person would be provided a recording of today's meeting.

### **Agenda**

**T. Hudrlik (MN) made a motion to approved the agenda as presented.**  
**N. Lawson (OH) seconded. The motion passed.**

### **Minutes**

**C. Frieberg (SD) made a motion to approve the August 19, 2021 meeting minutes as presented. A. Connor (ID) seconded. The motion passed.**

### **Commission Chair Report** *by Jacey Rader (NE)*

#### **Thank You**

- Chair Rader expressed her sincere appreciation to the Executive Committee members for their hard work and accomplishments during both a global pandemic and a major transition to a new data system.
- Chair Rader reported that the officers met monthly in addition to the Executive Committee monthly meeting. She acknowledged that the excellent leadership of Vice Chair Pelander and Treasurer Lawson contributed to the accomplishments over the past year.

#### **2021 Annual Report**

- Chair Rader presented a draft of the 2021 Annual Report. The colorful report summarizes the extraordinary work accomplished by the Commission during the year and reflects the operational statistics state by state. Chair Rader reviewed highlights of the report.
- A. Connor (ID) questioned how the total statistics were derived. Director Underwood advised that statistics were compiled from both the JIDS and UNITY systems, in collaboration with UNITY system vendor.
- **N. Lawson (OH) made motion to approve the Commission's 2021 Annual Report as presented. F. Dauway (SC) seconded. The motion passed.**

#### **Proclamations of Appreciation**

- Chair Rader presented for consideration proclamations of appreciation for two former Commission officers, Jeff Cowger and Traci Marchand. C. Frieberg (SD) noted a clerical correction needed on the last page of each document.
- **C. Frieberg (SD) made a motion to approve the proclamations of appreciation for Jeff Cowger and for Traci Marchand, as corrected. A. Connor (ID) seconded. The motion passed.**

#### **2022 Nominations and Elections**

- Chair Rader presented the candidate submissions for the officer positions:
  - Treasurer – no nominations received
  - Vice Chair – Nina Belli (OR) and Chuck Frieberg (SD)
  - Chair – Tasha Hunt (CT) and Nina Belli (OR)

- N. Dalton (VA) commented on the process of electing first the Treasurer, followed by the Vice Chair, and lastly Chair. She asked for clarity regarding what will happen if a person is nominated for more than one position and asked if election would disqualify the person as a candidate for the next position. Director Underwood suggested that the committee should make a determination. She noted that the Commission has historically elected treasurer, vice-chairperson, then chairperson; but noted there is no bylaw or rule that requires the elections to be conducted in this order. R. Masters concurred.
- T. Hudrlik (MN) suggested changing the order to first elect the chairperson, followed by the vice-chairperson, and lastly treasurer. Therefore, if a candidate is not elected as chairperson, the candidate may be considered for another officer position.
- **T. Hudrlik (MN) made the motion that the process for election of officers be conducted in the following order: chairperson, vice-chairperson, and treasurer. B. Moore (MA) seconded. The motion passed.**

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

#### **Fiscal Year 2021 Audit**

- Director Underwood introduced AJ Sharpe, CPA, of Hicks & Associates CPAs, to present the 2021 Fiscal Year Audit Report and Summary Report. Both were shared with the Executive Committee prior to the meeting.
- Mr. Sharpe highlighted the 2021 Audit and Summary Report reflect a “clean audit.” The Summary data from 2019, 2020, and 2021 for comparison. He explained the four paragraphs on the summary as follows:
  - Paragraph 1, the report is an “unmodified opinion” meaning everything needed to support all transactions was available.
  - Paragraph 2, the information is primarily standard audit language and notes that no recommendations were warranted.
  - Paragraph 3, the interest and dividends, realized gains and investment income increase were in part due to the operational expenses decrease as a result of COVID-19 and the new UNITY data system expenditures over two fiscal years.
  - Paragraph 4, the UNITY system is considered a new asset with expenses capitalized during the year and will be expensed in future years.
- Director Underwood shared the ICJ Budget Worksheet, noting that the line items related to UNITY were substantially changed due to the year-end capitalization. Mr. Sharpe explained that the monthly expenditures are reflected as cash in and cash out. However, at the end of the year, depreciation and amortization are applied, which impacts the data reflected on the budget worksheet. The new UNITY system is a major new asset to the Commission and will be depreciated over the next eight years. There were no additional questions or comments.
- **J. Pelander (WA) made a motion to approve the 2021 Fiscal Year Audit Report as presented. A. Connor (ID) seconded. The motion passed.**

## **ABM Updates**

- Director Underwood report that 160 persons are registered for the 2021 Annual Business Meeting, with all 52 voting members represented. Based on feedback from last year, there are more opportunities for interaction with other attendees and a wider variety of speakers will present material. She highlighted the different interactive sessions planned and the software planned during the week, including the first ever virtual reception.
- She noted that rehearsal sessions have begun, and reviewed the schedule of upcoming rehearsals and technology open house sessions.
- Director Underwood updated that signups for committees & the leadership exchange series are included on the SpotMe home page, along with the 2021 Committee Members and all Committee Descriptions.

## **Dues Update**

- Director Underwood reported that two states' dues are overdue. The National Office will follow-up soon. Four additional states' have not paid dues yet, but are not overdue because of discrepancies in their fiscal years.

## **Website Upgrade**

- Director Underwood reported that the website platform version of Drupal will soon no longer be supported. The National Office is working with an outside vendor to make necessary updates. The projected cost is \$2,000 - \$3,000, without a major impact to the use of the website and its structure.

## **Information Technology Committee Report by Jacey Rader (NE)**

- Information Technology Committee Chair Anne Connor, reported the Technology Committee met September 14.
  - Vice Chair Torres updated on that the review of all the enhancement requests is progressing, which will be shared with the Technology Committee after the ABM.
  - The UNITY Survey Results were reviewed and initial discussions commenced on how to implement the results.
  - The Transportation Identification Form has been approved. This project has been a collaboration for two years with the Transportation Security Administration (TSA). The new form can also be used for ground transportation. It will be available in UNITY only on March 1, 2022, when the new rule amendments are effective.
  - The Technology Committee also approved a new ICJ Training Bulletin and a TSA Training Bulletin to be used to educate the Commission and TSA personnel on the purpose and process of the form.
  - The UNITY Reporting and Data Visualization Team updated they were excited to see the pending Quarterly Progress Report (QPR) with live data from UNITY. All are looking forward to the UNITY session on reporting during the Annual Business Meeting.
- Chair Connor presented a revision to the *Form II: Requisition for Escapee or Absconder / Requisition for Accused Delinquent* as approved and recommended by the Technology Committee. The revision is two-fold. First, the phrase "or Compact Official" will be returned to the signature line. The text was deleted in

error when the form was last updated with the addition of “Judge/Court”.  
Second, the form will be modified to better address non-delinquent runaways.

- In according to the [Forms Responsibility Policy](#), the form will now be forwarded to the Executive Committee and Rules Committee for a 30-day review. If no objections are made, the form will move forward as presented and go into effective March 1, 2022 with the new rule proposals.
- Chair Connor acknowledged the work of so many in the development, training, and the launch of UNITY. She updated that all will be recognized for their contributions at the Annual Business Meeting.

#### **Rules Committee Report** *by Tracy Hudrlik (MN)*

- Rules Committee Chair Hudrlik had to leave the meeting early; therefore, Chair Rader provided the Rules Committee Report.
- The public hearing was held September 9 at 3:00 pm ET with several Rules Committee members in attendance. No verbal comments were made during the public hearing. However, one written comment was received from Utah prior to the session. The comment was shared during the public hearing and will be shared during the Annual Business Meeting.
- The rule proposal training will be presented October 4. The final vote will be conducted October 7 during the 2021 ABM General Session.
- Chair Rader reported that a clerical error was identified in Rule 5-101 (3) and will be corrected in accordance with Rule 2-103(11). Additional details were provided by Legal Counsel during his report.

#### **Training Committee Report** *by Felicia Dauway (SC)*

- Training Committee Chair Dauway reported that the Training Committee met August 24, and led by Vice Chair Summer Foxworth (CO).
- The Training Committee discussed the UNITY Training and Transition Survey. Overall they were pleased. Discussion began on using the feedback provided in the survey to develop ideas for next year.
- The Committee agreed to retitle the ABM session to “Envisioning the Future of Juvenile Justice,” thus, eliminating COVID in the title.
- The Training Committee agreed to update the list of UNITY courses in the online training via TalentLMS. Courses were renumbered, titles updated, and the estimated of time for completion added. Going forward, UNITY courses will not require a prerequisite course completion; instead, and order of completion is suggested. The changes will take effect November 1, 2021 and will not impact any courses already completed.

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

##### Legal Advisory Opinion #04-2021

- Legal Counsel updated that an additional question from one of the states requesting the opinion came in shortly before the meeting. Therefore, the discussion of the opinion will be postponed to allow for the issue to be addressed.

#### Error discovered in Rule 5-101(3).

- R. Masters advised that an error of consistency was discovered in Rule 5-101(3). The error discovered was not substance and therefore could be corrected in accordance with Rule 2-103 (11). The information has been announced and posted September 2, 2021. If there is no challenge, the correction will take effect automatically October 2. To date, there has been no challenge

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

- Ex Officio Victims Representative N. Brown shared the following updates:
  - Office of Juvenile Justice and Delinquency Prevention (OJJDP) – Restorative Justice Literature Review
    - The literature review includes various topics for practitioners and policy makers related to research and the evaluation of juvenile justice programs. This month's topic is restorative justice, which focused on programs for the repair of harm caused by criminal behavior of justice involved youth. Findings of effectiveness was mixed and there will be ongoing research.
  - Office for Victims of Crime (OVC) – International Terrorism Victim Expense Reimbursement Program (ITVERP)
    - This program provides reimburse for eligible victims of international terror that occurs outside the U.S.A. for expenses incurred as a direct result of the victimization. Reimburse for staff expenses to return victims home is also included in the program.
  - National Institute of Justice (NIJ) Term of the Month
    - Dual System Youth. The term refers to youth who are a part of both the child welfare system and the juvenile justice system.

#### **Old Business**

There was no old business.

#### **New Business**

- C. Frieberg (SD) thanked Jacey Rader (NE) for their great leadership during the pandemic and transition to UNITY this year.
- Vice Chair Pelander and Treasurer Lawson echoed the exceptional leadership by Chairperson Rader. J. Pelander (WA) commented to the massive undertakings and accomplishments during the year and all without meeting face to face.

#### **Adjourn**

- **J. Pelander (WA) made a motion to adjourn. N. Lawson (OH) seconded. Chair Rader adjourned by meeting by acclamation at 1:35 p.m. ET.**