

INTERSTATE COMMISSION FOR JUVENILES

Executive Committee Meeting Minutes

November 18, 2021
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. Corrie Copeland (TN), Finance Committee Chair
5. Stephen Horton (NC), Rules Committee Chair
6. Kellianne Torres (IA), Information Technology Committee Chair
7. Nate Lawson (OH), Training Committee Chair
8. Becki Moore (MA), East Region Representative
9. Chuck Frieberg (SD), Midwest Region Representative
10. Daryl Liedecke (TX), South Region Representative
11. Michael Farmer (CA), West Region Representative

Committee Members Not in Attendance:

1. Jacey Rader (NE), Immediate Past Chair and Compliance Committee Chair

Guests in Attendance:

1. 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

Chair 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

- **N. Lawson (OH) made a motion to approved the agenda. C. Frieberg (SD) seconded. The motion passed.**
- R. Masters, Legal Counsel, noted a meeting conflict and requested that the Legal Counsel Report follow the Executive Director's report. Chair Hunt agreed.

Minutes

- N. Lawson (OH) noted a correction to a name in the minutes.

- **S. Jones (MD) made a motion to approve the September 16, 2021 meeting minutes as corrected. N. Belli (OR) seconded. The motion passed.**

Commission Chair Report *by Tasha Hunt (CT)*

Welcome

- Chair Hunt welcomed the newly established Executive Committee and thanked each member for serving in their respective roles.

Executive Committee Training

- Chair Hunt provided training on the roles and responsibilities of the Executive Committee. The training began with each of member sharing what led to their current work within juvenile justice.
- Chair Hunt announced that the Executive Committee is slated to meet monthly for 2-hours the last Thursday of each month at 12:00 p.m. ET via Zoom. The exceptions to the standard monthly meetings are:
 - November and December meetings and the two face to face meetings: Spring extended 2-day meeting in March and October 3, at the 2022 Annual Business Meeting.
- There were no objections to the scheduled as presented.
- Chair Hunt provided an overview of the organizational structure and how each standing committee and region play a crucial role in the organization. She highlighted the functions of the Executive Committee, including:
 - oversight of the daily administration of the Compact, managed by Executive Director;
 - review all committee recommendations;
 - administer enforcement & compliance activities;
 - oversight of financial management;
 - review recommended changes to ICJ Forms for conformity with Rules;
 - guide the Annual Business Meeting planning; and
 - develop, implement, and monitor the strategic plan.
- The four strategic plan priorities and remaining action items were reviewed. Key tasks for each standing committee and the ad hoc committee were highlighted for a better understanding of how all the committees and regions interact towards accomplishing the Commission's plan for the upcoming year.
- Chair Hunt provided the following actions as the role of committee chairs and regional representatives:
 - address agenda items;
 - develop policies assigned by the Executive Committee;
 - prepare agendas;
 - facilitate meetings;
 - review/approve draft minutes;
 - contact members to ensure quorum, when needed;
 - ensure all members are involved in decision-making;
 - delegate responsibilities to committee members;
 - advance the strategic plan; and
 - report to the Executive Committee.

- Each of the committee chairs updated on their vice chair appointments to date and provided a brief overview of their committee's upcoming tasks for the year.
- Each of the four regional representatives shared emerging issues from regional meetings and provided updates about alternate regional representatives.
 - B. Moore (MA), East Region Representative, shared their most recent round table discussion included how states manage their Child in Need of Services (CHINS) cases. Trissie Casanova (VT) will again serve as the alternate representative.
 - C. Frieberg (SD), Midwest Region Representative, reported UNITY has been a key discussion topic. Mary Kay Hudson (IN) will again serve as the alternate representative.
 - D. Liedecke (TX), South Region Representative, reported the South requested an advisory opinion regarding communication between the sending state local staff and juveniles/family members. Region members continue to discuss whether further action should be taken. Felicia Dauway (SC) will serve as the alternate representative.
 - M. Farmer (CA), West Region Representative, advised that the region discussed the lack of available locations for secure detention of runaway youth and how to guarantee their safe return safe return. The discussion will continue at the next meeting.
- The training slide presentation will be emailed in a pdf format after the meeting to serve as a resource.
- The Executive Committee Training will conclude the during the December meeting.

National Office Report by *MaryLee Underwood, Executive Director*

Commissioner Updates

- Director Underwood updated on the recent ICJ Commissioner changes:
 - MAINE - Roy Curtis was appointed ICJ Commissioner. Galan Williamson remains the ICJ Compact Administrator.
 - OREGON - Peter Sprengelmeyer is no longer the ICJ Commissioner. Nina Belli continues as Oregon's full-time Designee. Director Underwood met with Director Joseph O'Leary in Oregon and anticipates an appointment announcement soon.
 - SOUTH CAROLINA – The Compact Administrator position is currently vacant and a new appointment will be announced soon. Elizabeth Hill continues as the ICJ Commissioner and Felicia Dauway continues as the full-time Designee.

FY 22 Dues

- Director Underwood reported that all 2022 Fiscal Year Dues have all been paid, with one exception. The national office has been in communication with the overdue state and anticipate a payment soon.

UNITY Update

- Director Underwood acknowledged the incredible efforts made to build the UNITY system. The focus is now on fine-tuning the system to work efficiently for the Commission to improve outcomes for juveniles and increase community safety. Director Underwood provided an update on UNITY items as outlined below.
 - Help Center. The feedback has been positive. Since June, there have been over 1,300 help center views.
 - Based on requests coming in through the help center, Systems Project Manager Joe Johnson is working closely with the vendor to ensure all of the final development tasks are completed as soon as possible. The final payment for the development phase is being held until that work is completed.
 - Enhancements. The Enhancements Subcommittee has completed their initial review of all the enhancement requests and quotes have been requested from the vendor. The Subcommittee plans to present recommendations to the Technology Committee in January or February.
 - Reporting. The Reporting and Data Visualization Work Team continues with their great work, as evidenced by recent reports shared. The reports are generated through Tableau, which is separate software that is accessed directly through UNITY. To date, five (5) Unity Reports have been released and eight (8) others are in development.
 - Director Underwood shared two images to demonstrate the ease of accessing data that can be used to improve state ICJ operations. She noted that states have unprecedented access to data, which allows them to quickly identify cases that need immediate attention and assess trends. This data will also enable the Compliance Committee to re-envision how the Commission approaches performance issues and improvement.
 - M. Farmer (CA) suggested making reports available by counties/zones, as well. S. Jones (MD) agreed the additional reporting option would be beneficial.

Committees for 2021-2022

- Director Underwood reported the National Office has been busy with re-establishing of committee rosters and meeting schedules. She was pleased to report a strong regional representation on most committee.
- She noted committees generally complete their work in July and August to allow the Executive Committee time to take action on any recommendations and for chairs to have time to prepare their yearend reports.

Leadership Exchange Series and TalentLMS

- The second cohort of the Leadership Exchange Series is off to a great start with 22 members, including six (6) Commissioners & six (6) Designees. This year there is a formal curriculum, resource list, and two (2) books, which have been provided to the participants. Each session will be recorded and made available via TalentLMS for members who miss a session or want to review.
- S. Jones (MD) asked whether last year's cohort received certificates of completion. Director Underwood replied that the National Office would prepare certificates of completion, and offered to send the new resource list.

- Effective November 1, the UNITY course restructuring was completed. As planned by the Training Committee, prerequisites have been eliminated and course have been renumbered in TalentLMS to provide a logical flow.

Rule Amendments Effective March 1

- The National Office staff is working to update all ICJ resources impacted by the rule amendments going into effect March 1, 2022. Updates will be made to the website, advisory opinions, bench book, and LMS courses. In total, 192 resources were reviewed, with 25 resources to be updated. Related committees can anticipate a review of pertinent documents in December and January.

Website Updates

- The Commission's website platform has been upgraded to Drupal 9, as the Drupal 8 version will no longer be supported.
- Unless there are objections, the COVID-19 "State Restrictions" will be removed tomorrow noting that most of the information is outdated. There were no objections.

Downsizing National Office Space

- The Executive Committee previously approved downsizing the ICJ National Office space. Staff has begun the process of liquidating furniture and unused hardware, as well as reviewing files to determine what should be shredded or digitized in accordance with document retention plan. The reorganization will be completed February 2022.

Open Enrollment and Annual Employee Benefits

- Annual employee benefit contracts are under review. The current health insurance vendor's plan increased by 13.8%. The broker identified a comparable plan for 2.8% less. Other plans will be continued with the same vendors, as no significant cost increases were proposed.

Legal Counsel Report *by Director Underwood*

Legal Advisory Opinion #04-2021

- Legal Counsel Rick Masters had to leave the meeting early. Therefore, Director Underwood presented the draft Advisory Opinion #04-2021: "Can a holding state judge refuse to take action on a requisition if there is no active missing person record for the juvenile in NCIC?" The opinion addresses a question submitted by Tennessee's ICJ Commission, where judges have been reluctant to take action on requisitions when there's no missing persons record in NCIC.
- In summary, the provisions of ICJ Rule 6-103(3) sets forth the requirements for the requisition, pursuant to which the legal guardian or custodial agency shall petition the court of jurisdiction in the home/demanding state for a requisition. When the juvenile is already in custody, this shall be done within sixty (60) calendar days of notification of the juvenile's refusal to voluntarily return.
- Nothing in this section includes the pre-requisite that there is an active file in the National Crime Information Center (NCIC). Moreover, ICJ Rule 6-103(6) makes

it clear that, “The purpose of said hearing [in the holding state] is to determine proof of entitlement for the return of the juvenile.”

- By refusing to take action on a requisition unless there is an active record in NCIC, the holding state judge is essentially creating a new requirement, which is outside of the Compact and therefore is in conflict with the Compact.
- M. Farmer (CA) inquired if the question posed was in regards to the Court hearing timeframe or detaining someone when there is no missing person’s report filed in NCIC. Director Underwood clarified that advisory opinion does not address detention. However, she noted that detention related issues are being raised in multiple meetings and expects further discussion this year.
- **S. Jones (MD) made a motion to approve the publication of Legal Advisory Opinion: #04-2021: “Can a holding state judge refuse to take action on a requisition if there is no active missing person record for the juvenile in NCIC?” as presented. N. Belli (OR) seconded. The motion passed.**

Region Reports

- Chair Hunt requested the region representatives provide updates on the primary focus of their region meetings during the 2021 Annual Business Meeting. Additionally, she noted representatives were welcome to share a broader report at the next meeting.

East Region Report *by Becki Moore (MA)*

- East Region Representative Moore reported the primary focus at the last meeting was the election process.

Midwest Region Report *by Chuck Frieberg (SD)*

- Midwest Region Representative Frieberg also reported region discussions around the new election process.

South Region Report *by Daryl Liedecke (TX)*

- South Region Representative Liedecke (TX) reported discussions around the new election process and nominees; and provided an opportunity for questions regarding the proposed rules.

West Region Report *by Michael Farmer (CA)*

- West Region Representative Farmer reported the West Region’s primary discussion was in regards to the advisory opinion regarding communications.

Old Business

2021 Annual Business Meeting Update

- Chair Hunt shared that a record number 168 persons registered to attend the 2021 Annual Business Meeting.
- Chair Hunt presented the draft 2021 General Session minutes that were shared with the members prior to the meeting. There were no changes/corrections stated.
- **S. Jones (MD) made a motion to post the draft 2021 General Session minutes. S. Horton (NC) seconded. The motion passed.**

- The approved draft will be presented for final approval during the 2022 ICJ General Session.
- Chair Hunt tabled discussion of the post-event survey to the December meeting to allow sufficient time for the discussion.

New Business

Election of 2022 Victim's Representative

- Chair Hunt reported that Nataki Brown expressed her interest in serving another year as the Victim's Representative. The Executive Committee members were invited to email additional nominees. Director Underwood updated that no additional candidates were received.
- **C. Frieberg (SD) made a motion to elect Nataki Brown as the ICJ Victim's Representative for 2022. M. Farmer (CA) seconded. The motion passed without objection by unanimous consent.**

Executive Committee Meeting Schedule

- Chair Hunt presented the Executive Committee meeting schedule for consideration for the year as follows:
 - December 16, 2021
 - January – September (4th Thursday of each month)
 - Spring Extended 2-day Meeting – March 2022 in Cincinnati, OH
 - October 3, 2022 (ABM)
- Treasurer Jones expressed her appreciation for all the members and looks forward to the upcoming year.
- Vice Chair Belli shared her excitement for the upcoming year and has high expectations of accomplishing great things together.

Adjourn

Chair Hunt adjourned by meeting by unanimous consent without objection at 1:59 p.m. ET.