

INTERSTATE COMMISSION FOR JUVENILES

Executive Committee Meeting Minutes

December 15, 2022

12:00 p.m. ET

Via Zoom**



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 (DEI) 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. Caitlyn Bickford (NH), East Region Representative
10. Chuck Frieberg (SD), Midwest Region Representative
11. Felicia Dauway (SC), South Region Representative
12. Howard Wykes (AZ), West Region Representative

Committee Members Not in Attendance:

1. Stephen Horton (NC), Rules Committee Chair
2. Nataki Brown, Victims Representative

Guests in Attendance:

1. Francis "Mike" Casey (DE) Racial DEI Committee Vice Chair

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. Amanee Cabbagestalk, Training and Administrative Specialist
5. Emma Goode, Logistics and Administrative Specialist
6. Rick Masters, Legal Counsel

Call to Order

Commission Chair N. Belli (OR) 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 Belli adjusted the agenda to accommodate Compliance Committee Chair Rader (NE), who needed to leave the meeting early.

D. Dodd (NM) made a motion to approve the agenda as amended. C. Bickford (NH) seconded. The amended agenda was approved by unanimous consent without objection.

Minutes

- **J. Hawkins (MO) made a motion to approve the November 17, 2022 meeting minutes as presented. J. Rader (NE) seconded. The motion was approved by unanimous consent without objection.**

Compliance Committee Report by Jacey Rader (NE)

- Compliance Chair Rader reported that the Compliance Committee met on December 8, 2022.
- The Compliance Committee reviewed the results from the nationwide UNITY Data Assessment of core standards A-03, B-03, and B-04. The results were not state-specific and condensed into three Executive Summary Reports for each standard.
- The Executive Summary Reports were shared with the Executive Committee prior to the meeting and presented for approval for publication and posting to the Commission's website.
- Chair Rader added that she plans to prepare a short video to introduce the Executive Summary Reports to the Commission in a timeframe that aligns to the posting of the reports.
- Chair Rader provided a brief overview on the Compliance Committee's recommendations.
 - Training recommendations include:
 - Develop best practice or training bulletin on Violation Reports
 - Create best practice to document Failed Supervision
 - Amend "Best Practice on Intrastate Relocations" to address QPR due dates.
 - Technology recommendations include:
 - Review Failed Supervision event in UNITY
 - Determine if UNITY users should be able to initiate a Failed Supervision event
 - Review Violation Report task to determine if "revocation approved/denied" should be included
 - Rules recommendations include:
 - Propose Rule amendment to extend return timeframe due to Failed Supervision or Violation
 - Review Rule 5-103(3)(b) regarding hearing in cases where retaking may result in revocation
- No actions were taken by the Executive Committee regarding specific recommendations, as they will be addressed by various committees.
- **H. Wykes (AZ) made a motion to approve the ICJ Executive Summary Reports for Standards A-03, B-03, and B-04 for publication. K. Torres (IA) seconded. The motion passed.**
- Also, during the December meeting, the Compliance Committee reviewed action plans for future to accomplish the FY23 priorities:
 - Proactive Monitoring

- FY24 UNITY Data Assessment
- 2024 Core Standard Assessment
- Policy Work and Monitoring
- Chair Rader noted that the 2022 State Council Reports are due January 31, 2023.

Commission Chair Report *by Nina Belli (OR)*

Welcome and Updates

- Chair Belli reported that Nataki Brown will return as the Victims Representative and planned to attend the meeting. However, she could not attend due to a scheduling conflict.
- Chair Belli updated that the REAL ID deadline has been extended to May 7, 2025.
- Chair Belli reported the dates for the ICJ 2023 Spring Executive Committee meeting in Lexington, Kentucky as follows:

March 20	Travel Day
March 21-22	Training Sessions & Meeting
March 23	Travel Day
- Detailed information will be forthcoming. Members who require additional information should contact [Emma Goode](#).

National Office Report *by MaryLee Underwood, Executive Director*

State Updates

- Director Underwood updated on the following commissioner and staffing changes:
 - In Colorado, Brooke Montelongo replaced Summer Foxworth.
 - In Kansas, Marie McNeal was appointed Acting Commissioner.
 - In New York, Commissioner Sheila Poole is retiring in December.

Other Matters

- Michigan Commissioner Tymkew requested guidance on the return of a juvenile with an infant child. A meeting was held with states involved in November. Afterwards, Michigan requested a legal memorandum, which is currently under development.

National Office Updates

- Director Underwood provided updates and reported the following:
 - Committee Collaborations
 - There have been numerous collaboration meetings between ICJ Committee leaders to address overlapping projects in 2023.
 - New UNITY Resource
 - The new “UNITY Spotlight” newsletter was launched December 7, 2022.
 - 2023 Dues

- To date, 51 of the 52 members have paid their 2023 Dues. On December 31, 2022, the final member state will be 90 days overdue.
- 2022 ABM Wrap Up:
 - The 2022 ABM hotel invoice has been processed for payment.
 - The Training Committee has reviewed the feedback from the survey.
 - The letters requesting refunds were sent to American and Delta Airlines, and were received by the airlines on November 7 and 11, 2022 respectively. To date, there has been no response from either airline.
- Routine Website Maintenance
 - Jenny Adkins works closely with vendors to keep the Commission's website secure and concise. During a recent review, it was noted that the information regarding COVID-19 is outdated. and will be removed unless there are objections. There were none.
- Rackspace Email Shutdown
 - The ICJ National Office email service is hosted through Rackspace, which helps ensure security and storage. Unfortunately, Rackspace recently experienced serious issues which impacted the National Office email. Staff have been unable to use Outlook for email since December 2, 2022, and it is unclear when the issue will be resolved.
 - One business day after the problem emerged, staff set up alternative email accounts through Gmail and notified members via the website, a special newsletter, and direct email. Currently, Rackspace has forwarded the @juvenilecompact.org email accounts to the National Office staff member's Gmail accounts.
 - Director Underwood requested assistance in notifying members that meeting invitations cannot be issued via Outlook as reoccurring events, as is customarily done. Members should manually record meeting dates until the issue is resolved. Links for recurring meetings are posted on the website calendar.
 - The ICJ National Office staff are currently evaluating options for long-term solutions, which include transitioning to a new platform.

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

- Technology Committee Chair Torres (IA) reported that the Technology Committee met on December 13, 2022. The 2023 objectives were reviewed and four subcommittee teams that will work all year long to achieve the objectives were announced. She provided an overview of the actions planned and the ICJ Committees collaborations for each of the following four teams:
 - UNITY 2023 Enhancements
 - Tableau Data Visualization and Reporting
 - UNITY Workflow Diagrams

- UNITY Maintenance
- This year, the Committee will focus on more engagement with juvenile probation/parole officers and juvenile probation/parole supervisors.
- The approved 2023 UNITY Enhancements are underway. The enhancements will be rolled out in phases, with the first occurring in January 2023.
- The new “UNITY Spotlight” newsletter was launched December 7, 2022. This new resource is separate from the monthly *ICJ Updates* newsletter and requires a separate sign-up.
- The next meeting of the Technology Committee is slated for January 10, 2023.

Racial Diversity Equity and Inclusion Report *by Sherry Jones (MD)*

- Racial Diversity Equity and Inclusion (DEI) Committee Chair Jones (MD) reported that the Racial DEI Committee met on November 29, 2022.
- The new ICJ standing committee reviewed their purpose, responsibilities, and goals. Priorities have been established to accomplish the goals for the upcoming year, based on the recommendations developed by the ICJ Ad Hoc Committee on Racial Justice in 2022. Priorities include: creating best practices and/or training related to mandatory acceptance cases; potential rule proposal related to Rule 4-104; review of Advisory Opinion 04-2010; and further review of issues related violation reports submitted prior to revocation due to failed placement and use of graduated sanctions.
- The Committee will continue to share resources related resources in the monthly *ICJ Updates*.
- The 2022 ABM survey results regarding the presentation by Dr. Jernigan-Noesi were reviewed. The majority of participants responded the presentation was beneficial, but lacked time/opportunity to ask questions.
- The next meeting is slated for January 17, 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 on December 1, 2022. The 2022 ABM survey feedback was reviewed. Overall, the attendees were satisfied with the 2022 Annual Business Meeting (ABM) demonstrated by the 3.21 out of 4-star rating. Chair Copeland highlighted the results and comments from the survey. She particularly noted positive comments regarding the speakers, online docket book, and application for mobile devices. Some respondents expressed dissatisfaction with transportation issues related to location, and some suggested offering a hybrid meeting in the future. Regarding elections, 70% of respondents rated the process as excellent and suggested focus on expanded engagement. Social hour was highly rated, with suggestions for incorporating activities to better engage new participants and those who do not drink alcohol.
- She reported that three new “ICJ in Action Courses,” have been developed but additional practitioner input is needed before launch in the learning management system (LMS).
- There have been requests for more live training sessions and courses for targeted audiences, such as juvenile probation/parole officers (JPOs).

- An issue was referred to the Training Committee by the Rules Committee regarding processing travel permits without signatures. Some states have refused to process travel permits that do not have signatures. This practice is not supported by the ICJ Rules. The Training Committee will develop an article on the topic to feature in the *UNITY Spotlight*.
- The next meeting is slated for January 5, 2023.

REGION REPORTS

Midwest Region Report *by Chuck Frieberg (SD)*

- Representative Frieberg, reported the Midwest Region met November 16, 2022. The 2022 Annual Business Meeting (ABM) was discussed. The proposed rule amendments deadline was noted. To date, no rule proposals have been developed by the Midwest Region.
- States provided updates and he encouraged members to volunteer for the alternate representative position.
- The next meeting is slated for January 24, 2023.

Legal Counsel Report *by Rick Masters*

Infant Traveling with Juvenile

- R. Masters, Legal Counsel, reported that he is preparing a legal memorandum to address an issue about which the ICJ Rules are silent: return of a non-delinquent runaway with her newborn child. The Compact clearly has jurisdiction over the juvenile, but the ICJ does not address issues related to the infant. Concerns have been raised regarding the juvenile's parental rights and liability issues for agencies.
- He asked for members to share how states have previously handled such cases.

Airline Refund Request

- R. Masters affirmed that there has been no response from either airline regarding the ABM ticket refunds requested. Airlines typically agree to refund the full amount and offer unused airfare credit. He noted that the Commission could spend more seeking resolution than the original cost of the tickets, and asked the Executive Committee for guidance on next steps.
- The Executive Committee discussed and agreed to ask Commissioner Amy Welch to reach out to the airlines to purchase tickets to Salt Lake City, Utah to attend the 2023 ABM with the remaining credit amounts.

Due Process

- R. Masters noted that he has recently been involved in conversations regarding due process and suggested the Commission may wish to reconsider development of a due process rule.

Old Business

ICJ Officers Elections

- S. Jones (MD) commented about the importance of involvement by Commission members in leadership roles. She encouraged the members to reach out to

Compact Commissioners and Designees who they see as potential leaders, as they may not see it themselves.

New Business

2023 – 2025 ICJ Strategic Plan Review

- Chair Belli provided an overview of the 2023-2025 ICJ Strategic Plan. She noted that four priorities and several related initiatives were carried over from the previous strategic plan, with some modifications. Priorities are:
 - Improve UNITY Data System for better outcomes;
 - Promote leadership development and racial justice;
 - Address gaps in ICJ Rules and resources; and
 - Leverage relationships to promote awareness and improve outcomes.
- Chair Belli noted that an overview of activities for completion in 2023 was distributed prior to the meeting. The theme throughout the year will be the collaboration between committees to achieve the initiatives. She noted that some Strategic Plan activities were not included on the 2023 Overview, but will be pursued in the future.
- K. Torres (IA) commented to the collaboration and how they align to the Technology Committee's objectives.
- F. Dauway (SC) commented to that the chart of the ICJ Strategic Plan was easy to read and agreed the collaborations between committees appear to be attainable for the work ahead this year without being overwhelming.
- Director Underwood added that the chart also demonstrated to the ICJ Committee Chairs the plans for the future collaborations and asked them to take particular note of the activities that will require input from multiple committees in 2023.

Adjourn

Chair Belli adjourned the meeting by unanimous consent without objection at 1:18 p.m. ET.