

**INTERSTATE COMMISSION FOR JUVENILES  
EXECUTIVE COMMITTEE  
2020 Annual Business Meeting Minutes  
October 19, 2020, 11:00 AM ET  
Virtual Meeting via Zoom/SpotMe**

---



**Committee Members in Attendance:**

1. Jacey Rader (NE), Chair
2. Jedd Pelander (WA), Vice Chair
3. Anne Connor (ID), Immediate Past Chair
4. Natalie Dalton (VA), Compliance Committee Chair
5. Nate Lawson (OH), Treasurer and Finance Committee Chair
6. Summer Foxworth (CO), Training Committee Chair
7. Tracy Hudrlik (MN), Rules Committee Chair
8. Becki Moore (MA), East Region Representative
9. Chuck Frieberg (SD), Midwest Region Representative
10. Traci Marchand (NC), South Region Representative
11. Dale Dodd (NM), West Region Representative
12. Trudy Gregorie, Ex Officio Victims Representative

**Guests in Attendance:**

1. Kaki Sanford (AL)
2. Shannon Dilley (AK)
3. Christina Libre (CA)
4. Kristin Davidson (HI)
5. Mary Kay Hudson (IN)
6. Angela Bridgewater (LA)
7. Shyra Bland (NJ)
8. Leslie Archibald (NM)
9. John Pacheco (NM)
10. Robert Hendryx (OK)
11. Wendy Lautsbaugh (PA)
12. Ashley Lippert (ICAOS)
13. Barno Saturday (ICAOS)
14. Janel Daniel

**ICJ National Office Staff & Legal Counsel in Attendance:**

1. MaryLee Underwood, Executive Director
2. Emma Goode, Training and Administrative Specialist
3. Jenny Adkins, Operations and Policy Specialist
4. Leslie Anderson, Logistics and Administrative Coordinator
5. Rick Masters, Legal Counsel

**Call to Order**

Chair J. Rader (NE) called the meeting to order at 11:00 AM ET and welcomed all to the 2020 Annual Business Meeting (ABM).

**Roll Call**

- Chair Rader advised members that the Roll Call would be conducted using the SpotMe application and provided instructions for use.
- Executive Director Underwood advised that a quorum was established and the Executive Committee was constituted to do business.

### **Agenda**

**T. Hudrlik (MN) made a motion to approve the agenda. C. Frieberg (SD) seconded. The motion carried.**

### **Minutes**

**C. Frieberg (SD) made a motion to approve the September 17, 2020 meeting minutes. N. Lawson (OH) seconded. The motion carried.**

### **Commission Chair Report**

#### **ABM Registration Update**

Chair Rader welcomed members and guests to the first meeting of the Commission's first ever Annual Business Meeting with over 130 individuals registered. Chair Rader noted that using the virtual format enabled more ICJ personnel throughout the country to participate. Registrants include Commissioners or voting designees from all 52 member states. She thanked Executive Committee Members for their hard work throughout the year, including the preparation for the Annual Business Meeting.

#### **Strategic Plan Update**

Chair Rader provided an update regarding the advancement of the Commission's 2020 – 2022 Strategic Plan. She noted that it was introduced to the Commission at the previous ABM and provided an overview of the 4 primary initiatives:

1. Improve data system for better outcomes
2. Promote member engagement and leadership development
3. Address Gaps in rules and resources
4. Leverage relationships to promote awareness and improve outcomes

Despite the onset of the COVID-19 pandemic, the Commission made significant progress on each of the initiatives. In addition to the progress reported by Committees, progress can be measured by the completion of 56% of the action steps in the first year of the three-year plan.

### **National Office Report**

Executive Director Underwood provided reports on behalf of the National Office:

#### **State Updates**

- Alaska - Shannon Dilley was recently appointed to serve as the Commissioner. Ellen Hackenmueller was appointed to serve as Compact Administrator and part-time designee.
- Delaware – The commissioner position is vacant, due to the recent retirement of Melanie Grimes. Christine Norris is authorized to vote on behalf of the state as a part-time designee.

- California – Michael Farmer was recently appointed to serve as a full-time designee.
- Oklahoma – Robert Hendryx was appointed to serve as a part-time designee
- In total, seven (7) new commissioners were appointed since the last ABM, including Jennifer LeBaron (NJ); Correnthia Copeland (TN); Bob Anderson (MS); Rachel Holt (OK); Shannon Dilley (AK); Kristen Davidson (HI); Heather Bowlds (CA). In lieu of the traditional New Commissioners Luncheon during the ABM, welcome packets were sent to the new commissioners.

### **Dues**

Regarding FY2021 dues, 46 states have paid and three (3) states are currently overdue. Delinquency notices were sent via certified mail and email in early October. The remaining states are not overdue because of their fiscal year alignment.

### **UNITY Update**

Though the “Go-Live” date was extended, the UNITY roll-out is well underway. State UNITY Coordinators and National Office Staff are working very closely together, including weekly meetings held each Wednesday. A “Frequently Asked Questions” page has been added to the Commission’s website, and is being expanded regularly. State Personnel Data Directories have been uploaded for a majority of states. Field workers in those states have received assignment to complete introduction to UNITY course. The second course in the “Pre-Go-Live” training series will be released soon entitled “Processing Travel Permits.” The course will feature demonstrations using each of the three rollout models. National Office staff are auditing completed portions of the new data system. Additional information will be provided during the “UNITY 2021” training sessions during the Annual Business Meeting.

### **Partnership Updates**

#### **• Transportation Security Administration (TSA)**

When TSA Representative Stacey Sanders spoke at the 2019 ABM, she recommended the Commission develop an ICJ Identification Form to be used to at airport security checkpoints. A draft form was subsequently developed by the Information Technology Committee, and forwarded to Ms. Sanders for review by TSA.

Ms. Sanders recently advised that the response from TSA “Headquarters” was that, though such an ID would not match the TSA’s “Acceptable ID” list, an ICJ Identification Form could be used as an “Alternate ID.” She also advised that acceptance of an alternate ID is determined by the supervisor at each airport location. She made the following additional recommendations.

- Once the form is introduced, it be used for all airport returns, to help increase TSA personnel’s familiarity with ICJ and the form, especially when the juvenile is over 18 years of age.
- Any “Alternate ID” should be supplemented by supporting documents, such as court documents, prescription medication, and/or identification of the person escorting the juvenile. Ideally, the escort’s identification would indicate their affiliation with ICJ.

- A system should be developed to ensure that airport Coordinator Centers are notified. Ms. Sanders agreed to help with this process. Staff will follow up to make additional arrangements.

At present, the ICJ Identification Form has only been approved by the Technology Committee. Now that TSA has indicated willingness to accept this as an “Alternate ID” and assist with notifying TSA personnel, additional steps will be taken to make the form available through the UNITY system. The form will need to be submitted for review by the Executive and Rules Committees, ICJ personnel throughout the nation will need to be trained, and the form must be activated in UNITY. The projected rollout will be Spring 2021.

- **Warrant Notification Project**

Last year, a Justice Reinvestment Initiative (JRI) grant was awarded to SEARCH to develop new technology that would notify relevant supervision authorities of out-of-state warrants issued for a person under supervision. ICJ signed on as a partner on the grant application, along with the Interstate Commission for Adult Offenders Supervision (ICAOS) and the National Law Enforcement Telecommunications System (NLETS).

The first major step of the grant was to get approval from the Federal Bureau of Investigations (FBI) for ICJ and ICAOS to be assigned Originating Agency Identification (ORI) numbers. Unfortunately, the FBI refused the request. SEARCH subsequently submitted a Topic Paper for consideration by the FBI/CJIS Advisory Policy Board. After submission, FBI advised that the soonest the paper could be considered was Spring 2021. Additional information will be provided as it becomes available.

### **National Office Updates**

- **JIDS**

The current contract for administration and maintenance of JIDS was amended to extend current terms and rates through March 2021, to support operations until the new data management system “goes-live.” The vendor also submitted proposed costs to support the limited operations for five (5) years, once the system is no longer actively in use. The proposed initial cost is \$1,650; estimated annual AWS hosting cost is \$17,000. The estimated total cost for 5 years is approximately \$85,000.

- **National Office Space & Staffing**

The new lease has been negotiated for the Commission to retain its current offices. ICAOS has indicated that they will complete their move by the end of the year. National Office staff continue to telecommute, as COVID-19 is on the rise in Kentucky. Nonetheless, staff go into the office at least once per week to process mail and maintain routine contact with the receptionist (who assists multiple tenants) to ensure notification of any significant deliveries.

### **Committee Reports**

Chair Rader noted that many committees did not meet since the last Executive Committee Meeting. She asked each to describe the committee

accomplishment they were most proud of and a committee project or issue to be prioritized after committees are re-established.

### **Compliance Committee – Natalie Dalton (VA)**

N. Dalton (VA) discussed the importance of the Sanctions Guidelines Policy, which was developed by the Committee and vetted through all regions. She indicated that development of new Performance Measurement Assessment (PMA) Standards would be a priority in 2021, as current standards are based in part on what can be measured using JIDS.

### **Finance Committee Report – Nate Lawson (OH)**

N. Lawson (OH) discussed the committee's success in maintaining the long-term investment fund in light of market volatility by effectively engaging support investment experts. He noted that the committee has several important priorities for 2021, including a review of the dues assessment structure and development of a formal investment policy.

### **Information Technology - Jacey Rader (NE)**

J. Rader (NE) noted that she only led Committee meetings at the end of the year, after Chair Tony DeJesus took another position and left the Commission. Nonetheless, she reported that the development of the new UNITY data management system was a significant accomplishment. She noted that this process included reviewing all ICJ forms, and updating many to increase consistency and clarity. In 2021, the committee will focus on implementing UNITY seamlessly, with focus on proactively identifying and meeting support needs.

### **Rules Committee - Tracy Hudrlik (MN)**

T. Hudrlik (MN) highlighted the development and adoption of Rule 2-108, the first ICJ Rule promulgated under the emergency procedures. Noting that 2021 is a "rule making year," she advised that the committee will soon finalize its systemic review of the Rules and shift focus to reviewing recommended amendments from committees and regions.

### **Training, Education & Public Relations Committee – Summer Foxworth (CO)**

S. Foxworth (CO) reported she was proud the committee provided extensive training, despite the pandemic, and the growth of the mentorship program. In 2021, the committee will focus on developing new courses that provide information about both the ICJ Rules and the UNITY system.

## **Region Reports**

### **East Region – Becki Moore (MA)**

B. Moore (MA) reported that the addition of the "Strategies Roundtable" as a standing agenda item has been very beneficial. In the year ahead, she is eager to use lessons learned through leadership training to promote racial justice.

### **Midwest Region – Chuck Frieberg (SD)**

C. Frieberg (SD) also highlighted the benefits of adding the “Strategies Roundtable,” and indicated that the Midwest Region would continue working to ensure that all states developed transition plans.

### **South Region – Traci Marchand (NC)**

T. Marchand (NC) reported that transition plans were on file for all South Region states, except two. In the year ahead, the region’s focus would be on successfully navigating challenges presented by the COVID-19 pandemic while maintaining work/life balance. T. Marchand noted that hurricanes and natural disasters have presented particular problems this year, which were compounded by the ongoing pandemic. Chair Rader noted that T. Marchand will not be on the Executive Committee next year because of change of position. She thanked her for her leadership over many years and noted that she will certainly be missed.

### **West Region – Dale Dodd (NM)**

D. Dodd (NM) reported that the West Region met on September 23. He noted that several states have experienced major fires and other natural disasters. He highlighted how western states have collaborated and that all but two states have developed transition plans.

### **Legal Counsel Report**

R. Masters presented the draft *White Paper: Distinction Between Suspension of Enforcement and Suspension of ICJ Rules* to the committee for review and discussion. He noted that a memo addressing the same topic was approved the previous month, and that this version was intended for public distribution.

- **D. Dodd (NM) made a motion to approve for publication the White Paper: Distinction Between Suspension of Enforcement and Suspension of ICJ Rules. S. Foxworth (CO) seconded. The motion carried.**

### **Victims’ Representative Report – Trudy Gregorie**

T. Gregorie reported that she has become involved with leading a group of advocates and activists working to promote racial justice in victim services. She indicated that a project she has been working on with the National Institute of Corrections is still pending approval.

### **Old Business**

#### **Executive Committee Handbook**

- Chair J. Rader (NE) noted that the Handbook was presented at the previous meeting and issues raised had been addressed. Noted that references to personnel policies were added to ensure Executive Committee Members have needed information.
- **J. Pelander (WA) made a motion to approve for publication the Executive Committee Handbook. D. Dodd (NM) seconded. The motion carried.**

### **New Business**

- **Final Preparations for 2020 Annual Business Meeting**

Chair Rader thanked members for all their work to prepare for the virtual ABM, including participation in the Pre-ABM Region Meetings in September that served as practice sessions. She provided information about modifications that were made to ensure smoother technical operations. She advised that voice voting could be used for many standard votes and indicated that the SPOTME application would only be used for Roll Call in Region Meetings and the General Session, and for the approval of the budget and Rule 2-108 during the General Session.

- **2020 ABM Region Meeting Election Process**

- Chair Rader presented the draft Guidelines for Election Process for Region Meetings, and thanked the National Office for working to ensure that a transparent and fair election process. She thanked members for submitting comments regarding the initial draft and noted that the comments had been incorporated.
- The most significant issue raised was whether having a nominee conduct the election could create a perceived conflict of interest. After consulting with Legal Counsel, the guidelines were redrafted to provide guidance so that any such conflict can be avoided.
- **C. Frieberg (SD) made a motion to approve the election process for region meetings as presented. T. Marchand (NC) seconded. The motion carried.**

- **2020 ABM Region Meeting Discussions**

- Chair Rader noted that region meeting agendas included discussion of developing guidelines for when to end suspension of enforcement of ICJ Rules due to COVID-19. She reviewed key points from the related discussion at the previous Executive Committee Meeting.
- Chair Rader reminder members Region Meetings have already been scheduled for November & December, to ensure ample opportunities for discussion of Rule Amendment Proposals.

### **Adjourn**

**N. Lawson (OH) made a motion to adjourn. S. Foxworth (CO) seconded.  
Chair J. Rader (NE) adjourned the meeting by acclamation at 12:22 PM ET.**