



Preliminary Business

Call to Order

Commission Chair H. Wykes (AZ) called the meeting to order at 12:03 p.m. EST.

Roll Call

Director Underwood called the roll, and quorum was established.

Committee Members in Attendance:

1. Howard Wykes (AZ), Commission Chair
2. Stephen Horton (NC), Commission Vice Chair
3. Dale Dodd (NM), Commission Treasurer
4. Anne Connor (ID), Finance Committee Chair
5. Kellianne Torres (IA), Information Technology Committee Chair
6. Francis "Mike" Casey (DE), Racial Diversity, Equity, and Inclusion (RDEI) Committee Chair
7. Julie Hawkins (MO), Rules Committee Chair
8. Raymundo Gallardo (UT), Training, Education, and Public Relations Committee Chair
9. Trissie Casanova (VT), East Regional Representative
10. Felicia Dauway (SC), South Regional Representative
11. Nina Belli (OR), West Regional Representative
12. A. Roy Curtis (ME), Work Group on Returning Non-Delinquent Youths Chair
13. Megan Riker-Rheinschild, Victims Representative

Committee Members Not in Attendance:

1. Jacey Rader (NE), Compliance Committee Chair and Midwest Regional Representative

Guests in Attendance:

1. Michael Tymkew (MI), Compliance Committee Vice Chair
2. Amy McElheney, Hanna Resource Group (HRG), Human Resources Consultant
3. Shelby Williams, HRG Compensation Team, Human Resources Consultant

National Office Staff and Legal Counsel in Attendance:

1. MaryLee Underwood, Executive Director
2. Jenny Adkins, Operations and Policy Specialist
3. Joseph Johnson, Systems Project Manager
4. Amanee Cabbagestalk, Training and Administrative Specialist
5. Kirsten Wade, Logistics and Administrative Specialist
6. Thomas Travis, Legal Counsel

A. Connor (ID) made a motion to approve the agenda, as presented. Chair H. Wykes (AZ) indicated the agenda was approved by unanimous consent.

S. Horton (NC) made a motion to approve the minutes of the meeting on December 18, 2025, as presented. South Carolina abstained. Chair H. Wykes (AZ) indicated the minutes were approved by unanimous consent.

Reports

Commission Chair Report *by Howard Wykes (AZ)*

- Chair H. Wykes (AZ) asked committee chairs and regional representatives to submit mid-year reports on accomplishments and works in progress prior to the committee's meeting in February.

National Office Report *by MaryLee Underwood, Executive Director*

- Director Underwood shared updates on leadership changes:
 - Daniel Meza-Rincon was appointed as Compact Administrator for Utah.
- Director Underwood shared that financial reconciliations are completed through December 31, 2025.
- Director Underwood highlighted ongoing collaborations with stakeholders:
 - Work Group Chair R. Curtis (ME) and K. Wade (National Office) were hosting a booth at the National Sheriffs Association Conference at the end of the month.
 - A. Cabbagestalk (National Office) was scheduled to provide training for the National Center for Missing and Exploited Children's (NCMEC) Missing Children's Unit in February.
 - Along with Judge Kathleen Quigley and Raymundo Gallardo (UT), Director Underwood were selected to present a workshop at the National Juvenile Justice Conference sponsored by the National Council of Juvenile and Family Court Judges (NCJFCJ) in March.
 - She also noted that six ex officio members and three other allies were serving on the Work Group on Returning Non-Delinquent Youths.
- Director Underwood introduced Amy McElheney to the Executive Committee as the new human resources consultant working with the Commission.
- Director Underwood stated that the Executive Committee would conduct strategic planning activities at the spring planning meeting in April.

Compliance Committee

- Compliance Committee Vice Chair M. Tymkew (MI) reported that the committee approved updated compliance standards and approved the updated CAP templates.
- He also announced that the Performance Measurement Assessment (PMA) toolkit would be released at the end of January and that Committee Chair Jacey Rader (NE) would release a video to educate members about the new process and resources. Materials will be posted on the Commission's website for reference.

Finance Committee

- Finance Committee Chair A. Connor (ID) reported the committee reviewed the 2025 budget worksheet updates, which reflected depreciation and amortization expenses and reviewed the investment policy.
- Finance Chair A. Connor (ID) presented the fiscal year (FY) 2026 mid-year budget update.

Information Technology (IT) Committee

- Information Technology Committee Chair K. Torres (IA) reported that the IT Committee made updates to the ICJ Form VIII, Home Evaluation Report, to allow for appropriate responses in parole cases.
- The Committee also completed a review of the UNITY changes related to pending rule proposals.

Racial Diversity, Equity and Inclusion (RDEI) Committee

- RDEI Committee Chair M. Casey (DE) reported that the committee gathered input regarding best practices related to human trafficking, focusing on pre-identification, and discussed presenting at the February *Wednesday Workshop* with the Training Committee.
- He shared that the ICJ Conversations in Film Club would meet on February 27, 2026, to view the documentary “Hyphen Nation.” The March meeting would feature a documentary titled “Nameless.”

Rules Committee

- Rules Committee Chair J. Hawkins (MO) reported that no comments were received during the commenting period required for administrative modifications to the pending amendments of [Rule 5-103A, Mandatory Relocation Determined by Receiving State](#), and [Rule 4-103, Transfer of Supervision Procedures for Juvenile Sex Offender](#).
- The Rules Committee also selected rule amendment training presenters and requested research related to late home evaluation reports.
- Chair J. Hawkins (MO) shared that the Rules Committee discussed Rule 1-101, Definitions, and planned to continue exploring the use of the term “in-custody.”

Training Committee

- Training Committee Chair R. Gallardo (UT) reported that the committee discussed *Wednesday Workshop* planning and received updates from the Annual Business Meeting (ABM) Subcommittee and Resource Review and Development Subcommittee.
- He also shared that National Office staff were assisting with development of a training plan required to address compliance issues.

Work Group on Returning Non-Delinquent Youth

- Work Group Chair R. Curtis (ME) reported the group continued working to apply the appreciative inquiry model to envision how to improve responses to non-delinquent youths who run away, with facilitation support from Glenn Tapia (Alliance for Community and Justice Innovation).

Legal Counsel

- Legal Counsel T. Travis reported that he has completed his review of the Commission’s advisory opinions.

Unfinished Business

Review Concerns regarding External Requests for Information regarding Runaways

- A. Connor (ID) reminded members that she previously reported receiving an email from a law enforcement agency requesting assistance with identifying juvenile victims of sexual exploitation. She noted these raised issues related to privacy and jurisdiction.

- T. Casanova (VT) noted that her state collaborates with law enforcement officers investigating human trafficking allegations whenever possible.

New Business

- No new business was discussed.

Closed Session

Approval of recommended changes to job titles and job descriptions

- Legal Counsel T. Travis certified that, in accordance with Article III (A)(1) of the Interstate Compact for Juveniles, the Executive Committee could close the meeting to the public to address matters related solely to the Commission's internal personnel practices and procedures.
- **A. Connor (ID) made a motion to move into closed session. The motion passed.**
- Director Underwood reported that the Executive Committee previously recommended a comprehensive review of the Commission's growth, include National Office position descriptions and compensation, then engaged Hanna Resources Group to assist with the project.
- Director Underwood presented information regarding the Commission's growth since 2016, along with updated position descriptions for all positions.
- Shelby Williams advised that HRG conducted a benchmarking study to determine appropriate salary ranges for each position based on industry, geography, and organizational size; then made recommendations for aligning updated position descriptions with the step-based compensation structure adopted by the Commission in 2013.
- Director Underwood presented the recommended updates and reported the changes would not require modification of the approved budget for fiscal year 2026.
- **S. Horton (NC) made a motion to approve updates to all job descriptions and to re-designate the Operations and Policy Specialist position as the Director of Operations, Rules, and Compliance, re-designate the Systems Project Manager position as the Technology Systems Manager, and re-designate the Training and Administrative Specialist as the Training and Development Manager, as presented. The motion passed unanimously.**
- **A. Connor (ID) made a motion to end the closed session and resume the Executive Committee meeting. The motion passed by unanimous consent.**

Next Steps

- The next Executive Committee meeting was scheduled for Thursday, February 26, 2026.

Adjourn

Chair Wykes adjourned the meeting by unanimous consent without objection at 2:29 p.m. EST.