

# INTERSTATE COMMISSION FOR JUVENILES

## Executive Committee Meeting Minutes

February 18, 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. Anne Connor (ID), Technology Committee Chair
7. Tracy Hudrlik (MN), Rules Committee Chair
8. Felicia Dauway (SC), Training Committee Chair
9. Becki Moore (MA), East Region Representative
10. Chuck Frieberg (SD), Midwest Region Representative
11. Michael Farmer (CA), West Region Representative
12. Nataki Brown, Victims Representative, Ex Officio

### Committee Members Not in Attendance:

1. Daryl Liedecke (TX), South Region Representative

### Guests in Attendance:

1. Sherry Jones (MD), South Region Alternate Representative
2. 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.

### Agenda

**C. Frieberg (SD) made a motion to approve the agenda as presented.**  
**N. Lawson (OH) seconded. The motion carried.**

### Minutes

**T. Hudrlik (MN) made a motion to approve the January 21, 2021 meeting minutes as presented. F. Dauway (SC) seconded. The motion carried.**

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

- Commission Chair Rader opened the meeting by thanking members for their extensive work being in preparation for the transition to UNITY. Feedback regarding the decision to adjust the UNITY timeline has been very positive.

### **Spring 2021 Executive Committee Meeting**

- This year, the Executive Committee will not meet face-to-face for the annual “Spring Meeting.” Nonetheless, an extended virtual meeting would be beneficial, allowing time for review of the strategic plan and consider revision of the Commission’s mission and vision statements. Hasan Davis is available to facilitate.
- **J. Pelander (WA) made a motion to extend the ICJ Executive Committee Spring Meeting and engage Hasan Davis to facilitate. F. Dauway (SC) seconded. The motion carried.**
- Chair Rader updated that immediately following the meeting, members would receive a poll to determine the best dates for the meeting in the spring.

## **Executive Director Report** by *Executive Director MaryLee Underwood*

### **National Office Updates**

- Director Underwood provided national office administrative updates.
  - New Commissioner appointments are expected soon from Delaware and Louisiana.
  - Due to the retirement of Kaki Sanford in Alabama, Technical and Training Assistance (TTA) is being provided. Jessica Wald (ND) is assisting Alabama Interim staff person, Faatemah Abdur-Rahman, with JIDS and Daryl Liedecke (TX) is her mentor in accordance with the Mentoring Program.
  - Director Underwood reminded members that the Mentoring Program is ongoing, and encouraged members to volunteer to serve as mentors.
  - All fiscal year 2021 dues have been paid. Fiscal year 2022 dues invoices have been provided to two states.
  - Regarding annual reports and submissions, 49 of 52 members have submitted state council reports and code of conduct forms.
  - A. Cabbagestalk, ICJ Training and Administrative Specialist, has now taken the lead on the development of the ICJ Core Courses in TalentLMS. The contract with E-Learning Delta was cancelled without penalty, resulting in significant savings.
  - Due to the Interstate Commission for Adult Offenders Supervision’s (ICAOS) decision to transition to fully virtual offices, the ICJ National Office has been reorganized. The separation of office equipment and technological accounts has been completed. Amendments to the ICJ budget will be necessary to cover the increased costs of maintaining separate accounts.
  - The office is currently under renovation to reduce the leased space. The new lease will take effect March 1, as requested by the landlord. In exchange for the right to retake the space sooner than planned, the landlord agreed to reduce the first month’s rent by \$1,000.

### ***UNITY Transition Update***

- Director Underwood reported feedback regarding the adjustment of the UNITY timeline has been positive.
- The user acceptance testing (UAT) is moving forward as expected. UAT team members are conducting a meticulous review and providing very helpful feedback, particularly regarding defects that must be fixed prior to go-live.
- After defects are corrected, regression testing and validation is conducted by the vendor to ensure corrections did not trigger unintended consequences on other aspects of the system. Thus, the testing/corrections process is very lengthy.
- New UNITY Courses are being developed and released on a regular basis. Each new course is first assigned to the UNITY Coordinators, who are asked to provide feedback within 3 business days. Then, the course is assigned to all other learners registered through the LMS.
- In response to questions raised during UNITY Coordinators meetings and in other settings, several additional resources are also being developed, including a JIDS to UNITY Migration Checklist and training site toolkit.
- JIDS cleanup & preparation for data migration will be ongoing until the transition is complete.

### **Committee Reports**

#### Rules Committee by Chair Tracy Hudrlik (MN)

- Committee Chair Hudrlik reported the Rules Committee met February 2 and completed their systematic review of the ICJ Rules. The next meeting is March 2 to review new proposals submitted. All rule proposals will be posted for the 30-day comment period on May 5.

#### Technology Committee by Chair Anne Connor (ID)

- Committee Chair Connor reported the Technology Committee met February 9.
- The User Acceptance Testing (UAT) Team consists of six members:
  - Anne Connor (ID)
  - Roy Curtis (ME)
  - Roy Yapple (MI)
  - Kelly Palmateer (NY)
  - Natalie Dalton (VA)
  - Joy Swantz (WI)
- The UAT Team has developed a rhythm whereby Joe Johnson notifies them of the scenarios ready to test. The team completes the testing process within 3 days. Some scenarios are tested by all six team members, and others are testing by two member teams.
- Chair Connor presented a new ICJ Administrative Policy: UNITY Privacy Policy and User Agreement, which was recommended by the Technology Committee for approval.
- T. Hudrlik (MN) asked whether the user agreement would be a pop-up in UNITY when users first access the system. Chair Connor affirmed, noting users cannot access UNITY until the user agreement was been acknowledged.

- **N. Dalton (VA) made a motion to approve the ICJ Administrative Policy #02-202: UNITY Privacy Policy and User Agreement, as recommended by the Technology Committee. N. Lawson (OH) seconded. The motion passed.**
- The Technology Committee has been working with the Transportation Security Administration (TSA) to develop an identification form acceptable to TSA for ICJ juveniles over the age of 18 traveling without a Real ID. A form was approved by the Technology Committee, then forwarded to the Executive and Rules Committees for a 30-day review. Only one comment has been received and that comment has been addressed. The 30-day review period ends Monday.
- The Technology Committee forward a proposed amendment to ICJ Rules 3-101 to the Rules Committee. The proposal addresses forms and the electronic management system.

#### Training Committee by Chair Felicia Dauway (SC)

- Committee Chair Dauway reported the Training Committee met January 28.
  - The committee received an update on the archived resources.
  - The committee approved updates to the “Handbook for Commissioners, Compact Administrators, and other State ICJ Leaders.” The committee discussed development of an LMS course for new commissioners, but decided not to pursue at this time in order to focus on UNITY trainings.
  - The “Best Practice on States in Transition” was updated and approved to remove references to JIDS.
  - Administrative changes to the “ICJ Quick Reference Guide for Cases” and the “Introduction to ICJ Brochure” have been updated. The online versions will be posted when UNITY goes live.
  - A. Cabbagestalk shared tips on accessing UNITY courses via the new TalentLMS platform.
- Training Committee Chair Dauway presented a virtual conference registration sponsorship proposal for consideration. Due to COVID-19, travel restrictions, and transitioning to a new data system, the Training Committee is not submitting conference workshop proposals this year. As an alternative, funds could be reallocated to sponsor members participation in virtual conferences/events. The following guidelines were proposed:
  - Reimburse registration fees for up to three Executive or Training Committee members per virtual conference/event, as funding permits.
  - Within one week of being notified of the opportunity, members would submit their request using the ICJ online form.
  - If more than three requests are submitted, the Training Committee Chair will make the selections.
  - Members will complete their own registration and use their own/state’s credit card.
  - Registration fees will be reimbursed after the event & completion of the online Training Report form. Members will also make a verbal report to the Executive and/or Training Committee.
  - This is a time-limited opportunity.
- Chair Rader added that A. Connor (ID) shared information about the Coalition for Juvenile Justice (CJJ) Conference, which triggered conversations about other ways to participate and advance training priorities. This led to the sponsorship proposal being considered.

- A. Connor (ID) asked whether ICJ is a member of the CJJ and/or National Council of Juvenile and Family Court Judges (NCJFCJ), noting that registration fees are less expensive for members.
- Director Underwood indicated that ICJ has been a member of CJJ, and will check on membership status. ICJ is not a member of the NCJFCJ, but has previously received discounts when presenting a workshop or exhibit. Staff will explore membership options.
- F. Dauway (SC) commented that many state agencies are members, so some may benefit from discounts based on state memberships.
- Chair Rader supported the use of funds to purchase memberships for national partnerships to make registrations more cost effective.
- **A. Connor (ID) made a motion to approve the *Virtual Conference Registration Sponsorship* as presented, and to allocate funds for the memberships to applicable national affiliates as applicable to be more cost effective for members to attend. F. Dauway (SC). The motion passed.**

#### Ad Hoc Committee for Racial Justice by Co-Chair Becki Moore (MA)

- Representative Moore (MA) reported the ad hoc committee participated in a “Data Walk” meeting with Leadership Exchange Series members on January 26.
- The next meeting will be February 23, when the committee will discuss the data and develop ideas for work ahead this year.

## Region Reports

#### Midwest Region by Chuck Frieberg (SD)

- Representative Frieberg reported the Midwest Region met February 4.
  - The Midwest Region is not proposing any rule amendments for the year.
  - States continue to prepare for the transition to UNITY and welcomed the UNITY updates provided by Director Underwood.
  - About half of the states continue to work remotely or on hybrid schedules.
  - Many states have state travel restrictions in place and expressed doubt that they would be allowed to travel to the annual business meeting.
  - Regarding ending the suspension of the enforcement of the rules, most states supported the proposal. Only one state voiced opposition to lifting the suspension.
  - The next Midwest Region meeting is May 12.

#### South Region by Alternate Region Representative Sherry Jones (MD)

- Alternate Representative Jones reported that the South Region met February 4.
  - Proposed rule amendments were discussed; however, no proposals will be submitted by the South Region.
  - Most states agreed with the proposal to end suspension of enforcement.
  - Several states expressed that they probably cannot attend a face-to-face annual business meeting due to their state’s travel restrictions.
  - An update was provided regarding the Ad Hoc Committee for Racial Justice and Leadership Development Series Data Walk in January. Members are interested in knowing more about the information shared.

- An update was provided regarding the UNITY timeline adjustment and the new UNITY resources in development. States were encouraged to complete the UNITY trainings as they are released.

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

- R. Masters presented a new Legal Advisory Opinion regarding HIPAA and sharing information via UNITY.
- **A. Connor (ID) made a motion to accept the legal advisory opinion as presented, with the understanding that the opinion will be published when UNITY goes live with a corresponding date. C. Frieberg (SD) seconded. The motion passed.**
- The ICJ Bench Book review has been completed and is ready to publish when UNITY goes live. In addition to JIDS and UNITY updates, case citations, and code references have been updated/corrected where applicable.
- A. Connor (ID) requested input from R. Masters regarding use of governor's warrants. Director Underwood will set up a conference call to discuss the matter.

### **Old Business**

#### **Proposal to End Suspension of Enforcement on May 1, 2021**

- Chair Rader presented the proposal to end suspension of enforcement of the rules on May 1 and opened the floor for input.
- M. Farmer (CA) reported that 8 of 13 West Region states responded, with mixed views. The concerns included:
  - the ability for surveillance states to comply with airport supervision;
  - the total number of cases was lower during the pandemic, which may have influenced compliance rates; and
  - the effectiveness of conducting home evaluations without being in the home.
- A. Connor (ID) stated that Idaho opposes the proposal due to the continuing nature of the pandemic. She expressed that compliance data should not be considered, because similar data was not the basis for the suspension. She also indicated that discussion of ICAOS' timeline for ending suspension is irrelevant, because of differences in the types of cases handled under each Compact.
- B. Moore (MA) reported the East Region responses included states that supported the proposal and one state that opposed the proposal, noting the difficulty in managing the many ramifications of the pandemic. One state favored ending, but requested flexibility.
- S. Jones (MD) reported that the South Region discussed the high level of compliance being maintained, and supported the proposal.
- N. Dalton (VA) commented that the rule was put in place due to the pandemic rather than compliance rates. She asked for information about the types of complaint-related calls received by the National Office during the pandemic, and specifically if they were pandemic related. Director Underwood responded that two were COVID-related, specifically due to flights delays. More calls were received from ICJ personnel who were frustrated with local authorities that expressed there was no urgency due to the suspension of enforcement. Calls have also been received regarding conflicts between states that might have led



to complaints, but complaints were not filed because of the suspension. She also noted that, regardless of suspension, most cases are resolved without complaints being filed because collaboration is highly valued by Commission members.

- **C. Frieberg (SD) made a motion to accept the proposal to end the emergency suspension of enforcement effective May 1, 2021. F. Dauway (SC) seconded. The motion failed by a 4-6-0 vote.**

### **2021 Annual Business Meeting - October 4 – 6, 2021**

- Chair Rader opened the floor for discussion of whether to conduct the 2021 Annual Business Meeting in-person or virtual.
- The Executive Committee discussed responses from members shared during region meetings. While many would prefer to meet face-to-face, key concerns expressed were:
  - many states are currently under travel restrictions and unsure whether they would be approved to travel;
  - the attendee's comfortable level, especially with travel;
  - conducting business and networking at a distance in a confined space;
  - state budget constraints may prohibit states from sending additional staff person(s); and
  - quorum and voting are paramount since the agenda will include voting on proposed amendments to the ICJ Rules.
- **A. Connor (ID) made a motion for the 2021 ICJ Annual Business Meeting to be presented as a virtual event. N. Lawson (OH) seconded. The motion passed.**
- Chair Rader updated that the National Office contacted the consultants who assisted with the 2020 ABM to develop ideas for a more engaging and interactive virtual meeting. Suggestions included: interactive keynote, reception, fun breakout sessions, and Door Dash for the new Commissioner luncheon. The estimated cost for a more engaging interactive virtual meeting ranges between \$55,000 - \$65,000, about half of the in-person meeting budget.
- Chair Rader advised that the National Office will need to contact the hotel in Billings, MT, regarding the contract currently in place. She clarified that the first option to be pursued is cancellation pursuant to the force majeure clause, with re-scheduling as the second option.
- **C. Frieberg (SD) made a motion to authorize the ICJ National Office to negotiate the cancellation or mediation of the contract with the hotel in Billings, Montana. T. Hudrlik, (MN) seconded. The motion passed.**

### **New Business**

#### **NCJFCJ Virtual Roundtable of Organizations Serving Military Families**

- C. Frieberg (SD) briefed on his experience representing the Commission at the NCJFCJ Virtual Roundtable of Organizations Serving Military Families. He shared information about ICJ in his breakout session and specifically addressed questions regarding a military-related child who runs away in the middle of a military relocation.
- For those interested, please contact Commissioner Frieberg for military resources he received during the session.

### **Resources for Vice Chairs & Alternate Region Representatives**

- Chair Rader updated that the committee vice chairs and alternate region representatives were emailed training resources.
- There are still a few vacant positions, please contact the national office or Chair Rader when the appointments have been made or if you have questions concerning who is eligible.

### **Leadership Exchange Series in FY 22**

- Chair Rader introduced the idea of extending the Leadership Exchange Series in FY 22 for discussion at the March meeting.

### **Adjourn**

- An overview of the topics for discussion at the March and April meetings was provided.
- **Chair Rader adjourned the meeting without objection at 1:51 p.m. ET.**