



Preliminary Business

Call to Order

Commission Chair H. Wykes (AZ) called the meeting to order at 12:01 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. Jacey Rader (NE), Compliance Committee Chair and Midwest Regional Representative
5. Anne Connor (ID), Finance Committee Chair
6. Kellianne Torres (IA), Information Technology Committee Chair
7. Francis "Mike" Casey (DE), Racial Diversity, Equity, and Inclusion (RDEI) 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

Committee Members Not in Attendance:

1. Julie Hawkins (MO), Rules Committee Chair
2. Megan Riker-Rheinschild, Victims Representative

Guests in Attendance:

1. A. Roy Curtis (ME), Work Group on Returning Non-Delinquent Youths Chair
2. Natalie Dalton (VA), Rules Committee Vice Chair

National Office Staff and Legal Counsel in Attendance:

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

N. Belli (OR) 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 January 22, 2026, as presented. Chair H. Wykes (AZ) indicated the minutes were approved by unanimous consent.

Reports

Commission Chair Report *by Howard Wykes (AZ)*

- Chair H. Wykes (AZ) reminded members to submit mid-year reports by March 20, 2026.
- Chair H. Wykes (AZ) shared that Nick Powell (Alliance for Community and Justice Innovation) will facilitate the Spring Planning Meeting in Lexington, Kentucky. He reminded members to book their travel and room reservations by March 20, 2026.

National Office Report *by MaryLee Underwood, Executive Director*

- Director Underwood shared state updates:
 - Robb Gilstrap has been named Commissioner for Georgia, following the retirement of Rusty Rodgers.
- Director Underwood highlighted ongoing collaborations with stakeholders:
 - Sheriff Travis Patten is no longer with National Sheriffs Association (NSA). However, he will still remain a member of the work group as a representative for the Small and Rural Law Enforcement Executives Association.
 - A. Cabbagestalk and Director Underwood presented training to the National Center for Missing and Exploited Children (NCMEC), Case Managers.
 - Director Underwood met with Dipesh Chauhan (National Partnership for Juvenile Services) to discuss opportunities for collaborations, including conference presentations and feedback from discipline groups.
- Director Underwood shared administrative updates:
 - She reported that she negotiated a new lease. The landlord agreed to lower the annual increase to 3%, compared to 5% per year during the previous lease period, and to adjust the space to be comparable to that occupied prior to an emergency move due to flooding.
 - K. Wade will attach meeting minutes to meeting invitations for the next meeting as soon as they are approved by the committee chairs. This will make the draft minutes available for reference and report-outs at regional meetings.
- Director Underwood shared resource updates:
 - Director Underwood reported that National Office staff reviewed 248 resources and identified 38 that needed updates. A list of updated resources will be published in the Rules-amendment-focused newsletter on April 1, when the amended rules take effect.
 - Director Underwood advised that the new performance measurement assessment was launched on January 28, along with the [Performance Measurement Assessment \(PMA\) Toolkit](#) webpage on the Commission's website.
 - Director Underwood reported results of a survey sent to state ICJ office staff and ex-officio members to gather feedback on improving the annual report. The feedback was positive on the content, length, and distribution methods. Articles related to the annual business meeting articles and letter from the commission's chairperson were identified as the least useful.
 - Director Underwood presented the updated [ICJ Returns and Non-Delinquent Runaways Fact Sheet](#).

- Director Underwood reported she recently issued a dispute resolution memorandum to assist states in resolving a conflict regarding eligibility for transfer of supervision (TOS). Both states requested that the Commission develop a resource about applying the ICJ definitions to determine eligibility use for educating field staff and reduce the likelihood of recurrence.
 - She advised that the dispute centered on whether “youthful offenders” are eligible for transfers of supervision. Since state definitions of “youthful offender” vary widely, the dispute resolution memorandum advised that states must determine whether the youth fits within one of the definitions provided by the ICJ Compact or Rules, regardless of how they have been classified in the state.
 - She advised that she also spoke with N. Belli (OR) about how to follow up on the decision to archive the advisory opinions from 2011 that discussed the term “non-adjudicated sex offender.” They discussed developing a resource regarding how to apply the term “deferred adjudication,” which is the category under which those described as “non-adjudicated juvenile sex offenders” could fall within the Compact.
 - If approved by the Executive Committee, the next step would be for the Training Committee to determine what resource should be developed.
- **T. Casanova (VT) made a motion to approve the National Office develop a new resource on determining eligibility for TOS cases, including applying ICJ definitions. The motion passed by a 12-1-0 vote.**

Compliance Committee

- Compliance Committee Chair J. Rader (NE) reported that the committee approved an amended corrective action plan (CAP) and reviewed the “Preparing for the PMA” video and discussed results of the survey conducted to gather feedback on the PMA Toolkit.
- The Committee also noted that the Compliance Committee sent a notice to a state that is 120 days late in submitting its fiscal year 2026 dues.

Information Technology (IT) Committee

- Information Technology Committee Chair K. Torres (IA) reported that the IT Committee discussed updates from the Training/Education Subcommittee and Business Analysis (BA) and Enhancement Subcommittee.
- Members also volunteered to assist with the Rules and UNITY Updates Release Trainings that will be held in March 2026.

Racial Diversity, Equity and Inclusion (RDEI) Committee

- RDEI Committee Chair M. Casey (DE) reported that the committee discussed gathering input for a human trafficking resource and preparations for the *Wednesday Workshop* titled *ICJ and Human Trafficking*, which was presented in February.
- RDEI Committee Chair M. Casey (DE) reminded members that the next ICJ Conversations in Film screening would be held on Friday, February 27, 2026, from 12:00 – 2:00 p.m. EST.
- RDEI Committee Chair M. Casey (DE) reported that the committee also listened to a research presentation on *Understanding the Impact of Racial Microaggressions in the Media on Black Adolescent Mental and Behavioral Health*.

Training Committee

- Training Committee Chair R. Gallardo (UT) reported that the committee reviewed the draft 2026 Annual Business Meeting (ABM) schedule and approved several resources for publication. He stated that the committee was still reviewing some resources and would share the full list at the next Executive Committee meeting.
- Training Committee Chair R. Gallardo (UT) presented the 2026 ABM schedule for approval.
- **A. Connor (ID) made a motion to approve the 2026 Annual Business Meeting schedule, as presented. The motion passed.**

East Region

- Representative T. Casanova (VT) reported that the region reviewed law enforcement resources that were shared by states, and members provided feedback. Members determined which states would present at the next meeting.
- The East Region also reviewed a draft guide for families regarding returns and provided feedback.

Midwest Region

- Representative J. Rader (NE) reported that the region reviewed committee reports and “hot topics” from *ICJ Updates*.

South Region

- Representative F. Dauway (SC) reported that the region discussed protocols for TOS with tribal nations and reservation lands.
- The region also discussed ICJ response procedures for airline refusal of youth boarding. Some South Region members volunteered to join a subcommittee to continue the discussion.

West Region

- Representative N. Belli (OR) reported that the region reviewed committee reports and “hot topics” from *ICJ Updates*. Members also shared how they promote the ICJ within their states.
- Representative N. Belli (OR) stated she also shared an update on UNITY enhancement requests with the West Region members.

Work Group on Returning Non-Delinquent Youth

- Work Group Chair R. Curtis (ME) reported that the work group was working to develop shared understandings of items previously identified as priorities.
- Work Group Chair R. Curtis (ME) shared that he attended the National Sheriff’s Association Conference with K. Wade (National Office) on behalf of the ICJ. He highlighted the importance of engaging with the law enforcement community.

Legal Counsel

- Legal Counsel T. Travis provided an update on legal matters, including revisions to the [Bench Book for Judges and Court Personnel](#).
- He advised that he assisted the Executive Director with the dispute resolution regarding how to apply ICJ definitions to determine eligibility for TOS.

Unfinished Business

2026 ABM Planning: General Session

- Chair H. Wykes (AZ) reminded members that they previously discussed shortening the verbal presentation of committee and regional reports.
- T. Casanova (VT) recommended that the regions and committees focus on accomplishments and work they are proud of, rather than reading the entire reports. Members agreed.
- N. Belli (OR) stated that it might be necessary to include verbal summaries of the printed reports because members typically vote to approve the committee and regional reports.
- Director Underwood stated that voting to approve the committee and regional reports is not required by Robert's Rules.
- Chair H. Wykes (AZ) stated that the discussion will continue at the next Executive Committee meeting.

New Business

- No new business was discussed.

Next Steps

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

Adjourn

Chair Wykes adjourned the meeting by unanimous consent without objection at 1:32 p.m. EST.