

INTERSTATE COMMISSION FOR JUVENILES

Executive Committee Meeting Minutes



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

Committee Members Not in Attendance:

N/A

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

T. Hudrlik (MN) made a motion to approve the agenda as presented.
N. Dalton (VA) seconded. The motion passed.

Minutes

T. Hudrlik (MN) made a motion to approve the February 18, 2021 meeting minutes as presented. F. Dauway (SC) seconded. The motion passed.

Commission Chair Report by Jacey Rader (NE)

Extended Spring 2021 Executive Committee Meeting

- Chair Rader thanked everyone for their input and flexibility regarding scheduling the extended spring Executive Committee, which will be held virtually on Thursday, April 15, 2021.
 - A Strategic Planning session will be conducted from 11:00 a.m. to 1:00 p.m. EST, with Hasan Davis serving as facilitator.
 - The regular monthly Executive Committee Meeting will be conducted from 2:30 p.m. to 4:30 p.m. EST.

National Office Report by MaryLee Underwood

State Updates

- Director Underwood updated there are currently no ICJ Commissioner vacancies. Orientation meetings have been conducted with both Francis “Mike” Casey, who was recently appointed as Delaware’s Commissioner, and Juanita Anderson-Hilton, who is expected to be appointed Commissioner in Louisiana.
- New Commissioner Casey (DE) requested to participate in the ICJ Mentoring Program and Commissioner Sherry Jones (MD) has been assigned as his Mentor.

2021 Annual Business Meeting

- Director Underwood updated that the contract for with the DoubleTree Hotel in Billings, MT, which was the initially planned location for the 2021 Annual Business Meeting (ABM), was cancelled based on the *force majeure* clause, therefore there is no penalty. It was not necessary to enter a contract with the hotel for a future year.
- A draft 2021 ABM Agenda will be discussed at the Training Committee meeting in March and presented to the Executive Committee in April.

ICJ Updates E-Newsletter

- Director Underwood updated that the *ICJ e-newsletter* is being updated.
- Beginning next week, *ICJ Updates* will be issued monthly on the Wednesday following the monthly Executive Committee meeting.

Training & Technical Assistance (TTA)

- Director Underwood discussed two ICJ cases recently brought to the attention of the National Office which involved human trafficking.
 - In one case, local authority did not notify the state ICJ office in a timely manner because they assumed, they should follow the direction of federal authorities. Director Underwood has requested that Legal Counsel draft a memorandum regarding ICJ and federal authorities.

- In the second case, a state's Department of Youth Service (DYS) expressed that they preferred to handle the case without application of the ICJ. However, the ICJ was still applicable and failure to apply the Compact could constitute a breach.
- Also related to human trafficking, the National Office has reached out to representatives of the National Advisory Committee on Sex Trafficking of Children & Youth in the United States. The National Office recently learned the Committee's *Best Practices & Recommendations for States* includes two recommendations related to ICJ. The article was brought to the attention of the National Office by Trissie Casanova (VT). Director Underwood and Ms. Casanova are planning to meet with Committee staff soon. To view the recommendations, go to: <https://www.acf.hhs.gov/otip/partnerships/national-advisory-committee>

UNITY Development Update

Final Stages of Testing and Auditing

- Director Underwood reported the auditing and testing process is in its final stages. The User Acceptance Testing (UAT) Team continues to provide feedback, the feedback is categorized as a level 1 or 2, and Optimum Technology makes corrections based on their input. A. Connor (ID) updated that the UAT Teams are currently testing *returns*.

Preparation for migration

- State UNITY Coordinators have been asked to review JIDS cases to determine if any cases could be closed or needed adjustment. Also, UNITY Coordinators received a request to update information regarding ICJO staff, to ensure that appropriate access is granted when their data is migrated to accounts in the *UNITY Training Site*.
- Travel permits and transfer of supervision cases will be migrated. However, returns will not be migrated due to rapid turnover.
- ICJOs will be able to access JIDS for five (5) years after UNITY goes-live. They will be able to view their cases, but will not be able to make any changes.
- The final transition will take place over one week in May. During the transition week, each state ICJ Office will need to review all their cases for accuracy to ensure accurate migration. States with large caseloads may require additional staff to review all cases.
- As with any new software, technology glitches are to be expected. The ICJ National Office staff will continue to work collectively with the vendor to make UNITY a great success.

State Security Measurement & Hosting Environment Inquiries

- Director Underwood recalled that several large-scale hacks and major security breaches have caused increased cyber security concern for all states. The National Office has responded to the detailed inquiries from multiple states for information regarding security measures, hosting environment, and Personally Identifiable Information (PII). Information provide regarding UNITY has been accepted, which indicates that UNITY's security meets modern standards.

- In 2018, the SEARCH (consultants) analyzed JIDS and concluded it could not be reconfigured to meet evolving security standards. Director Underwood expressed gratitude for the Executive Committee’s foresight to move forward with developing a new data management system at that time.

UNITY Training Update

Progressive Roll Out Strategy for the UNITY Training Site

- Director Underwood outlined the phased roll out strategy to be used for the UNITY Training Site. This rollout be conducted in phases to avoid overwhelming learners.
- The UNITY Coordinators will have access first to the UNITY Training Site for a week before other learners to enable them to become familiar. Each set of learners will be able to access Profiles and Travel related sections first. Sections regarding the Transfer of Supervision and Returns will be made available in the weeks that follow.

Training Resources

- Director Underwood highlighted the numerous training resources developed and in progress:
 - On Demand Courses
 - UNITY Training Site
 - User Manuals
 - Training Tool Kit
 - UNITY Rollout Timeline
 - JIDS to UNITY Migration Checklist
 - Training Quick Reference Guide
 - UNITY FAQs
- Additionally, “counter accounts” will be set up to allow states to practice working a case back and forth.

Committee Reports

Compliance Committee by Chair Natalie Dalton (VA)

- Committee Chair Dalton reported the ICJ Compliance Committee met March 4.
- The *2020 State Council Report* was reviewed. Chair Dalton highlighted the report that the Executive Committee received prior to the meeting:
 - 3 states reported partially formed state councils
 - 3 states reported no state council formed
 - 17 states reported no meeting in 2020 (10 cited COVID-19 as the reason)
 - 19 states reported a least one vacancy in state council membership
- Rule 2-107: State Councils was not included in the emergency suspension of enforcement in 2020; therefore, the Compliance Committee recommended the following course of action:
 - States reporting no meeting in 2020
 - A letter will be issued stating their lack of compliance; however, no action will be taken.
 - States reporting no formed state council or a partially formed state council

- A letter will be issued stating their lack of compliance and offer Technical and Training Assistance (TTA) by the end of 2021.
- Compliance Committee Chair Dalton presented the 2020 State Council Report for approval.
- **D. Liedecke (TX) made a motion to approve the 2020 ICJ State Council Report as submitted by the Compliance Committee. C. Frieberg (SD) seconded. The motion passed.**
- Compliance Committee Chair Dalton updated on the Hawaii 2020 Corrective Action Plan (CAP). Hawaii has a judicial training planned for April 8, 2021; therefore, the CAP completion deadline was extended to April 26, 2021.
- The next meeting of the Compliance Committee is May 5, 2021.

Finance Committee by Chair Corrie Copeland (TN)

- Finance Committee Chair Copeland reported that the Finance Committee met March 11, 2021.

FY 2021 Budget

- Chair Copeland presented the FY 2021 Budget which reflected the actual costs to date and projected year-end completion costs. Due to the pandemic and various changes, the Commission's expenses will be approximately \$100,000 less than budgeted this year. Initially, the budget included carrying over \$420,000 from investments to operations to fund UNITY. Due to the savings, the impact on the investment fund will be reduced.
- The Finance Committee also discussed upcoming changes to the budgeting and reporting process, as presented by Director Underwood. Budget and reports can be produced by the accounting firm, which will increase efficiency and decrease opportunities for errors.

Dues Enforcement Policy #08-2000

- Chair Copeland reported that a review of the Dues Enforcement Policy #08-2000 began last year. At its last meeting, the Finance Committee approved the amended policy presented today for recommendation, which now includes information regarding the calculation of dues. This amendment is especially important at this juncture because the 5-year dues recalculation will occur this fall. The Finance Committee will meet in August to recalculate the 2023 dues using data from previous 3 years (including this fiscal year, which ends in June). The recalculations will be presented at 2021 Annual Business Meeting.
- A. Connor (ID) asked what population figures will be used for the recalculation. Director Underwood clarified that the policy calls for the most recent.
- **A. Connor (ID) made a motion to approve the amended ICJ Policy #08-2009: Dues Assessment and Enforcement Policy as recommended by the Finance Committee. J. Pelander (WA) seconded. The motion passed.**

ICJ Dues Quick Reference Guide

- Chair Copeland presented a new resource entitled *ICJ Dues Quick Reference Guide*, which was originated and approved by the Finance Committee. The guide was created to assist Commissioners with frequently asked questions regarding the ICJ Annual Dues. The new resource will be posted on Commission's website and included with the ICJ Dues Invoices.

- N. Dalton (VA) Natalie suggested adding the new resource to the ICJ Commissioner Handbook and Executive Committee concurred.

Rules Committee by Chair Tracy Hudrlik (MN)

- Rules Committee Chair Hudrlik reported that the Rules Committee met March 2 and completed their review of all proposals received to date. March 31 is the deadline date for submissions. The Rules Committee will review any proposals received by that date during their April 7 meeting.
- The meeting day was moved from the first Tuesday to the first Wednesday of the month, and from 2 pm to 3 pm ET.
- All proposed rule amendments will be posted for the 30-day comment period from May 5 – June 4. To date, there are 15 proposed rule amendments going forward.

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

- Co-Chair Moore reported that the ad hoc committee met February 23 and established three priorities for 2021:
 1. Recommendation to the Executive Committee regarding language and/or concepts related to racial justice/equity/inclusion for integration into the ICJ Mission/Vision/Results Statements.
 2. Recommendation to the Executive Committee regarding the ICJ's election process.
 3. Provide additional recommendations to the Executive Committee regarding how the Commission can increase racial equity and inclusion.
- Additionally, Sherry Jones (MD) and Cathy Gordon (MT) are drafting a proposed amendment to Rule 5-103 regarding violations, supervision, and sanctions. The ad hoc committee will discuss the proposal at the March 23 meeting.

Legal Counsel Report by Legal Counsel Rick Masters

- R. Masters presented a revision of the Legal Advisory Opinion #01-2015 Description: *ICJ authority to conduct records checks for another state on juveniles not subject to the ICJ* due to the transition from JIDS to UNITY.
- The Executive Committee reviewed and discussed the proposed changes.
- A. Connor (ID) suggested that “as a matter of courtesy” be removed in all instances. R. Masters agreed removing the phrase does not change the substance of the opinion and does not conflict with either the Compact or ICJ Rules.
- Chair Rader commented that Ashley Director is listed as the Executive Director. The Executive Committee discussed whether the Executive Director should also be updated.
- **A. Connor (ID) made a motion to retire the Legal Advisory Opinion #01-2015 Description: *ICJ authority to conduct records checks for another state on juveniles not subject to ICJ* and to issue as a new Legal Advisory Opinion with the modifications as presented, except remove the phrase “as a matter of courtesy”. N. Lawson (OH) seconded. The motion passed.**
- The ICJ National Office will make the changes according to the motion. The new advisory opinion will be released for publication when UNITY goes live and the opinion #01-2015 will be retired at that time.

Victims Representative *by Nataki Brown*

- Ex Officio Victims Representative N. Brown reported that January is National Slavery and Human Trafficking Prevention Month. She also noted that February is Teen Dating Violence Awareness and Prevention Month. Furthermore, April 18-24 is National Crime Victims' Rights Week
- She encouraged members to consider participating in a free OVC Training webinar regarding Using Local Human Trafficking Data to Better Understand Trafficking in Your Community, which will be held on March 31, 2021, at 3:00 pm. For more information, contact Traci.Sathis@ojp.usdoj.gov.

Old Business

Leadership Exchange Series FY22

- Chair Rader updated that the Leadership Exchange Series was initially approved as a one-year project. The ICJ National Office conducted a survey to determine interest level in continuing the series in FY 22.
- Sixteen of 17 current participants responded. Twelve indicated they would like to continue, 2 are unsure, and 2 do not wish to continue. Other Commissioners and Designees were asked if they would like to participate. 8 responded they were interested.
- Chair Rader indicated that the committee can re-allocate budgeted for the ICJ 2021 Annual Business Meeting to fund continuation of the project. To offer the series of 12 sessions to new participants, the cost is \$22,000; or continue current series with an additional 6 sessions, the costs is \$11,000; or to offer both, the cost is \$33,000.
- T. Hudrlik (MN) spoke highly of her experience in the leadership series. She supported allocating funds for a new cohort series for others to experience. F. Dauway (SC) concurred with the suggestion. J. Pelander (WA) added that the leadership series aligns to the ICJ 3-year Strategic Plan.
- **J. Pelander (WA) made a motion to allocate the funds for a new cohort monthly series for 12 sessions in FY 22, at a cost of \$22,000. F. Dauway (SC) seconded. The motion passed.**

2020-2021 Strategic Initiatives

- Chair Rader shared a dashboard chart of the 2020-2021 ICJ Strategic Initiatives. As of today, the Commission has completed 68 percent of the action steps in the in the midst of a pandemic.
- Chair Rader took a moment to celebrate all that has been completed by highlighting numerous accomplishments:
 - Developed new data management and learning management systems.
 - Increased active participation on committees.
 - Launched multiple leadership development initiatives.
 - Launched multiple racial justice initiatives.
 - Improved the Commission's capacity to ensure continued operations during large scale emergencies.
 - Clarified State Council Requirements and increased accountability.
 - Engaged with FBI and TSA to address national policy issues.
 - Partnered with SEARCH, ICAOS, NLEts, and others to address a gap in notifications regarding warrants for supervised individuals.

- During the April extended meeting, we will focus on the Commission’s Mission and Vision Statements. In May, the Executive Committee will discuss more specifically the action steps that have not yet been started and any changes to the strategic plan.

New Business

NPJS Ex Officio

- Chair Rader reported that Steve Jett is retired and has resigned as the National Partnership for Juvenile Services (NPJS) Ex Officio for ICJ. He has actively served for 11 years. A Resolution of Appreciation in his honor was prepared with the assistance of Anne Connor and presented for approval.
- **A. Connor (ID) made a motion to approve the Appreciation Resolution for Steven Jett, NPJS Ex Officio. D. Liedecke (TX) seconded. The motion passed.**
- Chair Rader updated that the National Partnership for Juvenile Services (NPJS) has appointed a new Ex Officio and requested that he be invited to a future Executive Committee to introduce himself. The new NPJS Ex Officio will be:
 Ron Quiros, Chief Juvenile Probation Officer
 Guadalupe County Juvenile Supervision and Detention
 Sequin, Texas
- A. Connor (ID) clarified that the National Partnership for Juvenile Services (NPJS) is the umbrella organization under which Steve Jett was a part. Ron Quiros works in a higher administration level within the umbrella organization.

M&IW Moxie Award Nomination

- Director Underwood recalled that the Commission partnered with Meetings & Incentives Worldwide (M&IW) to assist with the first ever virtual ICJ Annual Business Meeting in 2020. The partnership proved to be successful for both organizations, as ICJ taught them about specific issues in the government sector, where careful attention must be paid to motions and voting.
- Recently, M&IW nominated Commission a “Moxie Award.” The Moxie Awards recognize organizations that made an impact on the meeting planning industry within the last year. Moxie is defined as a force of character, determination or guts. Director Underwood represented the Commission at the virtual award presentation. The nomination emphasizes that Commission’s work makes a much greater impact than we realize in the moment.

Cost of Living Adjustment to Salary Schedule

- Chair Rader updated that the next item of business is related to personnel practices and procedures and therefore should be conducted as a closed meeting pursuant to the Compact, Section III(I). R. Masters, Legal Counsel, certified that the meeting should move to a session closed to the public.
- **C. Frieberg (SD) made a motion to move to close session. T. Hudrlik (MN) seconded. The motion passed.**
 {session closed}
- **F. Dauway (SC) made a motion to move to open session. C. Frieberg (SD) seconded. The motion passed.**
 {session opened}

- Chair Rader called for a motion regarding the Cost of Living Adjust (COLA) as discussed during the closed session.
- **F. Dauway (SC) made a motion to approve a Cost-of-Living Adjustment (COLA) for the ICJ National Office Staff of 1.4 percent effective July 1, 2021. D. Liedecke (TX) seconded. A. Connor (ID) abstained. The motion passed.**

Adjourn

- **T. Hudrlik (MN) made a motion to adjourn. N. Lawson (OH) seconded. The motion passed by acclamation.**