

# INTERSTATE COMMISSION FOR JUVENILES

## Executive Committee Meeting Minutes



**April 15, 2021**

2:30 – 4:30 p.m. ET

Via WebEx

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### **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. Becki Moore (MA), East Region Representative
9. Chuck Frieberg (SD), Midwest Region Representative
10. Daryl Liedecke (TX), South Region Representative
11. Michael Farmer (CA), West Region Representative
12. Nataki Brown, Victims Representative, Ex Officio

### **Committee Members Not in Attendance:**

1. Felicia Dauway (SC), Training Committee Chair

### **Guests in Attendance:**

1. Summer Foxworth (CO), Training Committee Vice Chair
2. Abbie Christian (NE)
3. 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 2:30 p.m. ET.

### **Roll Call**

Director Underwood called the roll and a quorum was established.

### **Agenda**

**D. Liedecke (TX) made a motion to approve the agenda as presented. T. Hudrlik (MN) seconded. The motion passed.**

## Minutes

- **C. Frieberg (SD) made a motion to approve the March 18, 2021 meeting minutes as presented. N. Lawson (OH) seconded. The motion passed.**
- Chair Rader presented the draft minutes from the general session of the 2020 Annual Business Meeting for review. The final vote for approval will be conducted during the 2021 Annual Business Meeting in October.
- California and Idaho noted a couple misspellings.
- **C. Frieberg (SD) made a motion to approve the draft 2020 Annual Business Meeting General Session minutes dated October 21, 2020, as corrected. N. Lawson (OH) seconded. The motion passed.**

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

### **Strategic Planning**

- Commission Chair Rader thanked members for their work to develop a “results statement” during the recent work session facilitated by Hasan Davis. In order to allow members time to reflect, the discussion will be continued at a later meeting.

### **Peace Keeping Circle Training**

- Commission Chair Rader shared information about Peacemaking Training she recently attended virtually. The training was presented by Saroeum Phoung, who spoke about the OneNorth Peacemaking Initiative as a panelist at the 2018 Annual Business Meeting in New Orleans.
- The training highlighted the use of listening and learning about other people’s experiences as effective tools for conflict resolution and growth. She encouraged members to take advantage of any opportunities participate in or learn about peacemaking circles, which may also be called problem-solving circles or sentencing circles.

### **UNITY Go Live Date**

- Commission Chair Rader shared that the UNITY go-live has been scheduled for May 19, 2021, based on the Executive Committee’s previous decision to extend the go-live date by 60-90 days. ICJ updated the vendor in February, and requested the date be set to avoid the Memorial Day Holiday.
- Rules Committee Chair T. Hudrlik noted that she just received an email from Missouri Commissioner Julie Hawkins regarding the go-live date, which was sent to all Executive Committee Members. Information Technology Committee Chair Anne Connor indicated that she previously spoke with Commissioner Hawkins about the contents of the email, and would like to address it during her report.

### **UNITY Training Site**

- Chair Rader thanked and congratulated the Technology Committee, UNITY Work Teams, and National Office staff on the launch of the UNITY Training Site on April 12, 2021. She noted that the UNITY Training Site is essentially a duplicate

of the “real” UNITY site. However, it does not include any data regarding real juveniles. Therefore, it can be used for practice without concern about impacting cases or breach of confidentiality.

- Chair Rader reported a broad range of training resources that have been developed and launched, including:
  - On Demand Courses
  - UNITY Training Toolkit
  - 2 User Manuals (*one general, the other for ICJO Administrators only*)
- Additional support is being provided through:
  - In-App ToolTips. These are “pop ups” that provide real-time information to users.
  - In-App Support Center. Users may click a link in the “Help Section” at the bottom of each page to submit a support request. Links are state specific, so ICJ offices are aware of needs in their state and can respond directly to training needs.
  - Weekly Q & A sessions. Offered each Wednesday hosted by the National Office to provide opportunities for real-time responses.
- Chair Rader explained the difference between the UNITY Training Site and the Talent LMS site. The UNITY Training Site is a virtual environment where learners can test new skills without impacting actual cases. Talent LMS is the platform for on demand training, which provides tutorials on how to use UNITY. There is no set time limit or advance reservation required to use either site.
- D. Liedecke (TX) asked for information about what will happen between May 12 (when JIDS is closed) and May 19 (when UNITY goes live). Director Underwood noted that Technology Chair Connor will provide more detail during her report.
- T. Hudrlik (MN) asked whether all users currently have access to the Training Site. Chair Rader affirmed that to be correct. A. Connor added that only the travel permit section is currently available. Other sections will be released soon.
- N. Dalton (VA) indicated that states need guidance about conducting business when they do not have access to either JIDS or UNITY. Director Underwood reported that guidance is being prepared and training will be provided.

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

#### ***National Office Administrative Updates***

- The Legal Advisory Opinion regarding HIPAA & UNITY was finalized as discussed at the March Executive Committee Meeting, and will be published when UNITY goes live.
- Invoices for Fiscal Year 2022 ICJ dues have been mailed. Copies will be emailed soon.
- As directed by the Compliance Committee, letters were sent to multiple states related to state council requirements and the availability of technical assistance.

#### ***National Office Project Updates***

*Justice System Partnership for Racial Equity*

- Director Underwood provide an update regarding collaborative efforts with other criminal justice system leaders to develop strategies for addressing institutional racism in community supervision, as outlined in Strategic Plan Initiative 2C(8).
- Director Underwood reported that a productive collaboration has been formed, and will be known as the Justice System Partnership for Racial Equity. After an initial conversation with Veronica Cunningham, Executive Director of the American Probation and Parole Association (APPA), leaders from other national criminal justice associations and commissions were invited to collaborate.
- The partnership currently consists of 15 members who meet monthly, including: American Correctional Association; American Jail Association; APPA; Association of Paroling Authorities International; Association of Prosecuting Attorneys; Correctional Leaders Association; ICJ; Interstate Commission for Adult Offender Supervision (ICAOS); National Association for Presiding Judges and Court Executive Officers; National Association for Public Defense; National Association of Pretrial Services Agencies; National District Attorneys Association; National Organization of Black Law Enforcement Executives; National Sheriffs' Association.
- Partners have worked to develop strong foundational principals, including the following purpose statement: "The Justice System Partnership for Racial Equity is comprised of justice system leaders throughout the United States. We recognize that racial inequities exist and strive to eliminate these disparities by sharing our knowledge, skills, and influence. Our goals are to identify equitable strategies and outcomes within and across stakeholder groups, develop practical and actionable guidance, and lead transformational change to advance racial justice throughout the nation."
- Currently, partners are developing a catalogue of members' racial justice initiatives. Other potential projects include: cross-training initiatives; forming a workgroup on collection of diversity data; and develop an agreement around data collection.

*Proactive Notification of Arrest Warrants Project - Justice Reinvestment Initiative (JRI) Grant*

- Director Underwood provide an update regarding the Proactive Notification of Arrest Warrants Project, which is funded by a JRI grant awarded to SEARCH (the National Consortium for Justice Information & Statistics). Led by SEARCH and ICAOS, the grant began in October 2019 and will run through September 2022, with a possible one-year extension. NLETS is also a partner on the project.
- The goal is to develop an automated system to notify sending state officials of serious violations after relocation. The objective is to develop a Subscription-Notification Service (SNS) to which sending state officials can subscribe to receive notifications about supervised juveniles in other states. Triggering events will be issuance of an arrest warrant and juvenile contact with law enforcement.
- Though the Commission is included as a partner, ICJs involvement has been minimal due to UNITY development.
- Progress on has been slower than expected, because federal authorities denied ICAOS' request for direct access to NCIC, indicating that direct access can only be granted to "law enforcement agencies" as defined by federal law. The FBI determined that neither ICAOS nor ICJ meets the federal requirements.

- An alternate strategy has been developed, utilizing a state-by-state model. This model is more complex and will take longer to deploy. At this time, Kansas has agreed to be the first pilot state. ICAOS is recruiting other states to participate.

## **Committee Reports**

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

- Rules Committee Chair Hudrlik reported that the Rules Committee met April 7 and completed their review of all proposals.
- The Rules Committee made recommendations to the Ad Hoc Committee regarding their proposal. If the Ad Hoc Committee accepts their recommendations, the Rules Committee's May 5 meeting will be cancelled.
- All proposed rule amendments will be posted for comments between May 5 and June 4, 2021. On June 9 and 10, the Rules Committee will conduct 3 sessions to review comments and finalize the rule proposals, which will be presented for vote at the Annual Business Meeting in October.
- The Rules Committee agreed to hold the Public Hearing on Rules on September 9, 2021, which is prior to the 2021 Annual Business Meeting.

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

- Information Technology Committee Chair Connor reported the ICJ Technology Committee met April 13.
- The Technology Committee tabled discussion of the ICJ Identification Form for Transportation Security Administration use until after the UNITY go-live.
- In preparation for the transition to UNITY, the following timeline was provided.
  - May 12 JIDS will shut off at 5:30 p.m. EST
  - May 13 Revised ICJ Forms will be effective
  - May 13-16 Vendor will migrate cases.
  - May 17-18 UNITY Go-Live for ICJ Offices only  
ICJOs must review and audit migrated JIDS cases
  - May 19 UNITY Go-Live for all users
- The Technology Committee discussed the importance of providing as many modalities of UNITY technical assistance (TA) and support as possible during the transition to UNITY. A work team of five (5) Technology Committee members was formed to provide TA, either one-on-one or in small groups.
- Chair Connor noted that she and N. Dalton have been involved with development on the UNITY data system since inception, including recently serving on the User Acceptance Team (UAT). She stated that would be remiss if she did not to share concerns from states regarding the UNITY go-live.
- Chair Connor read the email sent to Executive Committee Members at the beginning of the meeting by Missouri Commissioner Julie Hawkins, requesting an extension of the UNITY go-live date. She noted that the Training Site section related to transfer of supervision processes was recently released and the returns section had not yet been released. She expressed concern that the last leg of the transition was being rushed and requested that the go-live date be extended.

- N. Dalton (VA) stated that she agreed with Commissioner Hawkins. She suggested the system be locked so that no further changes are made, and the go-live date be extended by one month to provide additional time for Compact offices to learn UNITY before the go live.
- D. Liedecke (TX) shared that North Carolina Commissioner Tracy Marchand called him to express concern regarding to the go-live date and requested an extension. He stated that he understands the concerns of states and agrees that it seems rushed. He noted there is a lot of work to be done by Compact offices, including managing the Support Center for their state.
- Chair Connor recalled that ICJ Office staff also experienced difficulties during the JIDS rollout. She noted the following concerns expressed by some model 3 states (in which only the state ICJ Office will be using the system):
  - They do not feel have had adequate time to prepare themselves or their states regarding new ways to conduct business.
  - States have responsibility for providing support to others through the state-specific Support Center.
- S. Foxworth (CO) commented that any new system rollout will encounter bumps in the road. She also noted that it will be difficult for ICJ Offices with only one staff person to adequately staff the Support Center. She expressed that she would not be opposed to delaying the go-live date
- Technology Committee Chair Connor stated that UNITY is visually very different from JIDS and expressed that can be challenging. She reiterated that she is committed to providing states with as much support as possible.
- Director Underwood asked for feedback from members who have only experienced the Training Site, noting that many issues experienced by UAT members in the Testing Site have been or will be resolved based the team's feedback.
- C. Frieberg (SD) noted that he does not do the day-to-day work, but he has used the UNITY Training Site and finds it to be easier than JIDS. He commented that anxiety and a wide range of questions are to be expected as when launching a new data system.
- J. Pelander (WA) asked if it is possible to move forward with the go-live date and enable ICJ offices not comfortable with rolling out shift to the model where only ICJ Office staff use the system (Model 3). Director Underwood responded that states can change their model, either before or after the roll out.
- D. Liedecke (TX) asked for information about edits after roll out. Director Underwood advised that changes will be made in batches, so that users do not experience the frustrations experienced by UAT Team members. Some improvements have already been identified for version 2.
- S. Foxworth (CO) asked what would change if the go-live were postponed for a month. N. Dalton (VA) suggested an additional month would allow time for users to become familiar with the system, particularly the TOS processes, which are the largest portion of the Commission's work.
- C. Copeland (TN) commented that she supports a delay, as a commissioner of a Model 3 State who does the day-to-day work. She reiterated that the changes will impact juveniles and their lives, and stated that it is imperative to have adequate time to ensure safety of the juveniles and the communities.

- Director Underwood expressed that the ICJ National Office will continue working hard to meet the needs of ICJ Offices and adjust to whatever date the committee determines.
- **C. Frieberg (SC) made a motion to approve the schedule with UNITY Go-Live of May 19, 2021. N. Lawson (OH) seconded the motion. A roll call vote was taken. CA, MA, MN, OH, SC, and WA voted yes. TN, TX, and VA voted no. ID abstained. The motion passed by a 6-3-1 vote.**
- The next Technology Committee meeting is May 11.

### **Training Education and Public Relations Committee by Summer Foxworth (CO)**

- Training Committee Vice Chair Foxworth provided updates from the Training Committee meeting on March 25.
- The new UNITY Training Toolkit is the central hub for all training information. The toolkit will evolve as more resources are published.
- Using content created by work teams last year, A. Cabbagestalk is continuing to develop the new On Demand Courses using the “ICJ In Action” model. Members provided positive feedback portions of the “Reporting Absconders” Course.
- To date, there have been two (2) requests for the virtual conference sponsorships. Please contact the national office if you are interested in submitting a request.
- Vice Chair Foxworth presented a proposed draft agenda for the 2021 Annual Business Meeting. The draft agenda expands the meeting over four days with shorter sessions to limit “screen fatigue.” If the agenda is accepted, the public hearing regarding proposed amendments to ICJ Rules will be held in September. The proposed dates avoid overlaps with the ICAOS Annual Business Meeting, which will be held in the latter half of September.
- **T. Hudrlik (MN) made a motion to adopt the proposed 4-day format and dates for the 2021 Annual Business Meeting. D. Liedecke (TX) seconded. The motion passed.**
- The next training meeting is June 3, 2021.
- Director Underwood updated that, since the committee meeting, a UNITY Training Work Team has been formed to provide requested training regarding the structure of UNITY, which will supplement the On Demand Courses, training materials, technical assistance provided by the Technology Committee, and the weekly UNITY Coordinators sessions.

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

- Ad Hoc Committee for Racial Justice Co-Chair Moore reported that the ad hoc committee met on March 23 and voted to propose an amendment to Rule 5-103 regarding violations, supervision, and sanctions. The proposal was submitted to the Rules Committee prior to the March 31 deadline.
- The next meeting is April 27, when the committee will review recommendations from the Rules Committee regarding the proposal to amend Rule 5-103.
- The Committee reviewed the Commission’s vision, mission, and values statements, and submitted recommendations to the Executive Committee.

- The next meeting is April 25. Upcoming discussions will include review the ICJ election process through an equity lens.
- Co-Chair Moore suggested that Co-Chair Hunt be invited to the Executive Committee meeting when the committee discusses revisions to the mission, vision, values, and the new results statement.

### Legal Counsel Report by Legal Counsel Rick Masters

- R. Masters, Legal Counsel, presented a legal memo regarding the ICJ, Human Trafficking, and Federal Authorities. In summary, if a human trafficking victim is also a runaway who has crossed state lines and is held more than 24 hours, the ICJ must be applied. The involvement of federal law enforcement authorities does not change whether the ICJ applies.
- Chair Rader suggested that the legal memorandum be expanded to a legal white paper rather than limited legal memorandum.
- **C. Frieberg (SC) made a motion to reformat and publish the legal memorandum as a white paper. M. Farmer (CA) seconded. The motion passed.**
- Chair Rader clarified that the new legal white paper will be presented to the Executive Committee for approval at next month's meeting.

### Victims Representative by Nataki Brown

- N. Brown, Victims Representative, updated on events happening during April related to victims.
  - N. Brown advised members that April is nationally recognized as Sexually Assault Awareness Month and National Child Abuse Prevention Month. She encouraged members to support survivors who disclose, as well as family members and victims service providers. She also stressed the importance of learning to recognize the signs of child abuse and sexual victimization.
  - National Crime Victims' Rights Week is also commemorated in April. Resources are available from the federal Office for Victims of Crime, promoting the theme: "Support victims. Build trust. Engage communities." She encouraged members to participate in a virtual scavenger hunt sponsored by the Lake County Illinois, Attorney General's Office.
  - N. Brown reported that application deadlines have been extended for federal funding for anti-trafficking services.
  - N. Brown provided information regard the reauthorization of the federal Violence Against Women Act, which provides substantial funding for domestic violence and sexual assault services throughout the nation. The House of Representatives passed the reauthorization bill in March. Action by the Senate is pending.

### **Old Business**

There was no old business.



## New Business

### Virtual Court Hearings

- N. Dalton (VA) suggested discussion of virtual hearings in the near future. As virtual court hearings have become more common during the COVID-19 pandemic, more local authorities are being subpoenaed for hearings by courts in other states.
- R. Masters, Legal Counsel, commented that he recently served as a panelist on an ICAOS panel regarding virtual hearings and electronic signatures.
- Commission Chair Rader indicated that it will be added to an upcoming agenda.

### Proposed Results Statement

- Chair Rader reviewed the proposed ICJ Results Statement drafted during the morning strategic planning session: “All ICJ youth and families are safe, supported, and treated equitably.” In order to allow members time for reflection, she indicated it would be discussed future at a future meeting.
- M. Farmer (CA) supported deferring discussion to another meeting to allow time to think about it and to consider the recommendations from Ad Hoc Committee for Racial Justice to the ICJ Mission, Vision, and Values.

### Updated ICJ Forms

- M. Farmer (CA) asked when updated ICJ Forms would be released.
- Director Underwood responded that PDF copies of the forms would be sent via email to all Commissioners, Designees, and Compact staff on the following day, along with the announcement of the UNITY Go-Live Date. Updated forms will be publicly available on the Commission’s website on the effective date: May 13. As in the past, updated forms are being sent to the ICJ offices early to allow those states time to share within their state prior to their effective date.

## Adjourn

- **N. Lawson (OH) made a motion to adjourn. D. Liedecke (TX) seconded. The motion passed by acclamation at 4:38 p.m. ET.**
- The next meeting is May 20, 2021.