



Preliminary Business

Call to Order

Commission Chair H. Wykes (AZ) called the meeting to order at 12:02 p.m. EDT.

Roll Call

Director Underwood called the roll, and quorum was established.

Committee Members in Attendance

1. Howard Wykes (AZ), Commission Chair
2. Caitlyn Bickford (NH), Commission Vice Chair
3. Sherry Jones (MD), Commission Treasurer
4. Nina Belli (OR), Commission Immediate Past Chair and West Regional Representative
5. Francis "Mike" Casey (DE), Racial Diversity, Equity, and Inclusion (RDEI) Committee Chair
6. Jacey Rader (NE), Compliance Committee Chair and Midwest Regional Representative
7. Kellianne Torres (IA), Information Technology Committee Chair
8. Robert Heide (AK), Training, Education, and Public Relations Committee Chair
9. Julie Hawkins (MO), Rules Committee Chair
10. Nataki Brown, Victims Representative

Members Not in Attendance

1. Dale Dodd (NM), Finance Committee Chair
2. Felicia Dauway (SC), South Regional Representative
3. Trissie Casanova (VT), East Regional Representative

National Office Staff and Legal Counsel in Attendance:

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

Guests in Attendance:

1. Brooke Montelongo (CO), Racial Diversity, Equity, and Inclusion (RDEI) Committee Vice Chair

S. Jones (MD) made a motion to approve the revised agenda. Chair H. Wykes (AZ) indicated the agenda was approved by unanimous consent without objection.

K. Torres (IA) made a motion to approve the minutes of the meeting on April 10, 2025, as presented. Chair H. Wykes (AZ) indicated the minutes were approved by unanimous consent without objection.

Reports

Commission Chair Report *by Howard Wykes (AZ)*

- Chair H. Wykes (AZ) acknowledged the busy workloads of committee members and expressed appreciation for their efforts. He emphasized the need to be mindful of workload when taking on new projects, noting that for every new project launched, two existing projects should be discontinued. He urged chairs, vice chairs, and regional representatives to discuss this approach in committee and regional meetings.

National Office Report *by MaryLee Underwood, Executive Director*

- Director Underwood reported the following updates:
 - End-of-year reports are due for committees and regions are due July 11, 2025.
 - On the poll regarding the contents and distribution of the annual report for 2025, there was an even split among members regarding between online and paper distribution. She invited members to provide input on the four topics that were most highly rated:
 - Work Group on Returning Non-Delinquent Youths
 - How States Support Implementation of the Compact
 - Using New Tools for Effective Problem Solving
 - Commission's Resource Types and Purposes
 - Registration for the Annual Business Meeting was ready to open on June 1, 2025. She asked Executive Committee members to register as soon as possible.
 - Director Underwood reported that she engaged a consultant to assist with ABM logistics. She is also working with a human resources agency to review the Commission's human resources policies and practices, job descriptions, and compensation structure.

Information Technology Committee

- Information Technology Chair K. Torres (IA) reported that the Technology Committee approved 10 UNITY enhancement requests for which quotes will be request from the vendor.
- K. Torres (IA) reported that the UNITY- Tableau Subcommittee members were testing the Transfer of Supervision dashboard.
- K. Torres (IA) reported that the UNITY Training database was purged of cases that were opened before July 1, 2024.

Training, Education, and Public Relations Committee

- Training, Education, and Public Relations Committee Chair R. Heide (AK) reported that the Training Committee had been working on the 2025 Annual Business Meeting training sessions and reviewed edits to *Quick Reference Guide for ICI Cases*, *Bench Cards on Returns*, and *Bench Cards on Transfer of Supervision*.
- Training Chair R. Heide (AK) reported that the Training Committee recommended the selection of Dr. Nicole Price as the keynote speaker for the 2025 Annual Business Meeting.
- **K. Torres (IA) made a motion to approve the recommendation to engage Dr. Nicole Price as the keynote speaker for the 2025 Annual Business Meeting. The motion passed.**

Racial Diversity, Equity, and Inclusion (RDEI) Committee

- RDEI Vice Chair B. Montelongo (CO) reported that the RDEI Committee discussed the April Wednesday Workshop presented by the Office of Tribal Justice on Tribal Nations 101. The committee also discussed submitting a UNITY enhancement request to make the human trafficking field a mandatory requirement.

- RDEI Vice Chair B. Montelongo (CO) reported that the RDEI Committee recommended inviting members of the Executive and Training Committees to the RDEI Movie Club Meetings.
- **R. Heide (AK) made a motion to approve the recommendation to invite members of the Executive and Training Committees to RDEI Movie Club Meetings. The motion passed.**
- RDEI Vice Chair B. Montelongo (CO) reported the response rate for the poll regarding state ICJ office responses to human trafficking was very good and indicated that most states were familiar with their state's response and screening procedures. Vice Chair B. Montelongo (CO) also highlighted inconsistencies in how information is provided and sought by practitioners.

Work Group on Returning Non-Delinquent Youths

- Vice Chair C. Bickford (NH) reported that the Work Group was working to identify adaptive challenges and mindset traps related to communications between ICJ offices during returns.

Compliance Committee

- Compliance Committee Chair J. Rader (NE) reported that the Compliance Committee reviewed feedback provided during regional meetings and approved the removal of Compliance Standards A-07 and A-11.
- Compliance Committee Chair J. Rader (NE) reported that the Compliance Committee revised the *2024 State Council Report* and presented the report for approval.
- **S. Jones (MD) made a motion to approve the recommendation to publish the *2024 State Council Report*. The motion passed.**

Rules Committee

- Rules Committee Chair J. Hawkins (MO) reported the next Rules Committee meeting would be June 18, 2025. The agenda would include review of the Midwest Region's proposal related to Rule 4-104 and review of updated UNITY impact statements.

Midwest Region

- Midwest Regional Representative J. Rader (NE) reported that the region reviewed comments submitted regarding their proposed amendment to Rule 4-104 and the Rules Committee's recommendations. The Midwest Region edited the rule amendment proposal and re-submitted it for Rules Committee for review.
- The region also provided feedback on the removal of compliance standards and conducted a poll to increase awareness of state human trafficking screening practices.
- The committee also received information regarding Ohio's human trafficking screening project.

West Region

- West Regional Representative N. Belli (OR) reported that the West Region provided feedback on the removal of compliance standards and conducted a poll to increase awareness of state human trafficking screening practices.
- The West Region also discussed the response to the request for an advisory opinion regarding the California law (SB-135).

Legal Counsel

- Legal Counsel T. Travis reported that the DC Court of Appeals has not reached a decision on the matter in which the Commission submitted an amicus curae brief.

Victims Representative

- Victims Representative N. Brown shared the National Institute of Justice's term of the month: guardian.
- N. Brown shared that South Carolina has an address confidentiality program that provides individuals who fear for their safety with a secure substitute mailing address, keeping their actual address confidential on public records.
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Unfinished Business

Updates on Committee Engagement – *Regional Representatives and Committee Chairs*

- West Region Representative N. Belli (OR) shared positive feedback from the West Region on encouraging engagement, including turning on cameras and increasing communication, which helped with networking for newer Interstate Compact for Juvenile office staff.
- Chair H. Wykes (AZ) highlighted the need for continued committee engagement.

Updates on 30-60-90 Day Plan

- Chair H. Wykes (AZ) reviewed the 30-60-90 Day plan that was created at the Spring Planning Meeting. He noted the importance of making progress, even if issues are not fully resolved.

New Business

Preliminary Planning for the 2026 Face-2-Face Spring Meeting

- Director Underwood presented survey results from the 2025 Spring Planning Meeting, highlighting that 90% of respondents rated the meeting "excellent" or "very good." She thanks members for their suggestions for improving future meetings.
- Director Underwood reported that the 2026 Spring Planning Meeting will be held on the week of April 27 to May 1, 2026, in Lexington, Kentucky.

Determine FY 2026 Cost of Living Adjustment for Commission Staff

- Legal Counsel T. Travis stated that, in accordance with Article III(J) of the Interstate Compact for Juveniles, he certified that the Executive Committee could close the meeting to the public to address matters related solely to the Commission's internal personnel practices and procedures.
- **J. Rader (NE) made a motion to move into closed session. The motion passed.**
- Director Underwood stated the commission's salary schedule was adopted in 2013. Since 2016, the Executive Committee adjusted the salary schedule annually to account for inflation based on Consumer Price Index (CPI) data. CPI data indicates 3% increase in inflation the previous year.
- **C. Bickford (NH) made a motion to approve a 3% cost of living adjustment to the ICJ Salary Schedule. The motion passed.**
- **S. Jones (MD) made a motion to end 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, June 26, 2025.

Adjourn

Chair Wykes adjourned the meeting by unanimous consent without objection at 1:45 p.m. EDT.