



Preliminary Business

Call to Order

Commission Chair H. Wykes (AZ) called the meeting to order at 12:00 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. Dale Dodd (NM), Finance Committee Chair
6. Francis "Mike" Casey (DE), Racial Diversity, Equity, and Inclusion (RDEI) Committee Chair
7. Jacey Rader (NE), Compliance Committee Chair and Midwest Regional Representative
8. Robert Heide (AK), Training, Education, and Public Relations Committee Chair
9. Kellianne Torres (IA), Information Technology Committee Chair
10. Julie Hawkins (MO), Rules Committee Chair
11. Trissie Casanova (VT), East Regional Representative
12. Nataki Brown, Victims Representative

Members Not in Attendance

1. Felicia Dauway (SC), South Regional Representative

National Office Staff and Legal Counsel in Attendance:

1. MaryLee Underwood, Executive Director
2. Jenny Adkins, Operations and Policy Specialist
3. Joseph Johnson, Systems Project Manager
4. Kirsten Wade, Logistics and Administrative Specialist
5. Thomas Travis, Legal Counsel

K. Torres (IA) made a motion to approve the agenda as presented. Chair H. Wykes (AZ) indicated the agenda was approved by unanimous consent without objection.

J. Hawkins (MO) made a motion to approve the minutes of the meeting on May 22, 2025, as presented. Chair H. Wykes (AZ) indicated the minutes were approved by unanimous consent without objection.

J. Hawkins (MO) made a motion to approve the revised 2024 Annual Business Meeting General Session draft minutes 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) reminded Executive Committee members to register for the 2025 Annual Business Meeting (ABM) and updated members on registration to date.
- Chair H. Wykes (AZ) reminded Executive Committee members that the nominations period for officers and awards is open until June 30, 2025.

National Office Report *by MaryLee Underwood, Executive Director*

- Director Underwood reported the following state updates.
 - Alaska's commissioner would be vacant as of July 1, 2025.
 - Nevada commissioner's position remained vacant.
 - New York registered David Willie as a commissioner's designee for the 2025 ABM.
 - Maryland had a new compact administrator, Betsy Fox Tolentino.
- Director Underwood reported that 11 states had paid their dues for fiscal year 2026 (FY26).
- Director Underwood reported the National Office received a request for a dispute resolution regarding what "conditions" a receiving state can impose under the provision of Rule 5-101. After was provided by Commission Officers, chairs of the Rules and Compliance Committee, and legal counsel, the commissioners of the involved states met with Director Underwood, Chair Wykes, and Legal Counsel Tom Travel to review concerns and strategies for moving forward. The commissioners indicated they planned to request the Rules Committee clarify Rule 5-101 during the next rule amendment cycle.
- Director Underwood reported the following National Office updates.
 - June marked one year since Kirsten Wade joined the National Office staff, originally as a temporary employee.
 - The Commission contracted with the Holiday Inn by the Bay in Portland, Maine, to host the 2026 Annual Business Meeting, as approved by the Executive Committee. Reduced spending on food and beverages would be necessary to offset increased lodging costs.
 - The Commission's fiscal year ends on June 30. The annual audit would begin on August 4.
- Director Underwood reminded members of the global review of current and proposed committee activities and projects, which began at the in-person meeting in April. She noted that several new projects were proposed and encouraged members to consider what could be eliminated to make room for new projects.
- Director Underwood recalled executive committee members previously suggested a global review should include assessing the needs of the national office, particularly related to human resources needs. Director Underwood reported Hanna Resources Group had been engaged to conduct an assessment of the Commission's policies and procedures and would present their report later in the meeting.

Compliance Committee

- Compliance Committee Chair J. Rader (NE) reported that the Compliance Committee met on June 4, 2025, and finalized its discussion of proactive compliance responses, as part of its review of the Performance Measurement Assessment Program review.
- The Compliance Committee was presented with a demonstration of recently developed dashboard related to transfers of supervision, and reviewed instructions for testing the dashboard. At the July meeting, the Compliance Committee would discuss the results of their testing.
- Compliance Committee Chair J. Rader (NE) reported that the Compliance Committee adopted a new compliance standard: A-10 for Failed Supervision Report Responses. This standard was adopted in

response to feedback provided during regional meeting discussions of other changes to the standards.

Racial Diversity, Equity, and Inclusion (RDEI) Committee

- RDEI Chair M. Casey (DE) reported that the RDEI Committee discussed submitting a UNITY enhancement request to make the human trafficking field mandatory.
- Chair M. Casey (DE) shared updates on the Movie Club Subcommittee and the ABM Land Acknowledgment Subcommittee.
- RDEI Chair M. Casey (DE) requested a motion to expand participation to the movie club to the commission.
- **R. Heide (AK) made a motion to expand the participation to the movie club to the Commission. The motion passed.**

Rules Committee

- Rules Committee Chair J. Hawkins (MO) reported that the Rules Committee reviewed changes to rule amendment proposals may by regions, and reviewed updates made to UNITY/Form Assessments provided by the Technology Committee regarding adjustments made to pending rule amendment proposals.
- The Rules Committee discussed advantages and disadvantages of moving to a three-year rules cycle.
- The Rules Committee developed a list of members that will present at the ABM Rule Amendment Information Session.

Training, Education, and Public Relations Committee

- Training, Education, and Public Relations Committee Chair R. Heide (AK) reported that the Training Committee discussed 2025 ABM training sessions. The committee received updates on the North Dakota Human Trafficking Summit and the RDEI Movie Club meeting.
- The Training Committee finalized edits and recommended the publication of *Quick Reference Guide for ICJ Cases and Bench Cards on Returns and Transfers of Supervision*.

Work Group on Returning Non-Delinquent Youths

- Work Group Chair C. Bickford (NH) reported that the Work Group met to debrief regarding the Adaptive Problem- Solving Framework and reflected on issues #2 and #3.

Legal Counsel

- Legal Counsel T. Travis reported that the D.C. Court of Appeals has reached a final decision in the case in which the Commission submitted an amicus brief. The D.C. Court of Appeals adopted the analysis that all parties agreed was appropriate in the briefing.
- Legal Counsel T. Travis reported he participated in discussions related to dispute resolution, as previously mentioned by Director Underwood.
- He reported he reviewed the pending 2025 Juvenile Justice and Delinquency Prevention Act (JJDP) Reauthorization Bill.

Victims Representative

- Victims Representative N. Brown discussed the South Carolina Juvenile Justice Office's webinar on "Digital Wolf in Sheep's Clothing," focusing on the use of artificial intelligence (AI) technology internet crimes against children.

- N. Brown highlighted the National Center for Missing and Exploited Children's (NCMEC) programs, including "Take it Down" for reporting explicit images and "NetSmartz" for educating children about online safety.

Unfinished Business

Review 2025 Juvenile Justice Delinquency and Prevention Reauthorization Bill

- The 2025 JJDP Reauthorization bill would modify current JJDP requirements. ICJ cases would be most impacted by changes to 34 USC 1113, regarding juvenile detention.
- Legal Counsel T. Travis explained the bill has been announced through press releases by Senator Grassley and Senator Whitehouse, but was not yet formally filed with the Senate clerk yet.
- Legal Counsel T. Travis presented a document that incorporated the pending legislation into the current law, which he created to make it easier for readers to understand the impacts of changes.
- The pending amendments would apply to those cases where a youth is detained under a valid court order. Among other things, a 15-day return limit would be imposed. N. Belli (OR) and D. Dodd (NM) raised concerns about the proposed limit and suggested it should be clarified as 15 business days.
- Executive Committee members discussed potential conflicts between existing ICJ rules and the pending legislation, particularly regarding the 15-day timeframe.
- J. Hawkins (MO) suggested the Commission should reevaluate the current practices around juvenile detention.
- Director Underwood highlighted some anomalies in the pending legislation and reported that she had reached out to legislative staff for further discussion. She also suggested reviewing other relevant legislation, including the Runaway and Homeless Youth Services and Trafficking Prevention Act.

New Business

Presentation of Human Resources Assessment Report *by Chip Barton, Hanna Resources Group*

- Chip Barton, Hanna Resources Group (HRG), presented their Human Resources Assessment Report. Key recommendations included outsource human resources support; update the employee handbook/personnel policies; and develop a succession planning process.
- Director Underwood stated that cost estimates for outsourcing HR services would be presented at the next meeting in July.

Determine whether to refer allegation of default to Compliance Committee

- Director Underwood presented a redacted complaint that was received by the National Office on May 30, 2025. She recommended referral to the Compliance Committee.
- **C. Bickford (NH) made a motion to refer the allegation of default to the Compliance Committee. The motion passed.**

Next Steps

- The next Executive Committee meeting was scheduled for Thursday, July 24, 2025.

Adjourn

Chair Wykes adjourned the meeting by unanimous consent without objection at 2:00 p.m. EDT.