



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. Sherry Jones (MD), Commission Treasurer
3. Nina Belli (OR), Commission Immediate Past Chair and West Regional Representative
4. Dale Dodd (NM), Finance Committee Chair
5. Kellianne Torres (IA), Information Technology Committee Chair
6. Julie Hawkins (MO), Rules Committee Chair
7. Francis "Mike" Casey (DE), Racial Diversity, Equity, and Inclusion (RDEI) Committee Chair
8. Trissie Casanova (VT), East Regional Representative
9. Felicia Dauway (SC), South Regional Representative

Members Not in Attendance

1. Caitlyn Bickford (NH), Commission Vice Chair
2. Jacey Rader (NE), Compliance Committee Chair and Midwest Regional Representative
3. Nataki Brown, Victims Representative

Additional ICJ State Personnel in Attendance:

1. Chanda Leshoure (AL), Training, Education, and Public Relations Committee Vice Chair

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. Amanee Cabbagestalk, Training and Administrative Specialist
5. Kirsten Wade, Logistics and Administrative Specialist
6. 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 June 26, 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) shared that it was Pretrial, Probation, Parole Services Week, which emphasized the theme of “heroes behind the mission.”
- Chair H. Wykes (AZ) reported that there were 100 registrants for the 2025 Annual Business Meeting (ABM) with 51 States being represented.
- Chair H. Wykes (AZ) reported that no one was nominated for the Rising Star Award. Potential nominees were discussed, but none met the requirement of working with the ICJ for less than two years.

National Office Report *by MaryLee Underwood, Executive Director*

- Director Underwood reported the following state updates.
 - Alaska: There is a commissioner vacancy.
 - Nevada: Sharon Anderson has registered for the ABM and expects to be appointed commissioner.
 - Texas: Dr. Evan Norton has been appointed compact administrator and commissioner. Daryl Liedecke will remain as the Deputy Compact Administrator and Designee.
- Director Underwood reported that 30 states have paid dues for fiscal year 2026 (FY26). She asked members to work with the National Office to set their states up to transition to electronic payments.
- Director Underwood reported the National Office has developed criteria for interpretations of rules, as some requests can be more effectively addressed through consultation or dispute resolution processes.
- Director Underwood provided an update on the allegation of default referred to the Compliance Committee in June. The Compliance Committee authorized the engagement of a neutral investigator to conduct the required investigation.
- Director Underwood reported the following National Office updates.
 - Regarding the 2025 ABM,
 - 10 ex officio members will participate
 - Sherry Jones (MD) and John Sepulveda (NPJS) will host the Networking Breakfast
 - Representatives of the National Center for Missing and Exploited Children (NCMEC) and National Runaway Safeline (NRS) will speak at the meeting of Work Group on Returning Non-Delinquent Youths.
 - Renita Gross has been engaged as a consultant for the event to assist national office staff with logistics onsite.
- Amanee Cabbagestalk (National Office) provided an overview of the agenda for First-Time Attendees Luncheon and the roles of Executive Committees members.
- Regarding the pending Juvenile Justice and Delinquency Prevention Reauthorization Act, Director Underwood reported staff from Senator Whitehouse’s office indicated they were willing to consider the Commission’s input.
- Director Underwood reported several state ICJ offices have experienced challenges with cases involving underlying child custody cases. She indicated the Uniform Child Custody Jurisdiction and Enforcement Act (UCCJEA) may be applicable in some of these cases, as it provides a consistent set of standards for courts to determine jurisdiction over child custody matters and to enforce child custody judgements. At the upcoming ABM, the judge representing the National Council of Juvenile and Family Court Judges may share information about UCCJEA as part of the panel discussion related to returning non-delinquent youths.

Finance Committee

- Finance Committee Chair D. Dodd (NM) reported that the Finance Committee recommended a proposed budget for fiscal year (FY) 2027, which reflects new contracts, changes in business needs, and projected inflation. The projected expenses for FY27 are projected to be 6% higher than the projected expenses for FY26.
- **S. Jones (MD) made a motion to approve the recommended FY 2027 budget, with understanding that the line item for professional services may be modified. The motion passed.**

Information Technology Committee

- Information Technology Committee Chair K. Torres (IA) shared updates from the Business Analysis and Enhancement Subcommittee and the UNITY-Tableau Reports Subcommittee.
- K. Torres (IA) reported the committee has recommended several enhancements to the UNITY data system. In accordance with ICJ Policy 2020-02, recommended modifications to UNITY must be sent to the Executive Committee and Rules Committee for a review and comment period of 30 days. Comments should be submitted using the [UNITY Enhancements Online Comment Form](#). The 30-day comment period commenced on July 17, 2025, and ends on August 16, 2025.

Rules Committee

- Rules Committee Chair J. Hawkins (MO) reported the Rules Committee met on July 16, 2025, and discussed extending the rule amendment cycle to three-years. She asked the regional representatives to gather feedback on this proposal during regional meetings at the 2025 ABM.
- J. Hawkins (MO) shared that the Rules Committee completed a final review of the Rule Amendment Proposal packet. The committee recommended April 1, 2026, as the effective date for rule amendments.
- A virtual Public Hearing regarding proposed amendments will be held on August 6, 2025, at 1:00 pm EDT to provide members of the public an opportunity to submit and present comments on the proposed amendments. [Registration](#) is required.

Legal Counsel

- Legal Counsel T. Travis reported he participated in the Rules Committee discussion of extending the rule amendment cycle to three years. He informed the Rules Committee that [Rule 2-103](#) allows some flexibility for extending the cycle.
- Legal Counsel T. Travis reported that he reviewed [White Paper: Transfer of Jurisdiction Not Authorized Pursuant to the Interstate Compact for Juveniles](#), as suggested by a party involved in a recent dispute resolution. He recommended that no action should be taken at this time, as the analysis and conclusions were appropriate. He will continue to monitor whether changes are needed.

Unfinished Business

Human Resources Assessment

- Director Underwood recalled that a human resources (HR) assessment report was presented at the previous meeting. Outsourcing HR support services was a primary recommendation.
- The national office solicited proposals from human resources firms. A memo summarizing proposals received was distributed prior to the meeting.
- Director Underwood recommended contracting with the firm that offered the most comprehensive package and indicated funds were available to fund the expense.

- F. Dauway (SC) and N. Belli (OR) recommended postponing action on the matter until the next meeting to allow more time for review of the proposals.
- Chair H. Wykes (AZ) agreed to include the matter on the agenda for the next Executive Committee meeting.

Approve Fiscal Year 2026 Committee Activities Plan

- Chair H. Wykes (AZ) presented the *Action Plan for ICJ Committees for FY 2026* and discussion ensued. Members discussed priorities and the need to focus on the most important projects, including those related to rule amendments. Chair H. Wykes (AZ) summarized discussions by noting ‘determining next steps for improving home evaluations should be assigned to the Rules Committee and the Racial Diversity Equity and Inclusion Committee, and participation in Implementation Leadership Academies should be paused.
- Chair H. Wykes (AZ) asked committee chairs to identify top priorities prior to the next meeting.

New Business

- No new business was discussed.

Next Steps

- The next Executive Committee meeting was scheduled for Monday, August 25, 2025, in Cleveland, Ohio, in conjunction with the 2025 Annual Business Meeting.

Adjourn

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