



Preliminary Business

Call to Order

Commission Chair H. Wykes (AZ) called the meeting to order at 12:08 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. Jacey Rader (NE), Compliance Committee Chair and Midwest Regional Representative
6. Dale Dodd (NM), Finance Committee Chair
7. Kellianne Torres (IA), Information Technology Committee Chair
8. Julie Hawkins (MO), Rules Committee Chair
9. Francis "Mike" Casey (DE), Racial Diversity, Equity, and Inclusion (RDEI) Committee Chair
10. Trissie Casanova (VT), East Regional Representative
11. Felicia Dauway (SC), South Regional Representative
12. Nataki Brown, Victims Representative

Additional ICJ State Personnel in Attendance:

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

Guests in Attendance:

1. Judge Kathleen Quigley, National Council of Juvenile and Family Court Judges

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

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

S. Jones (MD) made a motion to approve the amended minutes of the meeting on July 24, 2025. 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) thanked the Executive Committee members for attending the 2025 Annual Business Meeting and presented them with awards recognizing their services to the Commission.

National Office Report *by MaryLee Underwood, Executive Director*

- Director Underwood stated that the first in-person meeting of Work Group on Returning Non-Delinquent Youths would be held later the same day. She encouraged Executive Committee members to join, as the meeting would bring together ICJ personnel, ex officio members, and other key stakeholders attending their first Commission meeting.
- Director Underwood reported that Sharon Anderson was expected to be appointed as Nevada's next commissioner. She would attend the meeting on their behalf.
- Director Underwood reported that 42 states had paid dues for fiscal year 2026 (FY26).
- Director Underwood reported the following National Office updates.
 - A record number of ex officio members and allied partners registered to attend the 2025 Annual Business Meeting.
 - The Commission's 2025 Annual Report would be released in early October.
 - The Commission's fiscal audit for fiscal year 2025 would be finalized soon and presented at the next Executive Committee meeting.
- Director Underwood presented a recently compiled reported highlighting 10-years of ICJ data regarding transfers of supervision, returns, and travel permits. Highlights included:
 - Over the 10-year period, supervision was transferred for 47,697 youths nationwide.
 - Supervision by authorities in other states was successful for 99% of young people.
 - An average of 1,891 young people were returned to home/demanding states each year.
 - With accused delinquents, accused status offenders, absconders, and escapees combined, 60% of returns were returns are due to ongoing justice system involvement.

Information Technology Committee

- Information Technology Committee Chair K. Torres (IA) reported that one comment was submitted regarding pending enhancements to the UNITY data system during the 30-day comment period. The commentor expressed concerns regarding the cost of one enhancement.
- **J. Hawkins (MO) made a motion to accept the recommendation to adopt the proposed enhancements for the UNITY data systems. The motion passed.**

Legal Counsel

- Legal Counsel T. Travis reported that there were no new updates.

Victims Representative

- Victims Representative N. Brown reported that many victim services programs were experiencing funding cuts. In her home state of South Carolina, funds have been reduced by 41%.

Compliance Committee

- Compliance Committee Chair J. Rader (NE) reviewed the Compliance Committee's recommendation to amend ICJ Compliance Policy 02-2014, Performance Measurement Policy and Standards.
- **S. Jones (MD) made a motion to approve the recommendation to amend the ICJ Compliance Policy 02-2014, Performance Measurement Policy and Standards. The motion passed.**

- Chair J. Rader (NE) reported the investigation of the pending complaint had been completed. A report regarding the investigation was provided to the involved states and would be presented to the Compliance Committee at its next meeting.

Unfinished Business

Determine whether to accept proposal for revision of UNITY Privacy Policy

- Compliance Committee Chair J. Rader (NE) reviewed previous discussions of amending the UNITY Privacy Policy, including the referral of the matter to the Compliance Committee.
- She reported that the Compliance Committee recommended engaging a consultant to assist with the project and recommended approval of the proposal submitted by SEARCH.
- **S. Jones (MD) made a motion to accept the proposal to hire SEARCH to work on the revision of UNITY Privacy Policy. The motion passed.**

Adopt FY26 Action Plan for Committees

- Chair H. Wykes (AZ) presented the *Action Plan for ICJ Committees for FY 2026*.
- Director Underwood reviewed the following action items for the Executive Committee:
 - Update UNITY Privacy Policy
 - Determine whether to amend, suspend, rescind policies on State Council Enforcement, Training Requirements, Mentoring Program, and Commissioner Appointment Enforcement
 - Assist with responses for request for interpretation of rules (advisory opinions, dispute resolutions, and complaints)
 - Support the annual business meeting planning
 - Engage federal policy makers about 2025 JJDPa Reauthorization Bill
- Director Underwood reviewed the action plan tasks for the Compliance Committee, Information Technology Committee, Racial Diversity, Equity, and Inclusion Committee, Rules Committee, Training Committee, and the Work Group on Returning Non-Delinquent Youths.
- **K. Torres (IA) made a motion to accept the FY26 Action Plan for ICJ Committees. The motion passed.**

{Meeting was recessed at 1:22 pm and reconvened at 1:39 pm EDT}

Determine whether to accept proposal for outsourcing human resources support

- Chair H. Wykes (AZ) reminded members that at the last meeting, Executive Committee members were presented the proposals for outsourcing human resources support.
- **J. Rader (NE) made a motion to accept the proposal from the Hanna Resource Group (HRG) to outsource human resources support.**

New Business

- No new business was discussed.

Next Steps

- Rules Committee Chair J. Hawkins (MO) reminded regional representatives of the plan to gather feedback during region meetings about the proposed extension of the rule making cycle to 3 years.
- Director Underwood stated that the committee signup form was available on the Yapp App. The deadline to volunteer for committees is September 12, 2025.

Adjourn

Chair Wykes adjourned the meeting by unanimous consent without objection at 2:05 p.m. EDT.