



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. Stephen Horton (NC), Commission Vice Chair
3. Dale Dodd (NM), Commission Treasurer
4. Jacey Rader (NE), Compliance Committee Chair and Midwest Regional Representative
5. Anne Connor (ID), Finance Committee Chair
6. Kellianne Torres (IA), Information Technology Committee Chair
7. Julie Hawkins (MO), Rules Committee Chair
8. Francis "Mike" Casey (DE), Racial Diversity, Equity, and Inclusion (RDEI) Committee Chair
9. Raymundo Gallardo (UT), Training, Education, and Public Relations Committee Chair
10. Trissie Casanova (VT), East Regional Representative
11. Felicia Dauway (SC), South Regional Representative
12. Nina Belli (OR), West Regional Representative
13. A. Roy Curtis (ME), Work Group on Returning Non-Delinquent Youths Chair
14. Megan Riker-Rheinschild, Victims 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. Amanee Cabbagestalk, Training and Administrative Specialist
5. Kirsten Wade, Logistics and Administrative Specialist
6. Thomas Travis, Legal Counsel

Guests in Attendance:

1. Rhonda Turner (FL)

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

A. Connor (ID) made a motion to approve the minutes of the meeting on September 26, 2025, as presented. Chair H. Wykes (AZ) indicated the minutes were approved.

Reports

Commission Chair Report *by Howard Wykes (AZ)*

- Chair H. Wykes (AZ) encouraged committee chairs and regional representatives to lead with vision, act with purpose, and finish what they start.
- Chair H. Wykes (AZ) advised members to focus on goals identified in the Fiscal Year 2026 Action Plan for Committees. New project ideas should be documented for discussion at the Spring Planning Meeting to be held in April 2026.
- Chair H. Wykes (AZ) noted the “Executive Committee Orientation” course was assigned to each member in the TalentLMS online training system. He asked members to complete the training before the next Executive Committee meeting.

National Office Report by *MaryLee Underwood, Executive Director*

- Director Underwood welcomed Megan Riker-Rheinschild as the newly-elected Victims Representative, ex officio member of the Commission. She shared that Ms. Riker-Rheinschild has a rich history of working with crime victims and public policy.
- Director Underwood reported the Commission recently launched transfer of supervision (TOS) dashboards through the joint efforts of the Compliance and Information Technology Committees. These dashboards provide additional tools that enable States to proactively monitor their compliance with ICJ rules. Training was provided and initial feedback was positive. Additional feedback was being gathered through a survey that was open until October 31, 2025.
- Director Underwood shared the following National Office updates:
 - The [2025 Annual Report](#) was released the first week of October for electronic distribution. Printed copies would be mailed in early November.
 - As part of the bi-annual resource update project, National Office staff has reviewed more than 100 resources and identified which need updates to comply with pending amendments to the ICJ rules.
 - A proposal to present at a National Council of Juvenile Family Court Judges in 2026 was submitted in collaboration with Judge Kathleen Quigley.
 - Dues payments for fiscal year (FY) 2026 were received from 49 of 52 States. None were overdue.
 - Agency insurance must be renewed every three years. The Directors and Officers liability policy insurance was renewed in October, with a 27% increase in cost. General liability and workers’ compensation policies would be renewed in December 2025.
- Director Underwood noted the Executive Committee’s action plan for FY26 included updating several policies governing the Commission’s operations, including: UNITY Privacy Policy; State Council Enforcement; Training Requirements; Mentoring Program; and Commissioner Appointment Enforcement.
- Director Underwood reported she executed the contract with SEARCH to assist with the revision of with the UNITY Privacy Policy, as approved by the committee at its last meeting. She requested volunteers to serve on a UNITY Privacy Policy Subcommittee to share privacy policies related to their states data systems and review revisions to the UNITY Privacy Policy.
 - Chair H. Wykes (AZ) and A. Connor (ID) volunteered to assist on the subcommittee.
 - F. Dauway (SC) offered to share the relevant policy, but not to serve on the subcommittee.
- Director Underwood announced the Spring Planning Meeting would be held in Lexington, Kentucky, on April 27 – May 30, 2026. Members should plan for full-day meetings on Tuesday, Wednesday, and Thursday, and travel on Monday and Friday.
- Director Underwood provided an overview of the process for selecting annual business meeting (ABM) locations. She reported a request for proposals was distributed to hotels in the Commission’s West Region for the 2027 ABM.

Compliance Committee

- Compliance Chair J. Rader (NE) shared that the Compliance Committee held its first meeting since the 2025 Annual Business Meeting on October 16.
- Chair J. Rader (NE) reported that the Compliance Committee's first task was responding to a complaint previously referred by the Executive Committee. The complaint was filed in May 2025. The independent investigator's report was submitted in August.
- The Compliance Committee reviewed each rule and made separate determinations related to default.
- The Compliance Committee made the following recommendations to the Executive Committee:
 - The holding state be found in default of its obligations under the Compact based upon evidence provided in the investigator's report substantiating the allegation that ICJ [Rule 6-102: Voluntary Return of Runaways, Probation/Parole Absconders, Escapees or Accused Delinquents and Accused Status Offenders](#), [Rule 7-102: Public Safety](#), and [Rule 7-103: Charges Pending in Holding/Receiving State](#) were violated.
 - The holding state not be found in default of its obligations under the Compact based upon evidence provided in the investigator's report which does not substantiate the allegation that [Rule 2-104: Communication Requirements Between States](#) was violated.
- The Committee determined the Default Type by utilizing the Determining Factors Scoring Chart as set for in [ICJ Compliance Policy 02-2017](#), *Sanctioning Guidelines and the Sanctioning Guidelines Worksheet* tool. The initial total score was determined to be 20, making the Default Type II according to the Maximum Sanctions Matrix. After considering mitigating factors, the Compliance Committee lowered the score to a type I. The Compliance Committee recommended the sanction should be mandatory training and a corrective action plan for the holding state.
- F. Dauway (SC) highlighted the complexity of holding States accountable for the actions of state agencies that are not under the control of State ICJ Offices.
- Commission Chair H. Wykes (AZ) asked for more information regarding the recommended mandatory training.
- Chair J. Rader (NE) stated that the Compliance Committee will take that up at the next meeting; the committee wanted to make sure the Executive Committee supported the recommendation before proceeding.
- R. Gallardo (UT) asked if the youth's status as a human trafficking victim played into the decisions, specifically regarding [Rule 7-103: Charges Pending in Holding/Receiving State](#).
- Chair J. Rader (NE) acknowledged that it was noted by the committee but was not a primary focus of the investigation.
- N. Belli (OR) inquired about the Compliance Committee's decision not to recommend a finding of default regarding [Rule 2-104: Communication Requirements Between States](#).
- Chair J. Rader (NE) responded that the Compliance Committee noted that the Compact applies to all state agencies because it was adopted by each states' legislature. However, they also expressed concerns about State ICJ offices being held responsible for the actions of other state agencies. The Compliance Committee decided not to recommend a finding of default of Rule 2-104 because the Holding State ICJ Office made efforts to communicate the requirements of the ICJ Rules.
- J. Rader (NE) made a motion to accept the Compliance Committee's recommendation to hold the holding state in default of three rules.
- A. Connor (ID) made a motion to amend the Compliance Committee's recommendation by adding that the home/demanding state be advised of their role in communicating with the guardian. North Carolina and New Mexico abstained. The motion passed.

- A. Connor (ID) made a motion to accept the Compliance Committee's recommendation to hold the holding state in default of three rules and advise that the home/demanding of their role in communicating with the guardian. North Carolina and New Mexico abstained. The amended motion passed.
- Chair J. Rader (NE) the states' names were redacted throughout the investigation process to protect the states. Since the process has been completed, she stated for the record that Florida was the holding state and Wisconsin was the demanding state.
- Chair J. Rader (NE) reported that the Compliance Committee established a Performance Measurement Assessment Implementation Plan Subcommittee.

Information Technology (IT) Committee

- Information Technology Committee Chair K. Torres (IA) reported that the IT Committee reviewed the FY 2026 committee objectives.
- The IT Committee will have two subcommittees: a Business Analysis (BA) and Enhancement Subcommittee and a Training Subcommittee.

Racial Diversity, Equity and Inclusion (RDEI) Committee

- RDEI Committee Chair M. Casey (DE) reported that the RDEI Committee had a committee orientation and selected members for subcommittees.
- The RDEI Committee reviewed the initiatives for FY 2026, which include the facilitation of the Movie Club, review best practices and resources related to home evaluations, and improve data collection on human trafficking.

Work Group on Returning Non-Delinquent Youth

- Work Group Chair R. Curtis (ME) shared that the first meeting would be held on October 30, 2025. A video was sent to members in advance reviewing the progress made by the Work Group in FY 2025.

Legal Counsel

- Legal Counsel T. Travis reported that he had reviewed five advisory opinions in light of the Rules amendments adopted at the ABM, and planned to present revised versions to the Executive Committee soon.
- Legal Counsel T. Travis stated that he participated in a discussion with members of the Rules Committee, Judge K. Quigley, and the National Office staff, concerning due process considerations for non-delinquent runaways.

Unfinished Business

Update on Human Trafficking Responses *by Vice Chair Stephen Horton*

- Vice Chair S. Horton (NC) thanked the RDEI Committee for creating awareness surrounding issues with human trafficking data collection.
- Vice Chair S. Horton (NC) shared that the Technology Committee was moving forward to educate UNITY users about how to use the human trafficking field in UNITY.
- Vice Chair S. Horton (NC) reported that he met with Training Committee Chair R. Gallardo (UT) about the possibility of the Training Committee creating a best practice or training bulletin to educate states about gathering and recording human trafficking data.
- Training Committee Chair R. Gallardo (UT) suggested amending the [Best Practice: Responding to Human Trafficking Victims within ICIJ](#) to include guidance on collecting and documenting human

trafficking data. He also suggested including recommendations on how states can use law enforcement and police reports from the home state to collect data.

- Technology Committee Chair K. Torres (IA) shared that last year, the Information Technology Committee released a 'Tech Talk' video on use of the human trafficking data field in UNITY that could be updated and rereleased in November or December. The video focused on the fields in UNITY in the return workflow, where members can report human trafficking, abuse, and neglect allegations.
- A. Connor (ID) stated that human trafficking is often confirmed after the return case is closed. UNITY does not have the functionality to open a closed return case.
- Information Technology Committee Chair K. Torres (IA) acknowledged that this was a known issue. and recommended submitting a UNITY enhancement request to prompt further discussion in the relevant subcommittee.
- R. Curtis (ME) shared that the East Region submitted an UNITY enhancement request to make the human trafficking field mandatory, and that the RDEI Committee was considering a similar request.
- T. Casanova (VT) shared that data pulled from UNITY showed that users were not entering data into the human trafficking data fields.
- Director Underwood encouraged members to think broadly about potential solutions. She suggested amending the questions to focus on whether human trafficking screening was conducted, as the goal is to encourage states to ensure that screening has been conducted.
- M. Casey (DE) shared that authorities in Delaware uses a standardized tool to screen for human trafficking, but he still had to ask for the results of the screening. He stated that he still collects information manually, emphasizing the need for consistent data-collection practices.

New Business

Training Committee: Proposal for Conducting an ABM Training Needs Survey at Region Meetings

- Training Committee Chair R. Gallardo (UT) made a recommendation to conduct a brief survey at upcoming region meetings to gather feedback from states, following low participation in the previous ABM survey.
- **F. Dauway (SC) made a motion to accept the Training Committees recommendation to conduct an ABM Training Needs Survey at the region meetings. The motion passed.**

Region Meeting Agendas *by Director Underwood*

- Director Underwood requested feedback on whether to continue including "ICJ Hot Topics" in region meeting agendas.
- N. Belli (OR) and F. Dauway (SC) both stated they want to keep the "ICJ Hot Topics" section on the region agendas as it provides awareness and generates discussion.

Next Steps

- The next Executive Committee meeting was scheduled for Thursday, November 20, 2025.

Adjourn

Chair Wykes adjourned the meeting by unanimous consent without objection at 1:30 p.m. EDT.