



Preliminary Business

Call to Order

Commission Vice Chair S. Horton (NC) called the meeting to order at 12:02 p.m. EST.

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

A. Connor (ID) made a motion to approve the agenda, as presented. Vice Chair S. Horton (NC) indicated the agenda was approved.

J. Rader (NE) made a motion to approve the minutes of the meeting on October 23, 2025, as presented. Vice Chair S. Horton (NC) indicated the minutes were approved.

Reports

Commission Chair Report *by Howard Wykes (AZ)*

- Chair H. Wykes (AZ) emphasized the importance of self-care and stress management.
- Chair H. Wykes (AZ) reminded committee members to complete the Executive Committee training course available on TalentLMS.com.

- Chair H. Wykes (AZ) reminded Executive Committee members to submit written memoranda to support committee recommendations.

National Office Report by *MaryLee Underwood, Executive Director*

- Director Underwood shared updates on leadership changes in several states, including two new compact administrators:
 - Oregon: Mike Tessean
 - Oklahoma: Shel Millington
- Director Underwood highlighted ongoing training and technical assistance efforts, including work with a defaulting state to develop training and corrective action plans and providing training for judges in Maryland.
- Director Underwood encouraged members to volunteer for the ICJ Mentoring Program by emailing A. Cabbagestalk (National Office).
- Director Underwood shared that the October, November, and January *Wednesday Workshop* series featured partners that are also committed to help ensure the safety and well-being of young people who run away. The partners are the National Children’s Advocacy Center, the National Runaway Safeline, and the National Center for Missing and Exploited Children.
- Director Underwood reported that the University of Maine School of Law, Center for Youth Policy and Law have joined the Work Group on Returning Non-Delinquent Youths and will provide legal research support.
- Director Underwood explained the process for preparing executive committee meeting materials and emphasized the importance of committee memoranda for record-keeping.

Compliance Committee

- Compliance Committee Chair J. Rader (NE) reported that the Compliance Committee discussed feedback regarding the recently released Transfer of Supervision Dashboard.
- The Compliance Committee also discussed compliance standards to assess and the start date for the 2026 Performance Measurement Assessment (PMA).

Finance Committee

- Finance Committee Chair A. Connor (ID) reported that the Finance Committee reviewed Fiscal Year (FY) 2025 *Financial Audit Report*, an introduction to ICJ accounts and budget worksheet, and funding streams for UNITY updates and enhancements.

Information Technology (IT) Committee

- Information Technology Committee Chair K. Torres (IA) reported that the Business Analysis Subcommittee have worked on UNITY enhancement forms and ensuring compliance with new rules by April 1, 2026. The subcommittee also revised language in Form IX, The Failed Supervision Report.
- The Training/Education Subcommittee reported that they have created two training videos on reporting human trafficking in UNITY and a UNITY notification management.

Racial Diversity, Equity and Inclusion (RDEI) Committee

- RDEI Committee Chair M. Casey (DE) reported that the RDEI Committee reviewed UNITY human trafficking data and determined next steps for a UNITY enhancement request.
- The Committee also discussed review of resources related to implicit bias training.

Rules Committee

- Rules Committee Chair J. Hawkins (MO) stated that in accordance with [Rule 2-103\(11\): Adoption of Rules and Amendments](#), she is directing a revision to pending amendment of [Rule 5-103A, Mandatory Relocation Determined by Receiving State](#) for the purposes of consistency. The amendment was adopted on August 27, 2025, and will take effect on April 1, 2026. The revision will be posted for a 30-day commenting period.

Training Committee

- Training Committee Chair R. Gallardo (UT) reported that the Training Committee had a committee orientation and reviewed 2025 Annual Business Meeting (ABM) Feedback Survey Results.
- The Training Committee formed two subcommittees, the Resource Review and Development Subcommittee and the ABM Subcommittee.
- R. Gallardo (UT) presented comments and suggestions from the 2025 ABM Feedback Survey results.
- R. Gallardo (UT) shared that a Training Needs Survey was conducted in the East, South, and West region meetings, with a survey also emailed to the Midwest region and ex-officio members.
- He presented key training and keynote speaker themes from the survey results. The image below depicts highlights from the surveys.



Work Group on Returning Non-Delinquent Youth

- Work Group Chair R. Curtis (ME) reported that the work group worked with Glenn Tapia (Alliance for Community and Justice Innovation) and discussed the 'define' and 'discover' steps in the Appreciative Inquiry 5D process.

Legal Counsel

- Legal Counsel T. Travis provided an update on his review of advisory opinions in light of ABM rules amendments, noting that most minor administrative changes have been completed for 3 advisory opinions. The review of two additional advisory opinions is ongoing, with more substantive changes.
- Legal Counsel T. Travis stated that J. Adkins (National Office) has assisted in reviewing the bench book and proposed revisions.
- Legal Counsel T. Travis mentioned a merger of the law firm Wyatt, Tarrant & Combs LLP with Bricker Graydon LLP, effective in January, which will have minimal impact on ICJ. The new law firm will be named Bricker, Graydon, Wyatt Law Firm.

East Region

- East Regional Representative T. Casanova (VT) reported that the East Region provided recommendations to the RDEI Committee for assessing child safety during home evaluations.

- The East Region also discussed developing an Interstate Compact for Juveniles (ICJ) resource for law enforcement, requested updates to the Age Matrix on the Commission's website, conducted an ABM Training Needs Survey, and reviewed Hot Topics from *ICJ Updates*.

South Region

- South Regional Representative F. Dauway (SC) reported that she updated members with answers to questions asked about the Commission's human resource management, contracts, budgeting, and dues.
- The South Region also discussed protocols for transfer of supervision (TOS) with Tribal Nations and reservation lands, requested updates to the Age Matrix on the Commission's website, conducted an ABM Training Needs Survey, and reviewed Hot Topics from *ICJ Updates*.

West Region

- West Regional Representative N. Belli (OR) reported that the West Region shared ideas and feedback for improving responses to human trafficking.
- N. Belli (OR) shared an update on the West Region UNITY enhancement request to create an event for reopening a closed return case, specifically to access human trafficking related data fields.
- The West Region requested updates to the Age Matrix on the Commission's website, conducted an ABM Training Needs Survey, and reviewed Hot Topics from *ICJ Updates*.

Unfinished Business

Budget reconciliation for 2025 Annual Business Meeting

- Director Underwood reported that the ABM budget had been reconciled. Expenses were 20% less than projected, largely due to state and ex-officio absences, approval of tax-exempt status, and cost containment by the consultant.
- Director Underwood discussed the financial plan for the next few years, emphasizing that the budget for FY 26 is balanced and well aligned with the 5-year plan adopted when dues were last adjusted.

Approve minutes of 2025 Annual Business Meeting General Session for publication

- A. Connor (ID) made a motion to approve the publication of the 2025 Annual Business Meeting General Session minutes. The motion passed.

New Business

Human Resources Project Update

- Director Underwood provided an update on the Human Resources Project, including progress on performance reviews, compensation reviews, and upcoming open enrollment processes.

Next Steps

- The next Executive Committee meeting was scheduled for Thursday, December 18, 2025.

Adjourn

Chair Wykes adjourned the meeting by unanimous consent without objection at 1:35 p.m. EST.