

INTERSTATE COMMISSION FOR JUVENILES

Executive Committee Meeting Minutes

December 17, 2020
12:00 p.m. ET
Via WebEx



Committee Members in Attendance:

1. Jacey Rader (NE), Chair
2. Jedd Pelander (WA), Vice Chair
3. Nate Lawson (OH), Treasurer
4. Natalie Dalton (VA), Compliance Committee Chair
5. Anne Connor (ID), Technology Committee Chair
6. Tracy Hudrlik (MN), Rules Committee Chair
7. Felicia Dauway (SC), Training Committee Chair
8. Chuck Frieberg (SD), Midwest Region Representative
9. Daryl Liedেকে (TX), South Region Representative
10. Michael Farmer (CA), West Region Representative

Committee Members Not in Attendance:

1. Becki Moore (MA), East Region Representative
2. Corrie Copeland (TN), Finance Committee Chair

Guests in Attendance:

1. Sherry Jones (MD), South Region Alternate Representative
2. Nina Belli (OR), Finance Committee Vice Chair
3. Trissie Casanova (VT), East Region Alternate Representative

National Office Staff & Legal Counsel in Attendance:

1. MaryLee Underwood, Executive Director
2. Emma Goode, Logistics and Administrative Specialist
3. Jenny Adkins, Operations and Policy Specialist
4. Joe Johnson, Systems Project Manager
5. Rick Masters, Legal Counsel

Call to Order

Chair Rader (NE) called the meeting to order at 12:00 p.m. ET.

Roll Call

Director Underwood called the roll and a quorum was established.

Agenda

T. Hudrlik (MN) made a motion to approve the agenda as presented. D. Liedেকে (TX) seconded. The motion carried.

Minutes

C. Frieberg (SD) made a motion to approve the November 19, 2020 meeting minutes as presented. N. Lawson (OH) seconded. The motion carried.

Commission Chair Report by *Commission Chair Jacey Rader (NE)*

- Commission Chair Rader thanked the Executive Committee members for their attendance and participating in teambuilding activities, such as sharing about winter and holiday traditions.

Leadership Development

- Chair Rader announced the following new appointments for committee vice chairs and alternate regional representatives.:
 - Finance – Nina Belli (OR)
 - Information Technology – Kellianne Torres (IA)
 - Training – Summer Foxworth (CO)
 - East Region – Trissie Casanova (VT)
 - South – Sherry Jones (MD)

Racial Justice Initiatives

Leadership Exchange Series

- Chair Rader updated that the Leadership Exchange Series continues to go well. The last session's topic was types of conflict management. Chair Rader added that she recently experienced an opportunity to apply the knowledge.

Ad Hoc Committee on Racial Justice

- The Ad Hoc Committee on Racial Justice, co-chaired by Tasha Hunt (CT) and Becki Moore (MA), held its first meeting December 15, with representation from all ICJ regions. Members were engaged and participated in a virtual brainstorming activity using www.ideaboardz.com to identify and categorize ideas under related topics: Commission Operations; State and Location Operations; Youth Related; and Other.
- In January, the ad hoc committee will attend a joint session with the leadership exchange series. Hasan Davis will facilitate this session, which will feature a "data walk" where attendees will review national data and JIDS data.
- The ad hoc committee agreed to meet the 4th Tuesday of each month beginning February 23.

Executive Director Report by *Executive Director MaryLee Underwood*

Commission Updates

National Office

- Director Underwood announced that on January 4, 2021, Amanee Cabbagestalk will join the ICJ National Office Staff as the Training and Administrative Specialist. Amanee will work remotely from her residence in Tampa, Florida. Her education includes an undergraduate degree in journalism and a master's degree in instructional design. Chair Rader echoed that Amanee was poised and impressive in her interview.
- The ICJ National Office Benefits 2021 benefits open enrollment process is complete. The health insurance premium increased by 10 percent, which is typical for health insurance and will be reflected in the budget.

States

- **Iowa** - Kellianne Torres was appointed Full-Time Designee.
- **Louisiana** – Commissioner Angela Bridgewater accepted a promotion and Louisiana will hire a replacement who will be appointed Commissioner. Currently, she continues as the Louisiana Commissioner with a transition anticipated soon.
- **Delaware** – Currently, Delaware is the only member with an open commissioner position; however, Delaware is in the process of hiring.
- **Dues** – The ICJ 2021 dues have been received by all but one state. The one outstanding state has made a partial payment as directed by their state's legislative action to make payments quarterly.
- **TTA** – Hawaii's requested Training and Technical Assistance (TTA) for a judicial training was rescheduled from December 4, due to low attendance, to April 2021.

UNITY Updates

UNITY Go-Live

- Executive Director Underwood reviewed how far the Commission has progressed on this monumental task. She applauded the two years of planning and intense work by the Commission, the Technology Committee, and UNITY teams to develop the new data system.
- The go-live date is not February 1, but rather late February 2021.
- As states move closer to the “go-live” date, she encouraged members to continue to articulate “why” the Commission decided to create a new system. Key factors include:
 - Technology has changed dramatically since JIDS was introduced.
 - JIDS is an outdated, forms-based system, which was consistently described as difficult to use and requires extensive training and retraining.
 - UNITY uses modern, cloud-based technology, which will immediately eliminate many problems with compatibility and access.
 - UNITY is a modern, data management, which will lead users to select correct options, based on the data entered.
 - UNITY has built-in “guardrails” to ensure compliance with ICJ Rules, which result in better outcomes for juveniles and communities.
 - UNITY will provide real-time data, so states can track their own compliance and easily identify areas for improvement.

UNITY Transition Planning WebEx Sessions

- The initial coding has been complete and audits/edits are underway. J. Johnson, is working daily with the vendor, Optimum Technology, to review every field and may call upon members of the work teams to clarify processes as needed.
- In early January 2021, several UNITY team members will participate in User Acceptance Testing. The team will include some who have been very deeply involved and some who have not, to obtain feedback from a variety of angles.

Transition & Technical Support

- States are in the middle of their **JIDS Data Review**. State ICJOs began looking at a spreadsheet to review what could close and what should remain open. The spreadsheet review is a critical component to ensure the new

system includes all the information needed. The spreadsheet will again be reviewed in January and after the go-live. At this time, J. Adkins has assumed management of the **JIDS Data Review** process to allow more time for J. Johnson to focus on audits and edits prior to the transition.

- **Data Migration Review Meetings** will be conducted the 4th week of January for UNITY coordinators and any others that may have been assigned to review the ICJ data in state Compact offices.
- Optimum Technology provided a draft **letter to State IT Departments** regarding the requirements for state IT Departments regarding UNITY. The letter is being tweaked and will be forthcoming the end of December.
- **External email from UNITY** is of particular interest to Model 2 and 3 States. On December 8, a technical assistance session was presented to address concerns raised. Positive feedback was subsequently provided.
- Early in the development, it was decided that each document will be submitted in a separate file to allow states to find needed documents in a timely manner; however, on the output, states requested merging all the documents. The **document merger option** request has been forwarded to Optimum Technologies. A response has not yet been received.
- N. Dalton (VA) commented that there are **timelines in JIDS** that will not transfer and some states do not have a backup system. She inquired if the national office could assist states regarding cases that will not be closed and are in active or pending status. Director Underwood clarified that J. Johnson and J. Adkins have ideas on how to support states and those will be shared during a UNITY Coordinators Session and/or the UNITY Transition Planning Sessions. Additionally, J. Johnson noted that the concern will be addressed through the Data Migration review process, and will be included in a January Meeting.
- Director Underwood and Chair Rader encouraged Compact offices to continue to let the ICJ National Office know what states need to make the transition a success.

UNITY Training

Learning Management System (LMS)

- To date, 3,800 learners have been enrolled into the new www.icj.TalentLMS.com. Two additional UNITY courses will be available the first week of January.
- UNITY essential function courses available the first of February will include:
 - User profile management
 - Juvenile profile management
 - Transfer of supervision workflow
 - Return workflow
 - 3 Travel Permit courses
 - Master task list

UNITY Transition Planning WebEx Sessions

- In addition to the LMS training, there was a request for live, instructor-led sessions and access to the power point presentation that can use for in-state trainings. In response to the request, four (4) live sessions will be presented.

The power point presentations and recordings will be made available to the ICJOs after the sessions.

- Registration to the January 2021 UNITY Transition Planning Sessions listed below are now available on the Commission's website:

January 12 @ 2 pm ET – What All States Need to Know

Presenters: Abbie Christian, Felicia Dauway, and Holly Kassube

January 13 @ 2 pm ET – Model 3

Presenters: Abbie Christian, Anne Connor, and Felicia Dauway

January 14 @ 2 pm ET – Model 2

Presenters: Anne Connor, Rachel Johnson, and Holly Kassube

January 14 @ 4 pm ET – Model 1

Presenters: Anne Connor, Rachel Johnson, and Holly Kassube

UNITY Timeline

December, 2020

Week 3

Audit/Edits by ICJ and Optimum Technology

Week 4

Audits continue and send IT Letter to States

January, 2021

Week 1

Conduct User Acceptance Testing

Week 2

Provide WebEx Transition Planning Sessions

Week 4

Data Migration Review Meeting(s)

February, 2021

Week 1

Training Site Opens

Week 3

Close JIDS & migrate cases

Week 4

ICJOs review migrated cases & launch UNITY

- After presenting the timeline, Director Underwood reiterated that the system will be ready for go-live in February. However, she also noted that some states have expressed concerns about having adequate time to prepare and noted that the Executive Committee could choose to delay the launch.
- Chair Rader opened the floor for comments, noting that a survey could be conducted to determine if states need more time to prepare.
- T. Casanova (VT) updated that ICPC is also conducting a large-scale upgrade in February and a delay for UNITY would be helpful to those states where Compact staff are involved in both organizations.
- T. Hudrlik (MN) noted that the original UNITY go-live date was December and states have been afforded an additional two months to prepare. She supported staying the course with the timeline as presented.
- N. Dalton (VA) commented on the validity of concerns recently raised by states. She did not advocate to change the timeline; however, the state's concerns of readiness should be considered. Further, issuing a survey at time, could appear to send a message that the system is not ready.
- M. Farmer (CA) updated on the additional workload in California to re-activate JIDS users. He indicated support for staying the course and making the transition in February. Additionally, he commented that, in general, given more time for a project people have the tendency to procrastinate and still may not be prepared.
- D. Liedecke (TX) indicated that he prefers to have access to the sandbox sooner than later.

- A. Connor (ID) commented on the importance of the User Acceptance Testing results prior to the sandbox access.
- **T. Hudrlik (MN) made a motion that the Commission go with the UNITY timeline as presented, with the understanding that after the User Acceptance Testing, the Executive Committee may revisit the timeline decision at the January meeting. C. Frieberg (SD) seconded. The motion passed.**

UNITY-related Updates to Rules and Resources

- Director Underwood briefed that the ICJ National Office conducts a comprehensive review of all ICJ Resources each time there are rules changes and now due to the transition from JIDS to UNITY. The review has been completed and results are presented in three categories:
 1. **administrative** (changing “JIDS” to “UNITY,” titles of forms, and other changes to reflect previously made decisions);
 2. **archival** (no longer applicable because focused on JIDS); and
 3. **further consideration** required.

Administrative

- The administrative corrections/edits have been addressed and the resources listed below are ready to update on the website when UNITY goes live.
 - ICJ Rules
 - ICJ Forms
 - Advisory Opinion #04-2019
 - Advisory Opinion #01-2020
 - Advisory Opinion #02-2015
 - Advisory Opinion #04-2014
 - Best Practice: States in Transition
 - AAICPC-ICJ Guide Booklet

Archival

- The resources listed below are recommended for archival as they are JIDS specific and therefore become obsolete at the onset of UNITY.
 - Advisory Opinion #01-2014 – HIPAA & JIDS
 - ICJ Best Practices:
 - Transfer of Supervision of Juveniles When Multiple Court Orders are Involved
 - Saving and Naming Documents in JIDS
 - Managing JIDS Users
 - Training Bulletin #01-2014 - Resending a Home Evaluation Request
 - Training Bulletin #01-2015 – Managing QPRs
- **F. Dauway (SC) made a motion to approve archival of the resources listed above on the UNITY “go-live” date, which includes: Legal Advisory Opinion #01-2014; three best practice documents; and two ICJ Training Bulletins. J. Pelander (WA) seconded. The motion passed.**

Further Consideration

- The resources listed below require further consideration for possible modification and have been referred as outlined below. Lastly, any resources not mentioned in today’s report are not impacted.

- Referred to Training Committee
 - Commissioner Handbook
 - Quick Reference Guide for Cases
 - Bench Card: Transfer of Supervision
- Referred to Compliance Committee
 - Performance Measurement Assessment Standards (C-01, C-02, C-03, C-04)
- Referred to Legal Counsel
 - ICJ Bench Book for Judges and Court Personnel
 - Advisory Opinion 02-2012 (regarding HIPAA & JIDS)
- Under Review by Staff
 - Website Content:
 - Online FAQs for Field Staff
 - Judge's Toolkit

Committee Reports

Compliance Committee by Chair Natalie Dalton (VA)

- Committee Chair Dalton reported the Compliance Committee will meet every other month in 2021. The first meeting is scheduled January 7, 2021.

Finance Committee by Vice Chair Nina Belli (OR)

- Committee Vice Chair Belli reported the Finance Committee met December 10 and highlighted the discussion topics.
 - FY 2020 Audit Summary – Accountants reported a clean audit. There were no suggestions for improvement.
 - FY 2021 Budget Update – Committee reviewed the actual expenditures through November 30, 2020 and agreed the budget to be healthy and on target with 47 percent of the year complete.
 - Dues Enforcement Policy #08-2009 – The committee reviewed proposed revisions to the ICJ dues policy and agreed to table until the next meeting to allow additional time for review.
- The next meeting is scheduled for February 11, 2021.

Rules Committee by Chair Tracy Hudrlik (MN)

- Committee Chair Hudrlik reported the Rules Committee met December 1 and continued their review of proposals for the 2021 rule amendments. The Rules Committee forwarded a proposed definition to legal counsel for review and input.
- In January, the Rules Committee will begin to meet monthly for two hours. She noted that the deadline for submitting rule proposals to the Rules Committee is March 31, 2021.

Technology Committee by Chair Anne Connor (ID)

- Committee Chair Connor reported updated the Technology Committee has met twice since the last Executive Committee meeting. She highlighted the discussion topics and decisions by the committee.
 - Identification Form – TSA update
 - An ICJ Identification Form was drafted last year in conjunction with the Transportation Security Administration (Stacey Sanders) that

- would comply with the Real ID requirements for airport security when ICJ juveniles 18 and over are traveling via air.
 - The review of the form and communication with TSA continues to develop a form and process that is acceptable and recognizable by the TSA during airport security checks.
- Proposed amendment to Rule 8-101
 - A rule proposal emerged earlier in the year from the UNITY Business Analysis Team via the Technology Committee and forwarded to the Rules Committee for recommendation. The Rules Committee reviewed the proposal and requested further justification for the amendment to paragraph 5. The justification has been updated by the Technology Committee and the proposal returned to the Rules Committee for re-consideration and recommendation for adoption.
- UNITY ICJ Administrative Policies:
 - Three administrative policies are under consideration by the Technology Committee as a result of the transition from JIDS to UNITY:
 1. *New Juvenile Record Expungement*
 2. *Revised Privacy Policy*
 3. *New Information System Modifications*
 - At the last meeting, the Technology Committee agreed to recommend the *new ICJ Administrative Policy - Information System Modifications* to the Executive Committee for approval today. Historically there has been a process to modify JIDS; however, this new policy was developed for clarity in the guidelines and procedures to address modifications to the Commission's electronic information system. The Executive Committee reviewed and agreed with the new policy as presented.
 - **N. Lawson (OH) made a motion to approve the new ICJ Administrative Policy - Information System Modifications as presented. T. Hudrlik (MN) seconded. The motion passed.**
 - Committee Chair Connor acknowledged the presenters and their willingness to lead the four UNITY Transition Planning instructor-led sessions mentioned earlier in the meeting.
 - The Technology Committee continues to meet monthly. The next meeting is scheduled January 20, 2021 @ 2 pm ET.

Training Committee by Chair Felicia Dauway (SC)

- Committee Chair Dauway reported the Training Committee is off to a great start with their first meeting on December 9. The committee discussed the new LMS platform and the versatility it offers for states to assign courses and measure understanding. The new LMS core courses will be the focus for the Training Committee this year. One of the highlights of the meeting was a demonstration by E. Goode of the "Reporting Absconders" Course on the new LMS platform.
- Additionally, this year the Training Committee will continue to promote the ICJ mentoring program; prepare for the 2021 Annual Business Meeting training; and review resources. The first resource to be reviewed for modification is the *New Commissioner Handbook*.
- The next meeting is January 28, 2021.

Region Reports

Midwest Region by Region Representative Chuck Frieberg (SD)

- Representative Frieberg reported the Midwest Region met December 3, 2020. One of the Midwest Region states presented a rule proposal for consideration. The Midwest discussed and agreed not to move the proposal forward. States provided updates and most reported COVID cases increasing and COVID state restrictions continue.
- The next meeting is February 4, 2021 @ 11 am ET.

South Region by Region Representative Daryl Liedeker (TX)

- Representative Liedeker reported the South Region met December 8, 2020. States updated on their state's increase in COVID cases, work schedules, and work adaptations during COVID. States are preparing for the transition to UNITY. There were no rule amendments proposed at this time.
- S. Jones (MD) updated that a Maryland senator is now on the board for the Maryland ICJ State Council.
- The next meeting is February 4, 2021 @ 2 pm ET.

West Region by Region Representative Michael Farmer (CA)

- Representative Farmer reported the West Region did not meet; however, updated that the West Region is now represented on the ad hoc committee.
- The next meeting is January 19, 2021 @ 3 pm ET.

East Region by Alternate Region Representative Trissie Casanova (VT)

- Alternate Representative Casanova reported that the East Region met November 17. The East Region agreed to revisit a rule proposal at the next meeting submitted two years ago. In all East Region meetings going forward, an East Region member serving on one of the ICJ committees will update the region on the work of that committee. States updated on their COVID challenges and most were working remotely.
- The next meeting is January 19, 2021 @ 11 am ET.

Legal Counsel Report by Legal Counsel Rick Masters

- R. Masters reported his current ICJ projects include:
 - Definition of "Court" for the Rules Committee.
 - Hawaii Judicial Training postponed and he will participate virtually when rescheduled.
 - Two advisory opinions regarding HIPAA were reviewed. One will be archived. The other will be modified due to the transition to UNITY.
 - The ICJ Bench review continues with regard to UNITY and federal code citations.

Old Business

Selection of the ICJ Victims Representative

- Chair Rader reported that two candidates were submitted for consideration as the ICJ Ex Officio Victims Representative to join the ICJ Executive Committee as a non-voting member: Nataki Brown and Trudy Gregorie. She confirmed that

both candidates are willing to serve the Commission and opened the floor for discussion.

- F. Dauway (SC) provided an overview of Nataki Brown's qualifications, which include working as a victim advocate and director of victims services since 1996. She also attested to her work ethic, stating they have worked together in the past. She indicated she has great respect for T. Gregorie, but also values bringing in fresh perspectives.
- Chair Rader asked for clarification about how the selection should be made. R. Masters advised that there should be an election conducted pursuant to Roberts Rules, in which members could vote for either candidate.
- A. Connor (ID) noted that in years past, there was usually only one candidate. She asked whether it is correct that ICAOS recently awarded an emeritus title to Pat Tuthill, who served as the ICAOS Victims Representative for many years, and if such recognition required a change to the by-laws. She expressed that she was glad to have two candidates, but sensed some hesitation to vote because choosing between candidates for this position is new. She asked for clarification of options, including ways to honor T. Gregorie, if she is not selected.
- Regarding ICAOS, R. Masters indicated that ICAOS essentially made Pat Tuthill an honorary member for life and selected another person to serve as the victims representative. R. Masters indicated that no change to the bylaws was required. He also shared that Ms. Tuthill's long time association stemmed from her daughter's tragic murder and her work with legislatures throughout the country to get ICAOS created.
- T. Hudrlik (MN), who is also a member of ICAOS, confirmed that no bylaws change was required.
- C. Frieberg (SD) suggested using private chat to the National Office for voting.
- A. Connor (ID) asked whether the Executive Committee has the ability to recognize T. Gregorie's long service, noting that she has been the victims representative since the revised Compact was adopted and played a role in its development. She noted that potential recognition could impact members votes.
- Executive Director Underwood noted that the Commission has previously issued proclamations to honor members, and noted that proclamations are often used by government agencies to honor longstanding service.
- Chair Rader and F. Dauway (SC) expressed support for issuing a proclamation. A. Connor indicated that she agreed.
- Director Underwood reviewed requirements established by the ICJ By-laws, and reported that the only reference to the victims representative is in Article VII, which states that the victims representative shall serve one year.
- R. Masters agreed, and reiterated that the election should be conducted pursuant to Robert's Rules of Order. He recommended that candidates be nominated, then votes be cast via private chat to the Executive Director.
- **J. Pelander (WA) made a motion to nominate both Nataki Brown and Trudy Gregorie for consideration as the 2021 ICJ Victims Representative. F. Dauway (SC) seconded. The motion passed.**
- Members cast votes via private chat to Director Underwood, who tabulated results.
- **Director Underwood announced that a majority of members voted to elect Nataki Brown.**
- **A. Connor (ID) made a motion to honor Trudy Gregorie's years of service and commitment to the Commission. N. Dalton (VA) seconded.**

- Executive Director Underwood asked for clarification regarding whether to the draft a proclamation. Chair Rader asked A. Connor (ID) and N. Dalton (VA) if they were agreeable to amend the motion by adding “**by issuing a proclamation.**” Both indicated agreement.
- **The motion, as amended, passed unanimously.**

New Business

There was no new business.

Adjourn

N. Lawson (OH) made a motion to adjourn. J. Pelander (WA) seconded. Chair Rader adjourned the meeting by acclamation at 2:17 p.m. ET.