



Preliminary Business

Call to Order

Commission Chair H. Wykes (AZ) called the meeting to order at 12:03 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. Jacey Rader (NE), Compliance Committee Chair and Midwest Regional Representative
4. Anne Connor (ID), Finance Committee Chair
5. Kellianne Torres (IA), Information Technology Committee Chair
6. Francis "Mike" Casey (DE), Racial Diversity, Equity, and Inclusion (RDEI) Committee Chair
7. Raymundo Gallardo (UT), Training, Education, and Public Relations Committee Chair
8. Trissie Casanova (VT), East Regional Representative
9. Nina Belli (OR), West Regional Representative
10. A. Roy Curtis (ME), Work Group on Returning Non-Delinquent Youths Chair

Committee Members Not in Attendance:

1. Dale Dodd (NM), Commission Treasurer
2. Julie Hawkins (MO), Rules Committee Chair
3. Felicia Dauway (SC), South Regional Representative
4. 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. Chair H. Wykes (AZ) indicated the agenda was approved.

A. Connor (ID) made a motion to approve the minutes of the meeting on November 20, 2025, as presented. Chair H. Wykes (AZ) indicated the minutes were approved.

Reports

Commission Chair Report *by Howard Wykes (AZ)*

- Chair H. Wykes (AZ) expressed appreciation for the members' work in public service.

National Office Report *by MaryLee Underwood, Executive Director*

- Director Underwood shared updates on leadership changes in several states:
 - Sarah McCoy is the new acting Commissioner for Ohio.
 - Sharon Millington is the new Compact Administrator for Oklahoma and has appointed Robert Hendryx as the Commissioner.
- Director Underwood reported the following human resources (HR) updates.
 - In consultation with the human resources consultant and Chair Wykes, the National Office has developed and implemented a new annual performance tool for staff performance.
 - With assistance from the HR consultant and insurance broker, annual employee benefit contracts have been renewed for medical, dental, vision, and life, long term disability insurance, and flexible spending account management. Open enrollment for employee benefits was also conducted in December.
 - Health insurance costs were projected to increase by 24%. However, a portion of the increase was offset by bundling the dental and vision contracts with the medical insurance.
 - The review of job duties and position descriptions was completed, in consultation with the human resources consultant. Proposed revisions and overall review of the National Office's growth were provided prior to the meeting. A benchmarking study was also completed. It will be presented at the next meeting.
- Director Underwood reported updates regarding the following contracts:
 - SEARCH has reviewed the UNITY Privacy Policy and begin its work, in consultation with National Office staff and the recently formed subcommittee of the Executive Committee.
 - The Commission has entered a contract with the Origin Hotel in Lexington, Kentucky, as the location for the Executive Committee's 2026 Spring Planning Meeting.

Work Group on Returning Non-Delinquent Youth

- Work Group Chair R. Curtis (ME) reported the group continued working to apply the appreciative inquiry model to envision how to improve responses to non-delinquent youths who run away, with facilitation support from Glenn Tapia (Alliance for Community and Justice Innovation).

Compliance Committee

- Compliance Committee Chair J. Rader (NE) reported the committee determined which compliance standards will be applied in 2026 and determined the next Performance Measurement Assessment will begin in June 2026.
- The Compliance Committee also approved the PMA Implementation Plan, reviewed a corrective action plan (CAP), and polled members for what they think are challenging PMA report findings.

Information Technology (IT) Committee

- Information Technology Committee Chair K. Torres (IA) reported on the Business Analysis Subcommittee's progress in reviewing changes to UNITY workflows to incorporate the recently adopted enhancement requests and rule amendments.
- She reported that the Training and Education Subcommittee has compiled a list of 10 potential UNITY Spotlight videos to release in 2026.
- Information Technology Committee Chair K. Torres (IA) presented proposed changes to ICJ Form IX: Failed Supervision, ICJ Form VII: Out of State Travel Permit and Agreement to Return, ICJ Form VIII: Home Evaluation Report, and ICJ Final Travel Plan Form.

Racial Diversity, Equity and Inclusion (RDEI) Committee

- RDEI Committee Chair M. Casey (DE) reported the committee approved a UNITY enhancement request to be submitted on behalf of the committee regarding the use of fields related to human trafficking; reviewed human trafficking data derived from UNITY and discussed developing a best practice related to human trafficking.
- RDEI Committee Chair M. Casey (DE) reported that the Movie Club will now be known as the "ICJ Conversations in Film."

Rules Committee

- S. Horton (NC) reported that the Rules Committee presented an introduction to the Rules Committee, highlighting the committee's purpose and goals.
- The Rules Committee also discussed whether to amend [Rule 2-103: Adoption of Rules and Amendments](#). A subcommittee was formed to review the rulemaking process.
- He shared that the Rules Committee discussed an update on a legal research request with the Maine and discussed revisions to [Rule 5-103A, Failed Supervision Determined by Receiving State](#), and [Rule 4-103, Transfer of Supervision Procedures for Juvenile Sex Offenders](#).

Training Committee

- Training Committee Chair R. Gallardo (UT) reported that the Annual Business Meeting (ABM) subcommittee met to plan the 2026 ABM in Maine, reviewing previous survey results and discussing improvements to engagement and first-time attendee experiences.
- The subcommittee explored various options for training sessions, social events, and keynote speakers, with a particular focus on youth voice participation and interagency coordination topics.

Midwest Region

- Midwest Regional Representative J. Rader (NE) reported that the Midwest Region discussed the need for updates to the Age Matrix on the Commission's website and reviewed Hot Topics from *ICJ Updates*.

Legal Counsel

- Legal Counsel T. Travis reported that he completed his review of advisory opinions for consistency with pending rule amendments. He stated that three advisory opinions required administrative edits, with no adjustment to the document's substance or legal analysis.

- Legal Counsel T. Travis recommended archiving Advisory Opinion 04-2011 and Advisory Opinion 03-2011 because they focus on terms not defined in the Compact, as described in the memorandum that was sent to the Executive Committee in advance.
- N. Belli (OR) suggested the opinions should be amended instead of being archived, as some parts are helpful.
- Director Underwood suggested that new resources could be developed to address current needs.
- **S. Horton (NC) made a motion to archive Advisory Opinion 04-2011 and Advisory Opinion 03-2011. The motion passed.**
- N. Belli (OR) agreed to develop a list of issues that need to be addressed through alternate means.

Unfinished Business

- No unfinished business was discussed.

New Business

Select preferred West Region sites for 2027 Annual Business Meeting (ABM)

- Kirsten Wade (National Office) presented potential West Region sites for the 2027 ABM.
- **A. Connor (ID) made a motion to select Las Vegas, Nevada, as the primary location and Portland, Oregon, as the second choice.**

2026 ABM Planning: General Session and Reception

- Chair H. Wykes (AZ) recommended the Executive Committee to take responsibility for the welcome reception room setup and welcome activities at the 2026 ABM. No members opposed it.
- Executive Committee members agreed to handle tasks like setting up decorations, distributing name tag, leading the raffle, and welcoming attendees.
- Chair H. Wykes (AZ) shared feedback from previous ABMs regarding committee and regional reports during general sessions. Since committee reports are published in the Docket Book, he proposed committee chairs and regional representatives present summaries and highlights, rather than reading their published reports. This might also make more time available for training sessions or other activities.
- A. Connor (ID) raised concerns about maintaining value in general sessions.
- Chair H. Wykes (AZ) stated that the discussion would be continued at the next Executive Committee meeting.

Department of Homeland Security email

- A. Connor (ID) shared that she received an email from the Department of Homeland Security requesting assistance with identifying juvenile victims of sexual exploitation. She noted these raised issues related to privacy and jurisdiction. Chair Wykes indicated the matter would be added to the agenda for further discussion at the next meeting.

Closed Session

Job Description Updates

- Legal Counsel T. Travis stated that, in accordance with Article III(J) of the Interstate Compact for Juveniles, he certified that the Executive Committee could close the meeting to the public to address matters related solely to the Commission's internal personnel practices and procedures.
- **A. Connor (ID) made a motion to move into closed session. The motion passed.**
- Director Underwood provided an overview of the Commission's growth since 2016 and recommendations to updating the Commission's job descriptions reflect related responsibilities.
- The discussion will continue at the committee's next meeting.
- **A. Connor (ID) made a motion to end closed session and resume the Executive Committee meeting. The motion passed by unanimous consent.**

Next Steps

- The next Executive Committee meeting was scheduled for Thursday, January 22, 2026.

Adjourn

Chair Wykes adjourned the meeting by unanimous consent without objection at 2:29 p.m. EST.