

INTERSTATE COMMISSION FOR JUVENILES EXECUTIVE COMMITTEE



Minutes

February 28, 2019

11:30 AM ET

WebEx

Committee Members in Attendance:

1. Anne Connor (ID), Chair
2. Natalie Dalton (VA), Vice Chair
3. Peter Sprengelmeyer (OR), Treasurer
4. Jacey Rader (NE), Compliance Committee Chair
5. Jedd Pelander (WA), Finance Committee Chair
6. Tony DeJesus (CA), Technology Committee Chair
7. Cathlyn Smith (TN), Training Committee Chair
8. Jeff Cowger (KS), Rules Committee Chair
9. Becki Moore (MA), East Region Representative
10. Charles Frieberg (SD), Midwest Region Representative
11. Traci Marchand (NC), South Region Representative
12. Dale Dodd (NM), West Region Representative

ICJ National Office Staff & Legal Counsel in Attendance:

1. MaryLee Underwood, Executive Director
 2. Jenny Adkins, Operations and Policy Specialist
 3. Emma Goode, Training and Administrative Specialist
 4. Leslie Anderson, Logistics and Administrative Coordinator
 5. Rick Masters, Legal Counsel
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Call to Order

Chair Connor (ID) called the meeting to order at 11:30 AM ET.

Roll Call

Executive Director Underwood called the roll and a quorum was established.

Agenda

N. Dalton (VA) made a motion to approve the agenda. J. Pelander (WA) seconded. The motion carried.

Minutes

J. Rader (NE) made a motion to approve the January 24, 2019 meeting minutes as amended. C. Frieberg (SD) seconded. The motion carried.

Commission Chair Report

Chair Connor (ID) reported the following updates:

- The Executive Committee Face-to-Face meeting will be held in Lexington, KY on March 27 and 28, 2019. The strategic planning session will be facilitated by Derek Young. The facilitator will make available a survey to the committee and others in the near future.
- Chair Connor presented the 3-Year Update on the current strategic plan. She encouraged the committee members to submit suggestions and additions to the 3-Year Update and begin preparing suggestions for the new plan.
- Chair Connor (ID) discussed the meeting agenda and invited the group to attend dinner on Wednesday evening at Palmer's Fresh Grill at 7:00 PM ET.

National Office Report

Executive Director Underwood reported the following updates:

- State Updates:
 - Dues Update
 - All FY 2019 dues have been paid.
 - State Council Reports
 - State Council Reports have been received from all but one (1) state. A written report will be presented to the Compliance Committee at their upcoming meeting.
 - Code of Conduct forms
 - Signed Code of Conduct forms have been received from all Commissioners and Designees with the exception of two (2).
 - Compact Administrators and Commissioners
 - **Appointments**
 - In New Hampshire, Kara Buxton has been appointed as the new Compact Administrator. Caitlyn Bickford has been appointed as the Deputy Compact Administrator and Commissioner.
 - **Other**
 - In Arizona, John Crabtree has retired. Commissioner Jeff Hood remains in place.
 - **Vacancies**
 - In Arkansas, the Commissioner position is currently vacant. Judy Miller is still serving as the state's voting designee.
 - In Washington, D.C., the Commissioner position is still vacant with no change in status since the December meeting.
 - Idaho and Utah have individuals in the positions that are typically appointed as the Commissioner. The National Office is

- awaiting formal notification from the
Governors on those appointments.
- Requests for Rules Interpretations and Assistance with
Dispute Resolutions
 - Five (5) requests were received this month from TX, WI, MT and ME. These requests were addressed by providing additional resources and previous publications.
 - A legal memorandum was issued for TN to address a state specific concern that has been provided to the committee.
 - Collaboration with NCIC
 - The National Office has been working with the FBI NCIC Operations and Policy Unit staff to update the NCIC 2000 Training Manual regarding the entry of individuals that are subject to the juvenile compact. Staff members from the FBI will be meeting with the National Office staff and Compact office representatives from each region to discuss how ICJ and NCIC interact and to discuss possible solutions to common issues on March 13, 2019.
 - Several committee members made suggestions for questions to be asked during the March 13, 2019 meeting including how the updated training materials would be disseminated to NCIC users and solutions to incorporate the differences between state policies.
 - Upgrade of National Office Computers
 - The National Office has contracted with Eskridge Consulting to assist with the purchase four (4) new computers for office staff and system upgrades to strengthen security, improve operations and ensure consistency across the staff. The migration will be completed within the next month. There is no fiscal impact to the budget.
 - 2019 ABM Planning
 - Derek Young, who is facilitating development of the strategic plan, has agreed to be a speaker on Wednesday morning.
 - Executive Director Underwood opened the floor for discussion on possible topics for Wednesday afternoon.
 - The committee discussed potential topics regarding REAL ID and its impact on juvenile returns involving transport via commercial airports, NCIC entries for compact individuals and reactive law enforcement concerns.
 - J. Adkins presented a demonstration of an application that will be available to attendees during the 2019 ABM. The utilization of this technology would simplify the process of document amendments and updates, readily provide attendees with a broad

range of meeting related and area information and would significantly reduce the cost of printed materials.

- ABM 2020 Site Visit
 - Executive Director Underwood reported that Atlantic City, NJ was not a viable option due to limited flight availability and provided a summary of the successful site visit conducted in Burlington, VT.
 - T. Marchand (NC) voiced concern regarding the accessibility of the Burlington, VT location and suggested Pittsburgh, PA as a possible alternative option.
 - Executive Director Underwood reported that a second RFP was issued to Pittsburgh, PA area hotels. Fourteen (14) proposals were received in response. L. Anderson reviewed each proposal submitted and narrowed the responses to two (2) locations that could accommodate the meeting space and needs of the ICJ. The two locations are the Sheraton at Station Square Pittsburgh, PA and the Wyndham Grand Pittsburgh Downtown.
 - Chair Connor (ID) opened the floor for discussion on the three proposed sites.
 - The committee discussed the pros and cons regarding accessibility and proposed dates for each site.
 - **C. Frieberg (SD) made a motion to approve the DoubleTree Hilton Burlington (VT) as the locations for the 2020 Annual Business Meeting. J. Rader (NE) seconded. The motion carried.**

Committee Reports

- Compliance Committee – Jacey Rader (NE)
 - Chair Rader (NE) reported that the committee meeting scheduled for February 7, 2019 was cancelled due to lack of quorum.
 - At the upcoming meeting on March 7, 2019 the committee plans to discuss the status of the submitted rules proposals and conducted a review of the compliance policies, related rules (Rules 9-101, 9-102 and 9-103) and sanction matrix to ensure more clarity in the process and that both the rules and policies are in line with each other.
 - Alabama utilized the Global Assignment assessment data they received in October to collaborate with their State Council to improve processes as they move towards the 2019 audit.
- Finance Committee – Jedd Pelander (WA)
 - Chair Pelander (WA) reported no current updates. The committee is scheduled to meet on April 23, 2019.
- Information Technology – Tony DeJesus (CA)

- Chair DeJesus (CA) reported that the committee met on February 19, 2019.
 - The committee discussed the proposed JIDS enhancements to the User Management system. It went live last weekend.
 - Chair DeJesus (CA) reported that the RFP Team met face-to-face on February 12-13, 2019 to complete scoring of the four (4) vendor proposals received. Upon completion of the scoring the team decided to recommended continuing the search for a solution that meets ICJ business requirements. SEARCH will continue to assist under the current contract.
 - The committee is scheduled to meet again on March 19, 2019.
- Rules Committee – Jeff Cowger (KS)
 - Chair Cowger (KS) reported the committee met on February 6, 2019.
 - The committee discussed and finalized the proposed rule amendments to Rule 7-104 submitted by the Rules Committee and provided status updates for Rule 4-102 submitted by the East Region and Rules 900, 9-101, 9-102, and 9-103 submitted by the Compliance Committee. The committee also conducted a review of the Advisory Opinions.
 - Chair Cowger (KS) announced the upcoming Face to–Face meeting is scheduled for June 5, 2019 in Lexington, KY.
 - The committee will not be meeting in March. The next meeting is scheduled for April 3, 2019.
- Training, Education & Public Relation Committee – Cathlyn Smith (TN)
 - Chair Smith (TN) reported that the committee met on February 21, 2019.
 - The committee reviewed the submitted training topics and scenarios and began planning the training session for the 2019 Annual Business Meeting. A subcommittee will be created to review the scenarios for presentation at the ABM.
 - There were two (2) WebEx trainings for the month of February, in January there was a total of one hundred and fifty (150) participants in Training I and Training II.
 - The committee reviewed a Draft Mentoring Policy and a Draft Best Practices. Both are currently going through a revision process and will be presented to the Executive Committee for final review and possible approval.
 - A request for TTA was received by the state of Kentucky for booth materials for their participation in an intra-state judicial conference.
 - Commission representation will be attending the National NCJFCJ Conference March 17 to 20, 2019 and the CJJ National Conference in June of this year.
 - The next meeting is scheduled for April 18, 2019.
- Human Trafficking Ad Hoc Committee – Peter Sprengelmeyer (OR)
 - Chair Sprengelmeyer reported that the next committee meeting is scheduled for March 12, 2019. Several documents regarding different state practices and policies around assessment screening

were provided to the Human Trafficking Ad hoc Committee for review and suggestion at the upcoming meeting.

Region Reports

- East Region – Becki Moore (MA)
 - Representative Moore (MA) reported that the East Region has not met since the last Executive Committee meeting and is scheduled to meet on April 11, 2019. The only updates for the region were the two new staff appointments in New Hampshire.
- Midwest Region – Chuck Frieberg (SD)
 - Representative Frieberg (SD) reported that the Midwest Region met on February 14, 2019. The primary discussion focused on possible dues credits for states that provide large volume airport supervision and the creation of a new form for data collection on runaways that would be utilized nationwide for consistency. Representative Frieberg will collaborate with the other region representatives on these suggestions. The next meeting is scheduled for May 9, 2019.
- South Region – Traci Marchand (NC)
 - Representative Marchand (NC) reported the South Region has not met since the last Executive Committee meeting and is scheduled to meet on April 9, 2019.
- West Region – Dale Dodd (NM)
 - Representative Dodd (NM) reported that the West Region met on February 26, 2019 and discussed concerns about runaways being placed in detention and JDAI Detention Reform. There were also two staff changes to report for the state of Arizona. The next meeting is scheduled for May 7, 2019.

Legal Counsel Report

- Rick Masters reported that a Legal Memorandum was drafted on January 24, 2019 addressing the issue brought forth from Wisconsin and Minnesota regarding the interpretation of whether the WI JiPS classified juveniles are eligible for transfer of supervision pursuant to ICJ. The committee agreed this was a state specific issue and an Advisory Opinion was not necessary.
- Tennessee submitted a request for clarification of whether a runaway or accused status offender who was subject to return pursuant to ICJ Rule 6-102 or ICJ Rule 6-103 is still subject to the Compact if that juvenile is placed in state custody. A Legal Memorandum was drafted to address the issue on February 25, 2019. The committee agreed this was a state specific issue and an Advisory Opinion was not necessary.

Old Business

- T. Marchand (NC) discussed a recent rule infraction report that involved a case that was similar to an incident that occurred several years prior within a different state. She felt that the recent rule infraction report could

have been avoided if there had been access to previous legal and guidance publications. She suggested creating a searchable archive system to store previous guidance and legal publications that could be easily accessible to Compact members.

- Executive Director Underwood recommended incorporating this into the upcoming strategic planning session and looking for possible vendors that could assist in creating the technology to meet those needs.

New Business

- Chair Connor (ID) opened the floor for Vice Chair N. Dalton (VA) to discuss upcoming issues with commercial air travel related to the implementation of REAL ID and reactive Law Enforcement policies that utilize restraints for airport transports and how these are currently and will continue to effect juvenile returns.
- The committee discussed recent cases related to these issues and suggested beginning to take a more ardent approach to researching alternatives, new policies and training regarding airport transports.
- **D. Dodd (NM) made a motion to go into closed session. C. Smith (TN) seconded. The motion carried.**
- **C. Frieberg (ND) made a motion to return to open session. N. Dalton (VA) seconded. The motion carried.**
- **J. Rader (NE) made a motion to approve reclassification of the Systems Project Manager position from a Grade 7 to a Grade 9. T. DeJesus (CA) seconded. The motion carried.**
- **C. Smith (TN) made a motion to approve the 1.6% Annual Cost of Living Adjustment (COLA) for the National Office Staff. J. Rader (NE) seconded. The motion carried.**

Adjourn

Chair Connor (ID) adjourned the meeting by acclamation at 1:58 PM ET.