

**INTERSTATE COMMISSION FOR JUVENILES
EXECUTIVE COMMITTEE**

Minutes

April 25, 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
13. Trudy Gregorie, Victims' 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

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. Cowger (KS) seconded. The motion carried.

Minutes

J. Pelander (WA) made a motion to approve the March 28, 2019 meeting minutes as amended. C. Smith (TN) seconded. One abstention P. Sprengelmeyer (OR). The motion carried.

Commission Chair Report – Anne Connor (ID)

Chair Connor (ID) provided updates on the following:

Institute for New Juvenile and Family Court Judges 2019, sponsored by the NCJFCJ

- Chair Connor (ID), Cathlyn Smith (TN), and Candice Alfonso (NJ) lead a 90-minute training session on ICJ at the 2019 Institute for New Juvenile and Family Court Judges in Reno, Nevada in April.
- The training was well-received and ICJ has been invited to participate again next year.

Strategic Plan Update

- Chair Connor (ID) thanked the Executive Committee, National Office staff, and facilitator Derek Young for their participation and contributions toward the Strategic Plan.
- Since the last meeting, the seven (7) priorities identified for the Strategic Plan were narrowed to four (4) priorities, each with two (2) to four (4) team leaders assigned. Chair Connor suggested that the priorities be reviewed at this meeting, and then asked leaders to clarify and prioritize achievable goals, action steps, and submit those revisions to the National Office by May 14, 2019.
- The Executive Committee reviewed and discussed the proposed plan as presented.
- **J. Rader (NE) made a motion to approve the four (4) Strategic Plan Priorities for 2020-2022 as amended. C. Frieberg (SD) seconded. The motion carried.**

National Office Report

Executive Director Underwood reported the following:

State Updates – Appointments & Vacancies

- For the District of Columbia, Jefferson Regis has been appointed Commissioner and Charles Akinboyewa as Compact Administrator.
- For Arkansas, Michael Crump has been appointed as the Director of the Division of Youth Services (DYS). Pursuant to the Arkansas statute, the Director of the DYS or his designee serves as the Commissioner. The National Office has requested clarification regarding Judy Miller's previous appointment as designee, but no response has been received.
- In Idaho, the position usually appointed as Commissioner has been filled, but no Commissioner appointment has been received.

TA and Requests for Interpretation of Rules

Nebraska

- A request was received from Nebraska regarding the transfer of juveniles in the predisposition phases. A draft Legal Memorandum regarding that issue has been distributed for discussion during the Legal Counsel report.

Midwest Region

- A request was also received from a member of the Midwest Region regarding strategies for preventing inappropriate release of ICJ juveniles from jurisdictions that are working on Juvenile Detention Alternatives Initiative (JDAI). This topic will be discussed further at the next Midwest Region meeting.

Collaborations with TSA

- The National Office has attempted numerous avenues to obtain information on the possible impacts of Real ID as it relates to current ICJ processes. Efforts to reach the TSA Ombudsman were unsuccessful. However, the TSA Contact Center clarified that even after Real ID is implemented, there will be a secondary identification process that will remain in place allowing clearance with two forms of identifying information. Anyone under 18 will not be required to comply with the Real ID process.
- The National Office is pursuing a TSA representative to speak at the 2019 Annual Business Meeting (ABM).
- N. Dalton (VA) suggested asking TSA if ICJ documents and forms could be considered as secondary identification.
- The committee discussed situations regarding the processes of different airports and suggestions to assist in streamlining the acceptance of possible secondary screening documents.

ABM 2019 Keynote Address: "Strategic Servant Leadership"

- Keynote Address speaker Derek Young has provided a proposal for his presentation, which will focus on inspiring ICJ members to maximize the benefits of strategic thinking. The floor was opened for discussion on the title and focus of the keynote address.
- J. Rader (NE) noted the value of learning to leverage strategic thinking and techniques to create resolutions and more productive approaches to addressing issues.

New Computers Purchased and Installed

- The National Office staff equipment had been received and installed with very little impact on ICJ operations.

Developed New Employee Orientation and Training Guidelines

- A new Employee Orientation and Training Guidelines has been developed by National Office, as suggested by the Executive Committee.

Hiring Update

- Joe Johnson will join the National Office staff as the Systems Project Manager on May 8, 2019. J. Johnson brings a wealth of knowledge in software, operations, project management, integration and systems implementation.

Committee Reports

Compliance Committee – Jacey Rader (NE)

- Chair Rader (NE) reported that the committee met on April 4, 2019. The committee discussed revisions to clarify the Compliance Policies *ICJ 2009-03: Guidelines for Compliance* and approved amendments to the document. During the next meeting *ICJ 2009-02: Compliance Enforcement Investigation Process* and *ICJ 2009-01: Compliance Enforcement Investigation Allegation* will be discussed by the committee.
- All State Council reports for 2018 have been received and summarized in a draft report. In summary, five (5) states reported that no State Council had been created; fifteen (15) states reported their State Councils did not meet in 2018; seven (7) of those fifteen (15) states reported their State Councils had not met in the past five (5) years. The report also includes tangible benefits and obstacles noted by states. The committee agreed to not take any compliance action at this time, and will work with the Training Committee to help provide resources and training to assist states with the development and operation of their State Councils.
- Chair Rader (NE) reported that the first quarter Performance Measurement Assessments (PMA) have been completed. Chair Rader (NE) provided a summary of the findings of the first group Performance Measurement Assessment (PMA). Thirteen (13) states were assessed with an overall compliance score of 89%. Four (4) states scored below 70% on at least one standard. These states were required to submit a response or a Corrective Action Plan (CAP). The second quarter PMA is currently underway with a summary expected to be available by the next committee meeting.
- The committee is scheduled to meet again on May 2, 2019.

Finance Committee – Jedd Pelander (WA)

- Chair Pelander (WA) reported that the committee met on April 23, 2019 and updated on the following actions.

SEARCH

- The committee discussed and approved a recommendation to amend the SEARCH contract deadline to September 30, 2019, and to increase the maximum amount allowing SEARCH to continue to assist with the second proposal and contract development process.
- **C. Frieberg (SD) made a motion to accept the Finance Committee recommendation to amend the SEARCH contract to extend the deadline to September 30, 2019 and to increase the maximum amount by \$15,000. T. DeJesus (CA) seconded. The motion carried.**

Long-Term Investment Plan

- The committee discussed changing the current Long-Term Investment Plan to make funding more readily available for the new data system development project.
- A consensus was reached not to change the current plan, in order to benefit from the higher return rate on the Long-Term Investment account. Therefore, the committee did not make a recommended change at this time.

FY 2020 Budget

- The committee reviewed the FY 2020 Budget as presented which included adjustments where needed due to cost adjustments with vendors and face-to-face committee meetings. The adjustments do not impact the total budget.
- **T. Marchand (NC) made a motion to accept the Finance Committee's recommended amendments to the FY 20 budget. N. Dalton (VA) seconded. The motion carried.**

FY 2021 Budget

- The committee revised and discussed a draft FY 2021 Budget as presented, which was based on the FY 2020 with line items adjusted in specific areas due to projected inflation.
- **C. Frieberg (SD) made a motion to accept the Finance Committee's recommended FY 2021 Budget to be presented for final approval at the 2019 Annual Business Meeting. T. Marchand (NC) seconded. The motion carried.**

Next Meeting

The next committee meeting is scheduled for July 23, 2019.

Information Technology – Tony DeJesus (CA)

- Chair DeJesus (CA) reported the committee did not meet this month.
- The committee previously approved a JIDS enhancement to the Juvenile Return Workflow. The enhancement will generate an email to the holding state upon completion of a juvenile return. The enhancement is scheduled to go live on April 29, 2019.
- Chair DeJesus (CA) reported that the revised Request for Proposals (RFP) for a new data system was released on April 1, 2019. Emphasis was placed on outreach strategies to foster interest in the RFP by a larger group of potential vendors. This outreach included more direct marketing, publicizing through collaboration with IJIS, and directly reaching out to potential vendors in the case management field. There was a Vendor Information Conference held for potential vendors to gain information on the requirements and needs of the potential ICJ data system with a large vendor interest.
- The committee is scheduled to meet again on May 21, 2019.

Rules Committee – Jeff Cowger (KS)

- Chair Cowger (KS) reported the committee met on April 3, 2019. The committee discussed the “mandatory acceptance” clause of Rule 4-104 (4): *Authority to Accept/Deny Supervision* when a youth has passed the age of legal majority. The committee agreed that no amendments were warranted at this time.
- The committee also discussed Rule 7-104 (1): *Warrants* and recommended amending the language “with no bond amount set” to “not eligible for bond”. The committee adopted the suggested amendment to the language for clarity.
- Chair Cowger (KS) reminded the committee that the comment period on the 2019 Rules Proposals is May 1-31, 2019.
- T. Marchand (NC) requested additional information regarding proposals discussed at the meeting.
- Executive Director Underwood explained that no action was taken on the issue raised related to Rule 4-104 (4); there was a pending proposal related to Rule 7-104 (1); and that amendment of Rule 4-102: *Sending and Receiving Referrals* was suggested by J. Miller (AR), who is a member of the Rules Committee.
- The committee discussed the proposal for Rule 4-102, in particular the fact that it was submitted after the deadline of January 15, 2019, which was set by the committee and publicized for months in advance. C Frieberg noted that the Midwest Region held additional meetings in order to vet proposals prior to the deadline.
- **C. Frieberg (SD) made a motion to withdraw from consideration the Rule Proposal for Rule 4-102: *Sending and Receiving Referrals* as it was not submitted in accordance with the deadline set forth by the committee. T. Marchand (NC) seconded. D. Dodd (NM) abstained. The motion carried.**
- The committee is scheduled to meet again on May 1, 2019.

Training, Education & Public Relation Committee – Cathlyn Smith (TN)

- Chair Smith (TN) reported the committee met on April 18, 2019 and provided the following updates.

Mentoring Policy

- Chair Smith presented a proposed Mentoring Program Policy and accompanying mentor/mentee application, which had been developed by the Training Committee at the direction of the Executive Committee.
- The Executive Committee reviewed and discussed. T. Marchand (NC) and D. Dodd (NM) expressed concern that the policy and applications as presented were too formal and may deter members from participating in the Mentoring Program.
- The committee discussed suggestions on ways to present the policy to the membership that would promote participation and build leadership opportunities. Additionally, there was discussion

of whether serving as a mentor should be based on holding another position of leadership or whether it should be based on a separate process. Director Underwood noted that this issue was discussed by the Training Committee, which recommended that creating a process by which others could serve as mentors would help with leadership development.

**At 12:45 PM ET Chair Connor (ID) left the meeting due to an emergency. Vice Chair N. Dalton (VA) proceeded in her absence.*

- **D. Dodd (NM) made a motion to table the Draft Mentoring Policy for discussion at the next meeting. J. Rader (NE) seconded. The motion carried.**

Best Practice

- Chair Smith presented the updated Best Practice: *Return of Juvenile Serving a State Correctional Sentence in Another State*. The best practice was updated for clarity and approved by the Committee at the April meeting.

2019 ABM Training

- The Scenario Work Group also met on April 18, 2019 as they continue to prepare scenarios and presentation for the 2019 ABM Tuesday training session.

Trainings and TTA request s Part 1 and Part 2

- There were two (2) WebEx trainings for the month of April. Training I was presented on April 17, 2019 with twenty-one (21) participants. Training II was presented on April 24, 2019 with eighteen (18) participants and ten (10) states represented overall.
- ICJ presented at the Institute for New Juvenile Court and Family Court Judges April 2019 in Reno, Nevada.
- A request for TTA was received from Kentucky for booth materials to use at a statewide judicial conference on April 29, 2019.

Next Meeting

The next meeting is scheduled for June 13, 2019.

Human Trafficking Ad Hoc Committee – Peter Sprengelmeyer (OR)

- Chair Sprengelmeyer (OR) reported that the committee had not met since the last Executive Committee meeting. The next meeting is scheduled for May 14, 2019.

Region Reports

East Region – Becki Moore (MA)

- Representative Moore (MA) reported that the East Region has not met recently. The committee plans to conduct roundtable discussions on topics such as gangs and human trafficking at the upcoming meeting scheduled for July 18, 2019.

Midwest Region – Chuck Frieberg (SD)

- Representative Frieberg (SD) reported that the Midwest Region has not met since the last Executive Committee meeting and is scheduled to meet on May 9; however, may be rescheduled to May 30, 2019.

South Region – Traci Marchand (NC)

- Representative Marchand (NC) reported the South Region met April 9, 2019.
- Representative Marchand (NC) recognized the addition of new staff members and new appointments in Arkansas, the District of Columbia and Tennessee.
- D. Liedecke (TX) is still working to finalize arrangements for surveillance at Dallas Fort Worth Airport.
- The next meeting is scheduled for July 11, 2019.

West Region – Dale Dodd (NM)

- Representative Dodd (NM) reported that the West Region has not met since the last Executive Committee meeting and is scheduled to meet on May 7, 2019.

Legal Counsel Report

- Rick Masters presented a Legal Memorandum to interpret Rules 4-101 (2) and 4-102 (b), addressing the issue brought forth by the state of Nebraska regarding whether youth in “Pre-Disposition” stage in the Nebraska juvenile justice system are eligible for transfer of supervision under the ICJ.
- The committee discussed a possible need for a rule amendment to address and clarify these instances in the future that applies to additional states.

Victims Representative Report – Trudy Gregorie

T. Gregorie reported there were no current updates to discuss.

Old Business

No Old Business was discussed.

New Business

ICJ Policy 2009-06 Travel Reimbursement
Strategies to Ensure State’s Adequately Fund ICJ Returns

- **J. Rader (NE) made a motion to table discussion of the ICJ Policy 2009-06: Travel Reimbursement and Strategies to ensure state's adequately fund ICJ returns until the next meeting. T. DeJesus (CA) seconded. The motion carried.**

Adjourn

Vice Chair Dalton (VA) adjourned the meeting by acclamation at 2:01 PM ET.