

**INTERSTATE COMMISSION FOR JUVENILES
EXECUTIVE COMMITTEE**

Minutes

July 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 De Jesus (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, Ex-officio 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. Joe Johnson, Systems Project Manager
6. Rick Masters, Legal Counsel

Call to Order

Chair A. 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

**C. Frieberg (SD) made a motion to approve the agenda as presented.
J. Rader (NE) seconded. The motion carried.**

Minutes

J. Rader (NE) made a motion to approve the June 27, 2019 meeting minutes. T. De Jesus (CA) seconded. The motion carried.

Commission Chair Report – Anne Connor (ID)

Chair A. Connor (ID) provided updates on the following:

Finalization of FY19

Chair A. Connor (ID) noted that as Fiscal Year 2019 is wrapping up, preparations for the Annual Business Meeting (ABM) and Annual Report are continuing. The committee and region end-of-year reports submitted are currently being reviewed by the national office staff for inclusion in the ABM Docket Book and FY19 Annual Report

Strategic Plan Update

The 2020-22 Strategic Plan will be presented to the Commission at the ABM during the Commission Chair Report. The national office is currently preparing tools to assist in the presentation to include a summary page to provide to attendees. Chronological Committee Task Lists have also been prepared to help as new committees are launched.

Leadership Award Nominations

Chair A. Connor (ID) reported that two (2) nominations for the Leadership Award were submitted. The national office will distribute a survey to Executive Committee members to vote. The deadline for voting is August 2, 2019.

Election of New Officers

Chair A. Connor (ID) reported that new officer nominations are accepted during the region meetings at the ABM. Then elections will be held during the General Session. This year the positions that are open for election will be: Chair, Vice Chair and Treasurer. No current officers are planning to run in this year's election. Each region can nominate one person for each position, but are not required to do so.

National Office Report

Executive Director Underwood reported the following:

State Updates

- In South Carolina, Felicia Dauway has been appointed the Deputy Compact Administrator and full-time designee. Katherine Pierson has been appointed Compact Administrator. Elizabeth Hill remains as Commissioner.
- In Montana, the state is undergoing a restructuring process and has consolidated the ICJ and ICAOS duties. Cathy Gordon will be the new Commissioner. The National Office is awaiting official appointment at this time.
- In Hawaii, Commissioner Nathan Foo retired leaving a Commissioner vacancy for the state. The appointment of a new Commissioner requires appointment by their Senate. Shirleen Cadiz has been appointed the new DCA and is registered to attend the ABM. TTA is being provided to the state at this time.
- In Georgia, there is currently a Commissioner vacancy. A letter from the state's Legal Counsel indicated that DCA Tracy Cassell will be

representing the DJJ. Currently, no letter has been received regarding appointment of a commissioner.

ABM Prep

ABM preparations continue, with sixty-four (64) registered as of the date of the meeting. All but nine (9) states are registered. Communications have been sent out to remind Commission members that the deadline to register for the ABM as well as book hotel arrangements is August 2.

Ex officio Recruitment

The National Office has been reaching out through emails and direct phone calls to better foster communications with ex officio members, as part of advancing the Strategic Plan. Currently there are four (4) ex officio representatives registered to attend the ABM.

FY19 Wrap Up

The audit fieldwork has been completed. Once finalized, the audit letter it will be included in the Annual Report that will be ready for presentation to the Executive Committee at the ABM.

Annual Dues Collection

As of July 25, 2019, Fiscal Year 20 Annual Dues payments have been received from 27 states. The deadline for payment is July 31, 2019.

NCJFCJ Summit on Courts and Military Connected Families

- NCJFCJ invited the Commission to participate in their upcoming Summit in Fort Knox, KY, on September 23-24, 2019. The Summit is a DOJ-funded project focused on increasing the effectiveness of juvenile and family courts in cases involving military connected families. She opened the floor for discussion of ICJ Offices involvement with military-connected families.
- Several committee members noted cases involving military-connected families especially in states with large military bases and issues with getting JPO staff onto some bases due to security measures. It was also noted that each state is a member of the Military Interstate Children's Compact Commission (MIC3), and that there have been previous discussions of more collaborative efforts with MIC3.

Committee Reports

Compliance Committee – Jacey Rader (NE)

Chair J. Rader (NE) reported the committee did not meet in July and provided the following updates:

Sanctioning Matrix

- At the upcoming meeting the committee will be reviewing the Sanctioning Matrix Guidelines.
- Compliance Committee member Julie Hawkins suggested to Chair J. Rader (NE) that the draft amendments to the Sanctioning Guidelines should be vetted through the regions so that

Commission members can provide feedback with a proposal being brought forward in the future. Chair J. Rader agreed.

Next Meeting

The Compliance Committee is scheduled to meet again August 8, 2019.

Finance Committee – Jedd Pelander (WA)

Chair Pelander (WA) reported that the committee met on July 23, 2019 and provided the following updates:

FY2019 Budget Update

The Committee discussed several line items of the budget and expectations for the FY2020 budget. The end of year report will be finalized after completion of the audit.

South Region Work Team – Deferring Surveillance Costs

The South Region developed a work group to consider possible reimbursement opportunities for states providing airport surveillance. The work group will review data and research potential recommendations.

Information Technology Committee – Tony DeJesus (CA)

Chair T. De Jesus (CA) reported the committee met on July 18, 2019 and provided the following updates:

RFP Update

- The committee discussed the RFP Team vendor demonstrations held on July 15-16, 2019. The team performed consensus scoring on July 17, 2019, and unanimously agreed that Optimum Technology should be recommended as the vendor to build the new ICJ database system.
- J. Johnson noted the RFP Team came to the consensus based on the ability for Optimum to provide the most cost-effective solution to meet the needs of the Commission; they have software development on an existing industry-proven software platform; their proposal, demonstration and reference checks exemplified a very skilled and knowledgeable project management team; their hosting software will be compatible with the FBI Criminal Justice Information System (CJIS) security policy; and the management and development team are located in Columbus, OH, making it easy to work with the Lexington, KY based ICJ National Office.
- The recommendation of Optimum Technology as the vendor to develop the new data system was approved by the Technology Committee at their July 18, 2019 meeting and is now being recommended to the Executive Committee for approval.
- **J. Rader (NE) made a motion to accept the Technology Committee's recommendation of Optimum Technology as the vendor to develop the new data system and authorize the**

National Office to enter into contract negotiations. C. Smith (TN) seconded. The motion carried.

- Chair T. De Jesus (CA) asked J. Johnson to cover the next steps in the process.
- J. Johnson reported that initiation of contract development would begin in August and would be reviewed by the Legal Counsel and Executive Committee. The contract will undergo final review at the Executive Committee meeting at the 2019 ABM. Work with Optimum Technology is expected to formally begin in mid-September.

Rules Committee – Jeff Cowger (KS)

Chair J. Cowger (KS) reported the committee had not met since the last Executive Committee meeting and provided the following updates:

Rules Updates

The committee continues work to prepare for presentations at the 2019 ABM.

Next Meeting

The committee is scheduled to meet again on August 7, 2019.

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

Chair C. Smith (TN) reported the committee has not met since the last Executive Committee meeting and provided the following updates:

Trainings WebEx

On July 18, 2019 a Part I was hosted with 42 attendees trained. There are three (3) remaining trainings scheduled before the ABM.

2019 ABM Training Update

- All presenters and panelists have been confirmed at this time.
- Chair C. Smith (TN) requested an amendment be made to the 2019 ABM Training Day Agenda to add a brief presentation on the new data system development project.
- **J. Pelander (WA) made a motion to accept the revised 2019 ABM Agenda as presented. N. Dalton (VA) seconded. The motion carried.**

Human Trafficking Ad Hoc Committee – Peter Sprengelmeyer (OR)

- Chair P. Sprengelmeyer (OR) reported that the committee last met on July 9, 2019.
- H. Kassube (IL) and T. Casanova (VT) worked together editing the “Key Concepts in Human Trafficking” resource document for presentation at the July 9, 2019 meeting.
- The resource document was created to assist ICJ offices with ways to manage human trafficking cases, provide guidelines and information on what human trafficking is, laws that apply and

guidance for working with juveniles that have been a victim of human trafficking.

- C. Smith (TN) noted some inconsistencies in the font size on pages 2 and 6 of the document. The National Office will make the required edits.
- **C. Frieberg (SD) made a motion to accept the Human Trafficking Ad Hoc Committee's recommendation to publish the "Key Concepts in Human Trafficking" resource document for publication on the ICJ website and distribution at the 2019 ABM. T. Marchand (NC) seconded. The motion carried.**

Region Reports

East Region – Becki Moore (MA)

Representative B. Moore (MA) reported the East Region last met on July 18, 2019 and provided the following updates:

- The committee discussed pending rule proposal recommendations from the Rules Committee for Rule 4-102: Sending and Receiving Referrals. The region voted to amend the proposal as recommended by the Rules Committee.
- The region also discussed Rule 8-101: Travel Permits and voted to withdraw the proposal as suggested by the Rules Committee. The issue will be added to the agenda for the next region meeting for further discussion and to begin developing a proposal for presentation in 2021.
- The region is scheduled to meet again face-to-face at the Annual Business Meeting on September 10, 2019.

Midwest Region – Chuck Frieberg (SD)

Representative C. Frieberg (SD) reported that the Midwest Region had not met since the last Executive Committee Meeting. The committee is scheduled to meet on August 1, 2019.

South Region – Traci Marchand (NC)

Representative T. Marchand (NC) reported the South Region met on July 11, 2019.

- The committee discussed Executive Committee updates, state updates and training initiatives. Also discussed was the development of a South Region Sub-work Group to discuss and research reimbursements for states providing airport surveillance. That Sub-work Group is scheduled to meet August 13, 2019 for discussion. The region is scheduled to meet again face-to-face at the Annual Business Meeting on September 10, 2019.

West Region – Dale Dodd (NM)

Representative Dodd (NM) reported that the West Region had not met since the last Executive Committee meeting. The region is scheduled to meet again July 30, 2019.

Legal Counsel Report

R. Masters reported that no current matters related to the Legal Counsel were pending at this time.

Victims Representative Report – Trudy Gregorie

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

Old Business

- Chair A. Connor (ID) presented the amended job description for the Executive Director position and discussed the modifications.
- **J. Cowger (KS) made a motion to approve the modifications to the Executive Director job description. D. Dodd (NM) seconded. The motion carried.**

New Business

No New Business to report.

Adjourn

Chair A. Connor (ID) adjourned the meeting by acclimation at 12:59 PM ET.