

# INTERSTATE COMMISSION FOR JUVENILES

## EXECUTIVE COMMITTEE



### *Minutes*

**December 13, 2018**

**11:30 AM ET**

**WebEx**

---

### **Committee Members in Attendance:**

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

### **Committee Members Not in Attendance:**

1. Anne Connor (ID) Chair

### **Guests in Attendance:**

1. Felicia Dauway (SC)

### **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**

Vice-Chair Dalton called the meeting to order at 11:30 AM ET.

### **Roll Call**

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

### **Agenda**

- **T. Marchand (NC) made a motion to approve the agenda. J. Rader (NE) seconded. The motion carried.**

### **Minutes**

- **T. Marchand (NC) made a motion to approve the October 11, 2018 meeting minutes as amended. T. DeJesus (CA) seconded. The motion carried.**

- **T. Marchand (NC) made a motion to approve the November 8, 2018 meeting minutes. C. Smith (TN) seconded. The motion carried.**

### **Commission Chair Report**

Vice-Chair Dalton (VA) reported the following updates.

- There have been appointments made of committee Vice-Chairs: Agnes Denson (FL) to the Training Committee, Nathan Lawson (OH) to the Technology Committee and Trissie Casanova (VT) to the Human Trafficking Committee.
- The NCJFCJ Juvenile Delinquency Guidelines have been amended and are to be released soon. There is a webinar scheduled for December 20, 2018 to discuss the revisions.

### **National Office Report**

Director Underwood reported the following updates:

- State Updates:
  - Commissioner Changes
    - In Indiana, Mary Kay Hudson has been appointed the new Commissioner.
    - In Wyoming, Maureen Clifton has been appointed the new Commissioner.
    - In Idaho, Sharon Harrigfeld will be retiring. Monty Prow has been appointed Interim Director effective late Friday.
  - Vacancies
    - Utah has been vacant since 11/16/18. A letter has been mailed to the Governor.
    - Montana has had a vacancy since 10/31/18. DCA Jeff Christopherson was to cover the office until an appointment could be made. However, he has been out on leave. He has returned back to work on a part-time basis as of today. A letter has been sent to the Governor requesting an appointment be made.
    - Kevin McKenna was assigned to another position and is no longer the Commissioner in the state of Rhode Island. A letter has been sent to the Governor requesting an appointment be made.
    - In the District of Columbia, Bruce Wright has been reassigned and is no longer working with ICJ. A letter has been sent to the Mayor requesting an appointment be made.
  - Request for Interpretation of Rules
    - Rule 6-102 (2) regarding holding a juvenile without a warrant. An Advisory Opinion is being drafted by the Legal Counsel and will be presented at the next meeting.
  - Dues
    - All but three (3) states have paid their dues at this time.
  - State Council Reports
    - Fifteen (15) states have submitted their reports. These are due by January 1, 2019.

- Job Description for Systems Project Manager
  - A revised job description was created collaboratively with SEARCH. The advertising for the position is expected to begin in January.
  - Vice-Chair Dalton (VA) recommended creating an orientation manual and training manual for the Systems Project Manager position.
- Face-to-Face Meeting Planning
  - The National Office is currently working to finalize plans for three (3) meetings in Lexington, KY. The RFP Team Meeting will be held February 12-13, 2019, the Executive Committee Face- to -Face meeting will be held March 27-28, 2019 and the Rules Committee Face-to-Face meeting will be held June 5, 2019.
- Travel Policy
  - The auditors noted the importance of compliance with policies and that the current ICJ travel policy is for reimbursements. National Office has changed the language used in the Travel Authorization email to better align with the policy. No changes to the policy were made.
- Site Visit to Indianapolis and ABM 2020
  - A site visit to the ABM 2019 location in Indianapolis was conducted by the MaryLee Underwood and Leslie Anderson to ensure the meeting space was sufficient and the hotel staff were apprised to the Commission's needs.
  - Proposals have been received for the 2020 ABM and will be presented at the January meeting for discussion.

### **Committee Reports**

- Compliance Committee – Jacey Rader (NE)
  - Chair Rader (NE) reported that the committee met on December 6, 2018.
  - A review of the South Carolina Corrective Action Plan (CAP) was completed. The committee has made a recommendation to the Executive Committee that the fine assessed to SC be abated with the stipulation that SC would be liable to pay for the on-site Technical Assistance and Training (TTA) provided to them in state.
  - **T. Marchand (NC) made a motion to postpone this matter until the June 2019 Executive Committee Meeting to coincide with the first anniversary of the second complaint filed. C. Frieberg (SD) seconded. The motion carried.**
  - There will be a 2019 Performance Measurement Assessment (PMA) WebEx training provided December 19, 2018. This will allow the committee to explain to attendees the measurement process and how the information is gathered. This session will be recorded and available for review at a later date for those unable to attend the live session.

- The committee will be reviewing the Compliance Rules and Policies to ensure more clarity in the process and that both the rules and policies are in line with each other.
  - The committee has developed and approved a sample Corrective Action Plan (CAP) template to outline the steps and timeframes of the process.
  - The committee is scheduled to meet again on January 3, 2019.
- Finance Committee – Jedd Pelander (WA)
    - Chair Pelander (WA) reported the committee has not met since the last Executive Committee meeting, and will meet again January 22, 2019.
- Information Technology – Tony DeJesus (CA)
    - Chair DeJesus (CA) reported that the committee met on November 27, 2018.
    - The committee announced the establishment of an RFP team with representation from all regions. The team will meet January 23, 2019 to discuss the details of the RFP scoring criteria as well as the expectations of the Face-to-Face meeting on February 12-13, 2019.
    - The committee discussed the InStream contract renewal and has made a recommendation to the Executive Committee for approval to renew the contract. Executive Director Underwood discussed the newly proposed contract and the cost of renewal.
    - **J. Rader (NE) made a motion to approve the InStream contract renewal as presented to support JIDS through May 2020. T. Marchand (NC) seconded. The motion carried.**
    - The amended JIDS Return Workflows were approved by the committee with an expected roll out date of January 14, 2019. There will be a Train the Trainer session on December 18, 2018 for the new Workflows. There will also be two live WebEx training sessions hosted January 9, 2019 for anyone interested in learning about the new JIDS Return Workflows.
    - The committee discussed the submitted quotes from InStream regarding JIDS enhancements. The committee approved enhancements to improve user management, the Return Workflow for Transfer of Supervision and the Return Workflow for Travel Permit Testing Residence.
    - Chair DeJesus announced Nate Lawson (OH) as the Vice-Chair for the Technology Committee.
- Rules Committee – Jeff Cowger (KS)
    - Chair Cowger (KS) reported the committee met on December 5, 2018.
    - The committee considered several new Rule proposals, the definition of Runaways in Rule 1-101, Rule 6-102, Rule 6-103, Rule 6-103(a), Rule 4-102, Rule 4-103, Rule 4-104 and Rule 8-101.
    - The committee discussed the upcoming Face to–Face meeting scheduled for June 5, 2019 in Lexington, KY.
    - The committee is scheduled to meet again on January 2, 2019.
- Training, Education & Public Relation Committee – Cathlyn Smith (TN)
    - Chair Smith (TN) reported that the committee met on October 18, 2018.
    - The committee has completed four (4) sessions of ICJ Rules Training Part I and II with seventeen (17) participants.

- New Hampshire, Massachusetts and Idaho completed the JIDS and Rules Training via WebEx during the month of December 2018.
  - Technical Assistance was provided to the ID State Council who utilized ICJ's WebEx account to conduct their meeting.
  - New Hampshire JIDS follow-up training session was held on December 14, 2018.
  - D. Dodd (NM) will be attending and hosting the exhibit booth at the New Mexico Interstate Conference in January 2019.
  - A request has been received by the committee for participation at the Tennessee Interstate Conference in August 2019.
  - The committee is currently awaiting a reply for their request for proposal for participation in the NCJFCJ Winter Conference.
  - The next meeting is scheduled for December 20, 2018. Topics for discussion are the 2019 Annual Business Meeting training topics.
- Human Trafficking Ad Hoc Committee – Peter Sprengelmeyer (OR)
    - The committee met in November 2018 and discussed the review and update of the Human Trafficking Matrix on the ICJ website.
    - The committee is reviewing areas of content for possible best practices regarding human trafficking such as unified approaches to assessment and identification of youth involved in human trafficking.
    - A Rules Proposal has been submitted by A. Connor (ID) related to the language in the ICJ Rules around human trafficking.
    - The committee is scheduled to meet again in January 2019.

### **Region Reports**

- East Region – Becki Moore (MA)
  - Representative Moore (MA) reported that the East Region met on October 25, 2018 and November 27, 2018. The primary discussion involved four rules proposals that the committee recommended to the Rules Committee for review. The next meeting is scheduled for January 17, 2019.
- Midwest Region – Chuck Frieberg (SD)
  - Representative Frieberg (SD) reported that the Midwest Region met on November 20, 2018. The primary discussion involved a Rules Proposal for amendment to Rule 6-102. A second meeting is scheduled for December 20, 2018 to further discuss an amendment to this Rule for possible submission to the Rules Committee for review.

#### **South Region – Traci Marchand (NC)**

- Representative Marchand (NC) reported the South Region met on November 28, 2018. There are currently no Rules Proposals from the South Region at this time. Florida is currently working to re-establish their districts and circuits in the panhandle area that were affected by Hurricane Michael. In Texas, D. Liedecke is continuing to collaborate with Dallas Fort Worth (DFW) Airport and other agencies to re-establish and continue airport surveillance on their premises for ICJ. The next meeting is scheduled for January 10, 2019.

- West Region – Dale Dodd (NM)
  - Representative Dodd (NM) reported that the West Region met on November 15, 2018 and discussed two rules proposals brought forward by the ID State Council. It is currently undecided if the West Region will be presenting those proposals to the Rules Committee for consideration or if the ID State Council will submit those proposals directly to the Rules Committee for consideration. The next meeting is to be held January 8, 2019.

### **Legal Counsel Report**

- Rick Masters reported that he had two Advisory Opinions to be reviewed by the Executive Committee. Advisory Opinion 4-2018 regarding ICJ Rule 6-102 regarding the return of a juvenile when an adult warrant is pending and Advisory Opinion 05-2018 regarding whether the definition of “runaway” within the ICJ rules includes a juvenile who had parental permission to leave home but refused to return as directed.
- **C. Frieberg (SD) made a motion to adopt and publish Advisory Opinion 4-2018. D. Dodd (NM) seconded. The motion carried.**
- **P. Sprengelmeyer (OR) made a motion to adopt and publish Advisory Opinion 5-2018. C. Smith (TN) seconded. Motion carried.**

### **Old Business**

No Old Business to report.

### **New Business**

- Executive Director Underwood reported that SEARCH was seeking a letter of support for a BJA JRI grant proposal. If awarded the grant would allow for SEARCH to assist in the development of a system that would notify appropriate authorities when a warrant is issued for a person that is under supervision. Mark Prebix of SEARCH was introduced and the floor was open for discussion.
- T. DeJesus (CA) asked what the proposed notification process would entail. M. Perbix (SEARCH) advised it would be an alert that contained very general information based on the search criteria entered. It would be the responsibility of the supervising authority to take further action upon notification.
- **T. Marchand (NC) made a motion to approve the National Office to submit a letter of support for SEARCH in regard to the BJA JRI proposal. T. DeJesus (CA) seconded. The motion carried.**
- Vice-Chair Dalton (VA) announced that congress had passed the reauthorization of JJDP. There appears to be no change in the ICJ exception.

### **Adjourn**

- **T. Marchand (NC) made a motion to adjourn. C. Smith (TN) seconded. The meeting was adjourned at 12:46 PM ET.**