

**INTERSTATE COMMISSION FOR JUVENILES
EXECUTIVE COMMITTEE**

Minutes

March 19, 2020, 12:00 PM ET

WebEx



Committee Members in Attendance:

1. Jacey Rader (NE) Chair
2. Jedd Pelander (WA) Treasurer
3. Anne Connor (ID) Immediate Past Chair
4. Natalie Dalton (VA) Compliance Committee Chair
5. Nate Lawson (OH) Finance Committee Chair
6. Tony De Jesus (CA) Technology Committee Chair
7. Agnes Denson (FL) Training Committee Chair
8. Tracy Hudrlik (MN) 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 Ex officio

ICJ National Office Staff & Legal Counsel in Attendance:

1. MaryLee Underwood, Executive Director
2. Emma Goode, Training and Administrative Specialist
3. Jenny Adkins, Operations and Policy Specialist
4. Leslie Anderson, Logistics and Administrative Coordinator
5. Joe Johnson, Systems Project Manager
6. Rick Masters, Legal Counsel

Call to Order

Chair J. Rader (NE) called the meeting to order at 12:00 PM 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

- T. De Jesus (CA) made a motion to approve the February 20, 2020 meeting minutes. A. Connor (ID) seconded. The motion carried.
- T. Marchand (NC) made a motion to approve the March 13, 2020 emergency meeting minutes as amended. A. Connor (ID) seconded. The motion carried.

Commission Chair Report

○ COVID-19 Response

• Supporting ICJ Offices

- Chair J. Rader (NE) stressed the importance of ensuring the Commission is supported and provided with guidance during the global pandemic.
- Chair J. Rader (NE) reported that several tools had been developed to provide guidance to the Commission including a revised Emergency Guidelines Policy, development of an electronic form to submit state updates and view current state specific restriction on the ICJ website, supplemental guidance regarding the impact of timelines in JIDS. She also reported that performance measurement assessments would not be conducted for this time period.
- She reported that a webinar regarding the ICJ response to COVID-19 would be conducted on March 25, 2020 at 3:00 p.m. EST to ensure a unified response and guidance be provided to ICJ State Offices. Chair J. Rader (NE), Vice Chair J. Pelander (WA), R. Masters (Legal Counsel) and Executive Director M. Underwood will be presenting the webinar. An invitation for the webinar will be emailed to all ICJ Commissioners and ICJ Staff requesting questions be submitted in advance to E. Goode

• Impact on Commission Meetings

- Chair J. Rader (NE) noted that state restrictions could impact Committee quorums due to telecommuting, focus on development of emergency responses, and lack of access to required electronic equipment. Due to these issues, meetings will be rescheduled as necessary.
- The Executive Committee Face-to-Face meeting scheduled for April has been reorganized. The Executive Committee will meet via WebEx Tuesday, April 14, 2020 from 11:30 a.m. to 3:00 p.m. EST. The UNITY demonstration will be presented via WebEx on Monday, April 13, 1:00 – 3:00pm EST. The UNITY Core Team meetings will also be reorganized.

National Office Report

- Executive Director Underwood provided reports on behalf of the National Office.

○ State Updates

• Appointments

- New Jersey appointed Dr. Jennifer LeBaron as Commissioner effective February 26, 2020.
- Oklahoma appointed Rachel Holt as Commissioner. R. Hendryx (OK) has not been re-appointed as the designee at this time.

- Vacancies
 - Hawaii's Commissioner position remains vacant at this time. The issue was referred to the Compliance Committee on February 22, 2020. The Compliance Committee met on March 5, 2020 and recommended action be deferred for 60 days due to the recent appointment to the position historically designated as the state's Commissioner and Compact Administrator.
 - Tennessee and Mississippi have current Commissioner vacancies. Initial correspondences have been mailed to both states appointing authorities at this time requesting action.
- National Office Updates
 - Executive Director M. Underwood reported that the FY21 Dues letters and invoices were mailed early due to state restrictions. An electronic copy of the letter and invoice will be sent April 31, 2020 as a reminder.
- New Rules and Resources
 - The new rules and related resources were published on March 1, 2020 to the Commission with no reported issues. The resources included the Bench Book with all rule-related updates and two newly developed tri-fold brochures, "Introduction to ICJ" brochure and "Quick Reference Guide for ICJ Cases" brochure. All resources are currently available on the ICJ website. The mailing of flash drives and hard copy materials to state ICJ Offices has been postponed, due to telecommuting.

Committee Reports

Compliance Committee – Natalie Dalton (VA)

- Chair N. Dalton (VA) reported the committee met on March 5, 2020.
- The committee reviewed submitted Corrective Action Plans (CPA) that included Quarterly Progress Reports (QPR) for three (3) states.
- A review of draft III of the Sanctioning Guidelines Policy was completed. The committee will review several test scenarios utilizing the drafted policy to assess subjectivity and ensure uniform application before present the draft to the ICJ regions for review and suggestions.
- The committee approved the 2019 State Council Report and discussed providing technical assistance to each of the seven (7) individual states that reported no state council meetings were held within the last five (5) years.

Finance Committee – Nate Lawson (OH)

- N. Lawson (OH) reported the committee had not met since the last Executive Committee meeting. The committee will be holding an additional meeting on April 6, 2020 to conduct a review of the FY 2021 and FY 2022 budget proposal development for presentation at the April Executive Committee meeting.

Information Technology Committee – Tony De Jesus (CA)

- Chair T. De Jesus (CA) reported the committee held an additional meeting on February 25, 2020 to discuss and approve amendments to the draft proposals approved during their previous meeting.
- J. Johnson provide a brief update on the UNITY project. The teams are meeting bi-weekly to discuss architecture, communications availability and reporting output.

Rules Committee – Tracy Hudrlik (MN)

- Chair T. Hudrlik (MN) reported that the committee had not met since the last Executive committee meeting. The committee will continue their systematic review of the rules during their next scheduled meeting. The committee will be reviewing Section 400 that is relevant to recommendations presented by the Executive Committee. Chair T. Hudrlik (MN) extended an invitation to the Executive Committee members to attend the meeting for further discussion.

Training, Education & Public Relations Committee – Agnes Denson (FL)

- Chair A. Denson (FL) reported that the committee last met on February 27, 2020. The committee reviewed the results of the ICJ Resources and Training Materials Survey reflecting the Commission was satisfied with the current resources and training materials currently provided by the committee. The committee agreed to table development of new resources and trainings until after the completion of the UNITY project.
- The instructor led ICJ Rules Part I training was conducted March 11, 2020 with ninety (90) participants. The ICJ Rules Part II training was conducted March 12, 2020 with seventy-nine (79) participants. The next Instructor led Rules trainings are scheduled for April 28 and 30, 2020.
- The OnDemand trainings have been updated and are available to the Commission. It is requested that the trainings be completed in sequential order. Chair A. Denson (FL) provided a brief summary of the OnDemand trainings currently available and the number of participants that have completed each training.
- All current conferences have been cancelled or rescheduled due to the current pandemic.
- Executive Director Underwood (ICJ) and Executive Director Lippert (ICAOS) have been invited to present a joint webinar session for the National Association of Attorney General (NAAG) on June 8, 2020.

Region Reports

East Region – Becki Moore (MA)

Representative B. Moore (MA) reported that the East region had not met since the last Executive Committee meeting. She is compiling the States in Transition/ Succession Plans from each member state to submit to the National Office.

Midwest Region – Chuck Frieberg (SD)

Representative C. Frieberg (SD) reported that the Midwest region had not met since the last Executive Committee meeting. He reported that three (3) States in Transition/Succession Plans were currently pending and would be forwarded to the National Office upon completion.

South Region – Traci Marchand (NC)

Representative T. Marchand (NC) reported that the South Region had not met since the last Executive Committee meeting. She reported that a few States in Transition/Succession Plans were currently pending and would be forwarded to the National Office upon completion.

West Region – Dale Dodd (NM)

Representative D. Dodd (NM) reported that the West Region had not met since the last Executive Committee meeting. He reported that any states that had not submitted their States in Transition/Succession Plans have been emailed directly to provide assistance in completion and submission and will be forwarded to the National Office upon completion.

Legal Counsel Report

R. Masters reported that he is currently assisting the Juvenile/Adult Ad hoc Committee in review of Advisory Opinion 04-2018 regarding whether a person should be returned as a juvenile when being detained as a juvenile in the holding state, but as an outstanding warrant from an adult court in the home state. He advised he was available to answer any legal questions that may arise as a result of the pandemic.

Victims' Representative Report – Trudy Gregorie

T. Gregorie reported that collaboration with the Department of Juvenile Justice Office for Victims of Crime Training and Technical Assistance Center and the National Institute of Corrections in the development of a directory of individual state programs available to assist with juvenile offenders as well as a directory of available resources for juvenile victims is continuing. A draft of the directories has been developed and is awaiting approval by the National Institute of Corrections. The collaboration has currently been tabled as both agencies work to address and develop procedures regarding the pandemic.

Old Business

- 2019 State Council Report
 - **N. Lawson (OH) made a motion to approve the 2019 State Council Report as presented by Compliance Committee Chair N. Dalton (VA) during the Compliance Committee Report. T. De Jesus (CA) seconded. The motion carried.**

New Business

- **T. Hudrlik (MN) made a motion to go into closed session. C. Frieberg (SD) seconded. The motion carried.**

- **R. Masters (Legal Counsel) certified that the meeting may be closed to the public because it was specifically to discuss matters related to ICJ personnel.**
- **A. Connor (ID) made a motion to return to open session. C. Frieberg (SD) seconded. The motion carried.**
- **T. Hudrlik (MN) made a motion to approve the 2.5% Annual Cost of Living Adjustment (COLA) for the National Office Staff. A. Connor (ID) seconded. The motion carried.**
- The committee discussed challenges ICJ Offices nationwide are facing as different state restrictions are issued and amended daily. They discussed suggestions for development of further resources to address essential tasks of the Commission being impacted, such as home evaluations, runaways, airport surveillance, restrictions eliminating availability of transport officials, detention facility screening and requirement for medical clearances.

Adjourn

T. Hudrlik (MN) made a motion to adjourn. N. Lawson (OH) seconded. Chair J. Rader (NE) adjourned the meeting at 1:40 PM ET.