

**INTERSTATE COMMISSION FOR JUVENILES  
EXECUTIVE COMMITTEE**

***Minutes***

**April 14, 2020, 11:30 AM ET**

**WebEx**



**Committee Members in Attendance:**

1. Jacey Rader (NE), Chair
2. Jedd Pelander (WA), Vice Chair
3. Nate Lawson (OH), Treasurer, Finance Committee Chair
4. Anne Connor (ID), Immediate Past Chair
5. Natalie Dalton (VA), Compliance 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. Chuck 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

**Guests in Attendance:**

1. Julie Hawkins (MO), Juvenile/Adult Ad hoc Committee Chair

**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 11:30 AM ET.

**Roll Call**

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

**Agenda**

- A. Connor (ID) made a motion to approve the agenda. J. Pelander (WA) seconded. The motion carried.

**Minutes**

- A. Connor (ID) made a motion to approve the March 19, 2020 meeting minutes. C. Frieberg (SD) seconded. The motion carried.
- T. Hudrlik (MN) made a motion to approve the draft minutes for the ICJ Annual Business Meeting, September 11, 2019 for posting. A. Connor (ID) seconded. The motion carried.

**Commission Chair Report**

- **ICJ Response to COVID-19**
  - Webinar April 23, 2020
    - Chair J. Rader (NE) reported that the Commission hosted a COVID -19 Webinar on March 25, 2020 that focused on ensuring Commission members were provided the most up to date information and resources regarding communication, timelines, solutions for conducting home evaluations, and how to document communication and process effectively in the JIDS system. One hundred and twenty (120) people participated in the webinar.
  - Emergency Rule Promulgation Process
    - Chair J. Rader (NE) reported a special meeting of the Commission is scheduled for April 23, 2020 at 2:00 p.m. ET for the Commission to discuss and vote on adoption of proposed *Rule 2-108: Emergency Suspension of Enforcement*. Pre-registration for the meeting is required and voting will be conducted by roll call voice votes. The Executive Committee will meet upon adjournment to discuss implementation, if the proposed rule is approved by the Commission.
    - Chair J. Rader (NE) described the procedures set forth in ICJ Rule 2-103(10) for adoption of emergency rules, and indicated that this proposal could be adopted as an emergency rule. The rule would then need to go through the regular rule making procedures within ninety (90) days.
  - State ICJ Office Emergency Planning
    - Chair J. Rader (NE) encouraged members to submit the Transition/Succession Plans to ensure a backup plan is in place in the event that ICJ office staff were impacted by the global pandemic. The committee was encouraged to utilize the available resource materials and OnDemand trainings offered on the ICJ website for training of backup personnel.
  - New Supports for State ICJ Offices
    - Chair J. Rader (NE) reported that two additional resources had been developed to provide support and guidance to the Commission members during the COVID-19 emergency, including:
      - “Monday Meet-ups”, a forum set up for ICJ Office staff to come together every Monday at 4:00 p.m. ET to discuss solutions for difficult and complex issues. The first “Monday Meet-up” is scheduled to begin April 20, 2020.
      - “Successful Strategies”, will be a section included in the Weekly Updates. This section will feature success stories for difficult returns and transfers of supervision while under state restrictions. There is an e-form available on the ICJ website that can be used for submissions. .

- Executive Director Underwood provided reports on behalf of the National Office.
- **State Updates**
  - Appointments
    - Tennessee appointed Corrie Copeland (TN) as Commissioner and Jacqueline Moore (TN) as the Compact Administrator.
  - Vacancies
    - Hawaii's and Mississippi's Commissioner positions remain vacant at this time.
- **National Office Updates**
  - State Restrictions
    - The electronic form for submission of state updates and matrix of current state specific restriction on the ICJ website has been well received. To date, there have been one hundred ten (110) submissions from forty-seven (47) compact offices.
  - National Office staff have been telecommuting since March 12, 2020. The staff conducts daily standup meetings to ensure effective teamwork and discuss continued ways to support the Commission in completion of their essential duties.
  - Due to state restrictions, telecommuting, focus on development of emergency responses, and lack of access to required electronic equipment, most committee meetings have been cancelled in April. Meetings will be rescheduled as necessary.
  - Advancement of Strategic Plan
    - The staff continues to work on action steps to advance the strategic plan initiatives. A comprehensive review of the Strategic Plan is usually done at the spring Face-to-Face Meeting however, it has been postponed for discussion in to allow time for pressing matters related to the pandemic to be addressed. The plan will be reviewed in May or June, along with suggested amendments to reflect the addition of the emergency response efforts and the Warrant Notification Project.
    - Executive Director Underwood provided a brief update of the accomplishments since the Strategic Plan was launched in October.
      - Nineteen (19) of the fifty-nine (59) action steps have been completed. Nine (9) additional steps are in progress. Forty-seven percent (47%) are in progress or have been completed. This is a very good rate of progress, given that we are still within the first year of the three year plan.
      - The UNITY project continues to advance forward on schedule with all work-teams continuing to meet regularly.
      - The work on Leadership Development continues. Staff are incorporating ideas and suggestions made by committees and Commission members.

- Warrant Notification Project  
Executive Director Underwood reported that a Requirements Meeting was held on April 8, 2020 to discuss how SEARCH plans to build the notification system, including opportunities for ICJ to build the UNITY data system for future data sharing capabilities. Some policy issues were identified during the meeting that will need to be discussed by the committee at their May or June meeting.
- 2020 Annual Business Meeting (ABM) Agenda  
Executive Director Underwood presented the draft 2020 ICJ Annual Business Meeting Agenda to the committee. The meeting will focus on several priorities and initiatives of the 2020-2022 Strategic Plan including UNITY, Juvenile/Adult issues and leadership development.
  - **N. Dalton (VA) made a motion to approve the Agenda for the 2020 ICJ Annual Business Meeting as presented. N. Lawson (OH) seconded. The motion carried.**
- 2020 Annual Business Meeting Plan B  
Executive Director Underwood reported that the National Office staff have been exploring potential options for virtually conducting the ABM, if restrictions related to the pandemic were still in place. This will be discussed further in future committee meetings.

### Legal Counsel Report

R. Masters presented a draft revision 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 has an outstanding warrant from an adult court in the home state. Mr. Masters noted that members of the Juvenile/Adult Issues Ad Hoc Committee had provided significant input related to the revision.

- Juvenile/Adult Issues Ad hoc Committee Chair J. Hawkins (MO) provided a brief description of the committee purpose and the progress that has been made in collaborating with other stakeholders to address Juvenile/Adult concerns and issues. She reported that the revision proposed by the committee provides information regarding the Uniform Criminal Extradition Act (UCEA) and cases in which return pursuant to UCEA may be appropriate, including when the juvenile is facing adult charges in the demanding state and will not return voluntarily.
  - **N. Dalton (VA) made a motion to approve for publication revised Advisory Opinion 04-2018. T. De Jesus (CA) seconded. The motion carried.**
- **N. Lawson (OH) made a motion to amend the agenda to allow Representative Frieberg (SD) to provide the Midwest Region report sooner than listed on the agenda. N. Dalton (VA) seconded. The motion carried.**

### **Midwest Region – Chuck Frieberg (SD)**

Representative C. Frieberg (SD) reported that the Midwest Region met on April 9, 2020 and provided the following updates:

- The region held a roundtable discussion regarding region member states response to the pandemic and the importance of communication.
- The region members also discussed potential solutions for states encountering audit issues when the ICJ records retention policy and state records retention policies conflict.
- Representative C. Frieberg (SD) reported he will send an email reminder to each region Commissioner and Designee to register for the Special Commission meeting on April 23, 2020.

## **Committee Reports**

### **Compliance Committee – Natalie Dalton (VA)**

N. Dalton (VA) reported the committee had not met since the last Executive Committee meeting and provided the following updates:

- The 2019 Performance Measurement Assessment (PMA) yielded seventeen (17) Corrective Action Plans (CAP) be submitted. As of April 9, 2020, seven (7) states had successfully completed their CAPs with ten (10) remaining in progress.
- The next committee meeting is scheduled for April 30, 2020.

### **Finance Committee – Nate Lawson (OH)**

N. Lawson (OH) reported the committee has not met since the last Executive Committee meeting and provided the following updates:

- In collaboration with Vanguard Non-Profit Solutions, the long-term investment funds were transitioned to the Vanguard LifeStrategy Fund to ensure the asset mix automatically adjusts to the target ratios.
- Due to the impact of the pandemic on the market, \$500,000.00 was transferred to a federal money market reserve to ensure funding availability for the UNITY project during FY 2021.
- The committee is scheduled to meet May 14, 2020 to discuss amendments to the FY 2021 budget and approval of the proposed FY 2022 budget.

### **Rules Committee – Tracy Hudrlik (MN)**

T. Hudrlik (MN) reported the committee held a special meeting on April 7, 2020 and provided the following updates:

- The committee reviewed proposed ICJ Rule 2-108 Emergency Suspension of Enforcement and voted to recommend the rule for adoption.
- A Special Commission Meeting is scheduled for April 23, 2020 to present the proposed rule to the full Commission and vote for adoption.
- Executive Director Underwood provided a brief explanation of the emergency rules promulgation process. The Executive Committee will meet immediately following the Commission vote to enact the rule if adopted by the Commission.
- **T. Hudrlik (MN) made a motion that the Executive Committee support the Rules Committee recommendation for adoption of Rule**

**2-108 Emergency Suspension of Enforcement. N. Lawson (OH)**  
**seconded. The motion carried.**

**Information Technology Committee – Tony De Jesus (CA)**

T. De Jesus (CA) reported the committee had not met since the last Executive Committee meeting and requested J. Johnson provide the following updates:

- J. Johnson reported that UNITY continues to be developed as scheduled. A demonstration of work on the system to date was provided to the Executive Committee on April 14, 2020 with positive feedback being received. A second demonstration will be planned for the Executive Committee within the next few months to provide them the ability to review further progress for review and suggestions.

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

A. Denson (FL) reported the committee last met on March 26, 2019 and provided the following updates:

- At that meeting, Executive Director Underwood provided an update to the committee regarding the ICJ Response to COVID-19.
- E. Goode and J. Johnson of the National Office staff presented a UNITY Training Team slide show presentation and update.
- The committee agreed to table the discussion of the State Council PowerPoint resource to a later date to allow members to focus on emergency response related to the pandemic.
- The April Committee meeting and instructor-led Part I and II Trainings were cancelled.
- The May committee meeting is schedule for April 28, 2020. The instructor-led Part I and Part II Trainings are scheduled for May 8 and May 13, 2020.

**Region Reports**

**East Region – Becki Moore (MA)**

Representative B. Moore (MA) reported the East Region last met on March 31, 2020 and provided the following updates:

- Executive Director Underwood discussed the ICJ response to COVID-19 and the tools and resources developed and available to assist the Commission members during the COVID-19 emergency, including: revised Emergency Guidelines Policy, an electronic form for submission of state updates; and matrix of current state specific restriction on the ICJ website; and supplemental guidance regarding documentation in JIDS.
- The region discussed state updates and restrictions that have impacted the day-to-day functions of their ICJ Offices.

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

Representative T. Marchand (NC) reported the South Region had not met since the last Executive Committee meeting and provided the following updates:

- Two (2) new appointments have been made in Tennessee. Corrie Copeland (TN) was appointed Commissioner and Jacqueline Moore (TN) as the Compact Administrator.
- The next region meeting is scheduled for April 22, 2020.

### **West Region – Dale Dodd (NM)**

Representative D. Dodd (NM) reported that the West Region met April 7, 2020 and provided the following updates:

- The region discussed the newly proposed Rule 2-108: Emergency Suspension of Enforcement. Registration was discussed regarding the special meeting of the Commission scheduled for April 23, 2020 at 2:00 p.m. ET for the Commission to discuss and vote on adoption of the rule.
- The region discussed state updates and restrictions that have impacted the day-to-day functions of their ICJ Offices.

### **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**

There was no Old Business to discuss.

### **New Business**

There was no New Business to discuss.

### **Adjourn**

- **A. Connor (ID) made a motion to adjourn. D. Dodd (NM) seconded. Chair J. Rader (NE) adjourned the meeting by acclamation at 1:43 PM ET.**