

**INTERSTATE COMMISSION FOR JUVENILES  
EXECUTIVE COMMITTEE**

***Minutes***

**May 21, 2020, 12:00 PM ET**

**WebEx**



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**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. Tracy Hudrlik (MN), Rules Committee Chair
8. Becki Moore (MA), East Region Representative
9. Chuck 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

**Guests in Attendance:**

1. Summer Foxworth (CO), Training Committee Vice-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 12:00 AM ET.

**Roll Call**

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

**Agenda**

- **T. Hudrlik (MN) made a motion to approve the agenda. J. Pelander (WA) seconded. The motion carried.**

**Minutes**

- **C. Frieberg (SD) made a motion to approve the April 14, 2020 meeting minutes. A. Connor (ID) seconded. The motion carried.**
- **N. Lawson (OH) made a motion to approve the April 23, 2020 Special Executive Committee meeting minutes. N. Dalton (VA) seconded. The motion carried.**

- **A. Connor (ID) made a motion to approve the draft minutes for the Special Emergency Commission Meeting minutes, April 23, 2020 as amended for posting. D. Dodd (NM) seconded. The motion carried.**

### **Commission Chair Report**

- **Opening Remarks**
  - Chair J. Rader (NE) welcomed S. Foxworth (CO), Vice Chair of the Training Committee to the meeting and congratulated ICJ National Office staff that had recent Commission anniversaries.
- **Annual Business Meeting Planning**
  - Chair J. Rader (NE) reported that Commission members have voiced concerns regarding the impact of the pandemic on the Annual Business Meeting (ABM) due to state travel restrictions and budgetary constraints. In response the National Office staff worked with meeting planning consultants to discuss potentially hosting the ABM as a virtual or virtual-hybrid event.
  - A draft Virtual ABM Agenda was presented, along with information regarding the budgetary difference between a face-to-face meeting and a virtual meeting.
  - **T. Hudrlik (MN) made a motion to transition the 2020 Annual Business Meeting to a virtual meeting and notify the currently contracted hotel of cancellation. A. Connor (ID) seconded. The motion carried.**
- **Monday Meet-ups**
  - Chair J. Rader (NE) reported that the “Monday Meet-ups” would conclude after the May 18, 2020 meeting due to decreased attendees and questions. She thanked all Commission members who assisted in facilitation and implementation.

### **National Office Report**

- Executive Director Underwood provided reports on behalf of the National Office.
- **State Updates**
  - **Appointments**
    - Hawaii appointed Kristin Davidson (HI) as Commissioner.
    - Mississippi appointed Bob Anderson (MS) as Commissioner and Maxine Baggett as designee.
  - **Dispute Resolution Request**
    - One request was received for assistance with dispute resolution. The request was withdrawn and the matter resolved.
  - **Dues**
    - FY 2021 dues have been received from seven (7) states.
- **National Office Updates**
  - **Training Collaboration with ICAOS, NAAG, NDAA, APA**
    - Executive Director Underwood (ICJ) and Executive Director Lippert (ICAOS) will present a joint webinar session hosted by the National Association of Attorney General (NAAG) on June 8, 2020. The National District Attorneys Association and Association of Prosecuting Attorneys will also

participate, and are distributing information regarding the session to their members.

- **Teleworking Update**

- National Office staff have been telecommuting since March 12, 2020. Formal telecommuting agreements are in place for all staff, pursuant to policy. The staff conduct daily standup meetings to ensure effective teamwork and discuss continued ways to support the Commission in completion of their essential duties.

- **Planning for New Location**

- The current lease will end within the year. Executive Director Underwood and the ICAOS Director previously planned to begin looking for new office space to lease in the summer. There are no plans to continue leasing the current space due to numerous problems caused by maintenance issues.
- With the teleworking model currently working very well for the National Office, long-term transition to a virtual or hybrid model is under consideration. A proposal with information regarding the budgetary impacts and other detailed information will be presented to the committee at a future meeting for review and discussion.

- **New Training Platform Introduction in July 2020**

- In preparation for UNITY training, National Office staff reviewed twenty-five (25) different Learning Management Systems (LMS) and conducted testing on the top five (5). Talent LMS was identified as the most effective platform to utilize in the development and hosting of OnDemand trainings for the UNITY system. This platform is slated for introduction to the Commission in July and will eventually host three types of courses: UNITY Training, ICJ in Action Training, and ICJ Classics.
- The UNITY Training Team has been learning about micro-learning/burst learning strategies, and has begun development of new course materials.
- The Commission's Training Committee has begun learning about micro-learning/burst learning strategies and will begin development of new training courses next year. Discussion with e-Learning consultants has begun to assist with the technical and production aspects of module development. Further updates will be provided in the future.

- **UNITY Timeline for Trainings and JIDS Transition**

- The UNITY transition timeline was presented in two parts; UNITY Training and JIDS Transition.
- Next week the timeline for the transition will be released to all member states. New tasks and instructions will be provided monthly until the transition is complete in December 2020.
- In July, the UNITY Training will be opened for ICJO staff to complete all initial UNITY training modules.

- In August, the UNITY Training will be opened for JPS and JPO field staff.
- In September, the National Office will host “Java with Joe” sessions, a series of informal meetings to answer questions and discuss topics of concerns. Also, each region will hold a meeting to discuss the UNITY rollout.
- In October, the ICJ in Action Training modules will be released. There will be two training sessions conducted during the Annual Business Meeting to assist states in preparing for the UNITY roll out.
- In November, final preparations and the migration of active cases will be completed. “How to Guidance” for assistance in accessing UNITY support will be released.
- On December 1, 2020, UNITY will go live and all final backups of JIDS will be created and stored before the final retirement of the JIDS system.

## **Committee Reports**

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

N. Dalton (VA) reported the committee last met on April 30, 2020, and provided the following updates:

- The 2019 Performance Measurement Assessment (PMA) has nine (9) states with corrective action plans (CAPs) remaining in progress. These are expected to be completed by the end of the year.
- The committee was tasked with reviewing several scenarios for the draft Sanctioning Guidelines Policy to assess if the scoring and associated sanctions were appropriate. The committee came to a consensus that the draft Sanctioning Guidelines Policy was ready for review by region members. The draft Sanctioning Guidelines Policy will be included on the agenda for all upcoming Region Meetings.
- The committee developed and approved a Quarterly Progress Report (QPR) Template for states to utilize when reporting on their CAPs.
- The next committee meeting is scheduled for July 2, 2020.

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

N. Lawson (OH) reported the committee last met on May 14, 2020 and provided the following updates:

- The long-term investment funds were transitioned to the Vanguard LifeStrategy Fund to ensure the asset mix automatically adjusts to the target ratios. \$500,000.00 was transferred to a federal money market reserve to ensure funding availability for the UNITY project during FY 2021. Due to the impact of the pandemic on the market, there has been a slight decrease in the balance between April 9, 2020 and April 13, 2020.
- As of April 30, 2020, the Commission has expended 55.49% of the FY 2020 budget, which is 19.51% below budget..
- The committee discussed and approved amendments to the FY 2021 budget. The proposed budget amendments were presented to the committee for discussion.

- The committee discussed an increase in the line item for education and accreditation per ICJ Personnel Policy to enable tuition reimbursement for personnel wishing to continue their education; a reduction in staff travel; a reduction in JIDS funding due to its retirement on December 1, 2020; and a decrease in the Annual Business Meeting expenses due to the transition to a virtual meeting.
- **T. De Jesus (CA) made a motion to approve the FY 2021 budget amendments as presented with the additional amendment to the Annual Business Meeting expense. N. Dalton (VA) seconded. The motion carried.**
- Executive Director Underwood suggested that an amendment be made to the “carried over reserves/investments” line item to more accurately reflect the required funding.
- **T. Hudrlik (MN) made a motion to approve the revised FY 2021 budget amendments. A. Connor (ID) seconded. The motion carried.**
- The proposed FY 2022 budget was presented to the committee for discussion.
  - The committee discussed increases and decreases to specific line items including the decrease of investment funds due to use on the development of the UNITY system. Funding for the proposed FY 2022 budget is based primarily on the state dues collection.
  - **C. Frieberg (SD) made a motion to approve the proposed FY 2022 budget for presentation at the 2020 Annual Business Meeting. J. Pelander (WA) seconded. The motion carried.**
- The next committee meeting is scheduled for August 13, 2020.

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

T. De Jesus (CA) reported the committee met on May 12, 2020 and provided the following updates:

- J. Johnson provided a detailed overview and screenshots of the system framework development being conducted by the UNITY work teams. The work teams have been meeting bi-weekly to discuss architecture, communications availability and reporting output.
- J. Johnson reported that collaborations with Tableau, a data visualization software company, were underway. This software will allow raw data to be sent through a secure government cloud server that would then produce visualizations of the data entered into the UNITY system.
- The UNITY Training Team is currently working with a Learning Management System (LMS) that will utilize burst learning to conduct online UNITY trainings. The work team has been working to identify training concepts and breaking those concepts into short training modules utilizing a micro-learning concept to assist in the transition from a forms-based system to a data entry system. They are working to identify the learning objectives of each module as well as media platforms and resources to enhance the training modules.
- The forms updates for UNITY were posted at the first of the month for a thirty (30) day comment and review period by the Rules and Executive Committees. During the June Technology Committee meeting, the

committee will incorporate suggestions received during the comment period. If amendments are made the forms will then be republished for another thirty (30) day comment and review period by the Rules and Executive Committees.

- Executive Director Underwood reported that work to convert the JIDS server is underway. The first phase has been completed and tested. InStream has begun testing the reports to ensure no issues occurred during the phase one conversion. The contract with InStream was modified to reduce the monthly cost of JIDS support. Completion of the conversion is projected for the end of the month.
- The committee reviewed and approve the language recommended by the Rules Committee regarding Rule 4-104: Authority to Accept/Deny Supervision.
- The committee came to a consensus that the Form IA/VI should be reviewed to determine if the intent of the form should be clarified in the rules or definitions. With an emphasis on its importance as a waiver of extradition.
- The next committee meeting is scheduled for June 9, 2020.

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

T. Hudrlik (MN) reported the committee last met on May 5, 2020 and provided the following updates:

- The committee reviewed and approved the 2020-2021 Rules Committee Calendar. Each region is encouraged to begin development of proposals as soon as possible. Additional region meetings have been scheduled in November/December for the regions to begin preparing proposals.
- The committee amended and approved the “Rule Proposal Guide” that is now available on the ICJ Website.
- The ICJ Rule 2-108 Emergency Suspension of Enforcement comment period is open to the Commission until June 6, 2020. The promulgation process will continue as established in the ICJ Rules.

#### **Training, Education & Public Relations Committee – Summer Foxworth (CO)**

S. Foxworth (CO) reported the committee had not met since the last Executive Committee meeting and provided the following updates:

- The April Part I and Part II Trainings were cancelled due to low registration.
- The May Part 1 and II sessions were conducted with one hundred and sixty-two (162) participants in attendance.
- The Trainers also met in May to discuss more engaging training methods to include the presentation of scenarios and more time for questions and answers.
- The next committee meeting is scheduled for May 28, 2020.

#### **Region Reports**

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

Representative T. Marchand (NC) reported the South Region had met April 22, 2020 and provided the following updates:

- The region members discussed state restrictions imposed by governmental officials and strategies each state is utilizing to continue to conduct ICJ related business.
- T. Marchand (NC) has accepted a new position as of May 1, 2020. She has received approval to continue in her current role as ICJ Commissioner and South Region Representative until the end of her term in October 2020.

### **West Region – Dale Dodd (NM)**

Representative D. Dodd (NM) reported that the West Region had not met since the last Executive Committee meeting, however provided the following update regarding New Mexico:

- The city of Gallup, NM has been locked down by state officials due to extreme prevalence of COVID-19. All freeway exits and entry ramps are currently closed and the National Guard is on scene to assist with the current riots. Currently all ICJ related duties that involve transfers, home evaluations, etc. have been postponed. Further updates on the issue will be provided to the National Office and Commission Chair.

### **Legal Counsel Report**

R. Masters reported there were no items at this time requiring committee action.

### **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 has been put on hold. A draft of the directories was 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**

- **C. Frieberg (SD) made a motion to adjourn. T. De Jesus (CA) seconded. Chair J. Rader (NE) adjourned the meeting by acclamation at 1:50 PM ET.**