

**INTERSTATE COMMISSION FOR JUVENILES
EXECUTIVE COMMITTEE**

Minutes

June 18, 2020, 12:00 PM ET

WebEx



Committee Members in Attendance:

1. Jacey Rader (NE), Chair
2. Jedd Pelander (WA), Vice Chair
3. Nate Lawson (OH), Treasurer and 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. Chuck Frieberg (SD), Midwest Region Representative
10. Traci Marchand (NC), South Region Representative
11. Trudy Gregorie, Ex officio Victims Representative

Committee Members Not in Attendance:

1. Becki Moore (MA), East Region Representative
2. Dale Dodd (NM), West Region 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 PM ET.

Roll Call

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

Agenda

N. Lawson (OH) made a motion to approve the agenda. C. Frieberg (SD) seconded. The motion carried.

Minutes

A. Connor (ID) made a motion to approve the May 21, 2020 meeting minutes. J. Pelander (WA) seconded. The motion carried.

Commission Chair Report

○ COVID-19 Update

- Chair J. Rader (NE) requested updates from the committee members on how their states were currently handling the pandemic.
- Committee members provided updates on governors' orders, field office staff restrictions, issued furloughs/layoffs, telecommuting and hybrid work schedules. Several members reported their states had begun reopening phases, some of which saw increases in the number of confirmed illnesses leading to the reinforcement of restrictions on travel, face-to-face interactions, and working in offices.
- The National Office will send an email to committee members in July containing a link to an on-line form requesting the number of hours each member invested into the response to the pandemic. This data will be reviewed for inclusion in the FY 2020 Annual Report.

○ Staff Recognition Nominations

- Chair J. Rader (NE) reported that four (4) nominations had been received at this time. Commission members were encouraged to submit staff nominations utilizing the link on the Commission's website by June 30, 2020 for inclusion in the FY 2020 Annual Report.

○ Strategic Plan Update

- Chair J. Rader (NE) presented a Smartsheet Dashboard created by the National Office to help track Commission project on the FY2020-2022 Strategic Plan.
- The committee reviewed the progress completed during the first year and discussed updates that had been made to the plan.
 - During the first year over fifty percent (50%) of the action items had been completed.
- An updated draft Strategic Plan was presented to the committee and additional initiatives and action items were discussed.
 - *Priority 1: Improve Data System for Better Outcomes* is underway with "Pre-UNITY Training" scheduled for July 2020 and UNITY go live in December 2020.
 - *Priority 2: Promote Member Engagement and Leadership Development*
 - Two (2) of the three (3) initiatives have been completed.
 - Focus will be placed on the third initiative in the upcoming year. This initiative will focus on expanding leadership development opportunities and recruiting members for leadership development who reflect diversity of backgrounds, experiences, and points of view. Three (3) additional action steps have been outlined to help meet this initiative. Chair. J. Rader (NE) asked Executive Director M. Underwood to discuss the additional action steps.

- 2C-6 focusing on leadership development. Executive Director M. Underwood presented a formal proposal for working with Hasan Davis to assist in facilitating a Learning Exchange Series. The series will provide an opportunity for up to twenty (20) ICJ leaders to expand their leadership skills with a focus on racial justice. If approved, the series will begin in July or August and last for twelve (12) months.
- 2C-7 focusing on Internal Procedural Justice Review. This would include the development of an Ad Hoc committee to review ICJ policies, procedures, and resources to make recommendations for improvements.
- 2C-8 focusing on External Leadership to Collaborate with Partners to Improve Community Supervision. The American Probation and Parole Association (APPA) is organizing a meeting of national criminal justice agencies to discuss strategies for addressing institutional racism in community supervision. If this action step is approved, the National Office will participate in this collaboration.
- *Priority 3: Addressing Gaps in Rules and Resources.*
 - The Juvenile/Adult Ad Hoc Committee has worked diligently to compile recommendations and new resources to be presented by Chair J. Hawkins (MO) at the next Executive Committee meeting.
 - Initiative 3B was amended to reflect the work of the UNITY Training Team and Nation Office on the new learning management system (LMS) that will be utilized to make ICJ trainings more accessible and user friendly.
 - Initiative 3C was amended to reflect the additional work completed by the Commission regarding expansion of the Commission's response to ensure continued operations during emergencies.
- *Priority 4: Leverage Relationships to Promote Awareness and Improve Outcomes.*
 - Some amendments were made to reflect additional plans that have been developed in the process as well as the addition of the work related to the Warrant Notification Project.
- **T. Hudrlik (MN) made a motion to approve the Revised Strategic Plan, with the addition of the new action steps as presented. N. Lawson (OH) seconded. The motion carried.**

National Office Report

- Executive Director Underwood provided reports on behalf of the National Office.
- **State Updates**
 - **Appointments/Vacancies**
 - There are currently no Commissioner vacancies at this time.
 - **Dues**
 - FY 2021 dues have been received from nine (9) states.
- **National Office Updates**
 - **JIDS Server Upgrade**
 - The JIDS server upgrade was completed last weekend with no issues reported.
 - **Website Improvements**
 - During May and June, National Office staff worked with the website vendor to address underlying code issues on the websites Committee and Region pages. The changes allow for content editors to control edits as needed, redesign the Executive Committee page, and development of a new Region landing page which lists all states in each region and links to each state's page. The new edits will go into effect COB this date.
 - **Annual Report**
 - Members were encouraged to submit training reports for all in-state training for publication in the FY 2020 Annual Report.
 - **UNITY Update**
 - The Business Analysis Team has completed development of the Transfer of Supervision and Travel sections.
 - The Training Team is working with eLearning Delta to assist with the development of the "ICJ In Action" training modules utilizing the new learning management system (LMS).
 - The transition steps are underway. Twenty (20) states have completed and submitted their data regarding closed cases.
 - The next step will be collecting state information for UNITY Profile Information. A link will be sent out to each Compact Office in the future to gather field data and reconcile to ensure accuracy.
 - **ABM Planning Update**
 - Executive Director M. Underwood presented the draft 2020 Virtual ABM Agenda to the committee for review and discussion.
 - **C. Frieberg (SD) made a motion to approve the draft 2020 Virtual ABM Agenda as presented. T. Hudrlik (MN) seconded. The motion carried.**
 - Additional Pre-ABM Region meetings have been scheduled for each region in September to discuss UNITY training and transition. The meeting will be hosted on the same platform as the ABM Registration.

- The National Office has contracted with Meetings and Incentives Worldwide (M&IW) to assist in development of the registration website and Virtual ABM.
- National Office staff was able to cancel the 2020 ABM contract with Hilton DoubleTree Burlington with no penalty if the Commission enters a contract with the hotel to host the 2022 ABM. Available dates for 2022 are September 19-21, October 3-5 and October 17-19, 2020. The floor was opened for discussion.
 - **A. Connor (ID) made a motion to contract with the Hilton DoubleTree Burlington, VT to host the ICJ ABM October 3-5, 2022. J. Pelander (WA) seconded. The motion carried.**
- **Transitioning to Virtual Office**
 - Executive Director M. Underwood (ICJ) and Executive Director A. Lippert (ICAOS) continue to work on a proposal regarding the transition of National Office Staff to virtual office. The proposal will be presented at the July meeting for review and consideration. Members are asked to contact Chair Rader and/or Executive Director Underwood with any suggestions and concerns.

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 Sanctioning Guidelines draft and PowerPoint presentation have been completed. They will be presented to each region at their upcoming meetings for review and recommendations.
- The next committee meeting is scheduled for July 2, 2020.

Information Technology Committee – Tony De Jesus (CA)

T. De Jesus (CA) reported the committee met on June 9, 2020 and provided the following updates:

- Regarding Unity-related updates to ICJ forms, the thirty (30) day comment and review period by the Rules and Executive Committees has been completed. The committee reviewed the comments and made necessary amendments. The amended forms have been republished for an additional thirty (30) day comment and review period by the Rules and Executive Committees. The comment period ends July 13, 2020.
- The next committee meeting is scheduled for July 14, 2020.

Rules Committee – Tracy Hudrlik (MN)

T. Hudrlik (MN) reported the committee last met on June 16, 2020 and provided the following updates:

- The committee continued their systematic review of the rules. They reviewed Section 400 and Section 500, including recommendations

proposed by the Juvenile/Adult Ad Hoc Committee and Technology Committee.

- The committee reviewed comments received during the thirty (30) day comment period regarding ICJ Rule 2-108 Emergency Suspension of Enforcement and voted to move the rule forward for presentation to the full Commission.
- The Rules Committee made a recommendation to the Executive Committee to schedule a Virtual Public Hearing regarding ICJ Rule 2-108 Emergency Suspension of Enforcement on July 28, 2020.
 - **J. Pelander (WA) made a motion to hold a Virtual Public Hearing regarding ICJ Rule 2-108 Emergency Suspension of Enforcement on July 28, 2020. C. Frieberg (SD) seconded. The motion carried.**

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

S. Foxworth (CO) reported the committee last met on May 28, 2020, and provided the following updates:

- The Instructor led Part I and Part II Trainings had seven hundred and ninety-one (791) attendees for FY2020.
- Six mentors have been enrolled in the Mentoring Program.
- Executive Director Underwood (ICJ) and Ashly Lippert (ICAOS) participated in a joint webinar session for the National Association for Attorney Generals (NAAG) on June 8, 2020. The webinar was recorded and is now available on the Commission's website.
- Three (3) Training Committee members are working in collaboration with the UNITY Training Team and Executive Committee members to develop five (5) "ICJ in Action" courses utilizing the new learning management platform. The courses will be introduced during the ICJ 2020 Annual Business Meeting.
- The next committee meeting is scheduled for June 25, 2020.

Region Reports

- Executive Director M. Underwood reported that none of the regions had met since the last Executive Committee meeting and provided the following updates regarding upcoming region meetings:
 - During the July Region Meetings, the Sanctioning Guidelines Policy and Committee Guidelines Policy videos will be presented. An ABM planning update will be provided by Executive Director M. Underwood.
 - In September, there will be Pre-ABM Meetings scheduled for each region to discuss UNITY Trainings and Transition.
 - In October, the region meetings will be scheduled and structured much like the previous ABM Region Meetings. Topics of discussion will include the recommendations from the Juvenile/Adult Ad Hoc Committee, Region Representative elections, officer nominations, Sanctioning Guidelines Policy discussion, and Committee Guidelines Policy discussion.

Legal Counsel Report

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

Victims' Representative Report – Trudy Gregorie

T. Gregorie reported there was no updates to report at this time.

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. N. Lawson (OH) seconded. Chair J. Rader (NE) adjourned the meeting by acclamation at 1:18 PM ET.