



**INTERSTATE COMMISSION FOR JUVENILES  
EXECUTIVE COMMITTEE**

*Minutes*  
**October 11, 2018  
11:30 AM ET  
Webex**

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**Committee Members in Attendance:**

1. Anne Connor (ID) Chair
2. Natalie Dalton (VA) Vice Chair
3. Peter Sprengelmeyer (OR) Treasurer
4. Jeff Cowger (KS) Finance Committee Chair
5. Tony DeJesus (CA) Technology Committee Chair
6. Cathlyn Smith (TN) Training Committee Chair
7. Dawn Marie Rubio (UT) Rules Committee Chair
8. Becki Moore (MA) East Region Representative
9. Charles Frieberg (SD) Midwest Region Representative
10. Traci Marchand (NC) South Region Representative

**Committee Members Not in Attendance:**

1. Jacey Rader (NE) Compliance Committee Chair
2. Dale Dodd (NM) West Region Representative

**Guests in Attendance:**

None

**ICJ National Office Staff & Legal Counsel in Attendance:**

1. MaryLee Underwood, Executive Director
2. Emma Goode, Training and Administrative Specialist
3. Leslie Anderson, Logistics and Administrative Coordinator
4. Rick Masters, Legal Counsel

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**Call to Order**

Chair Connor called the meeting to order at 11:31 AM ET.

**Roll Call**

Director Underwood called the roll and a quorum was established.

## **Agenda**

- **Dawn Mario Rubio (UT) made a motion to amend the agenda to move the Legal Counsel Report up to follow the Commission Chair Report due to a scheduling conflict and approve the agenda. Traci Marchand (NC) seconded. The motion passed.**

## **Minutes**

- **Charles Frieberg (SD) made a motion to approve the September 10, 2018 meeting minutes. Natalie Dalton (VA) seconded. The motion passed with one abstention from Dawn Marie Rubio, (UT) who noted that she was not a committee member at the time of that meeting.**

## **Commission Chair Report**

Chair Connor reported the following updates.

- Dawn Marie Rubio (UT), is the newest member to the Executive Committee and the new Rules Committee Representative for FY2019.
- Sixty-eight (68) individuals signed up to be on committees this year including fifty-two (52) ICJ personnel and five (5) ex-officio members. In total there are forty-four (44) states represented on the committees.
- All Committee and Region meetings, except those for the Ad hoc Human Trafficking Committee, have been approved and will be posted on the website.
- In order to help members develop leadership skills, each Committee Chair is encouraged to identify a committee member to be appointed Vice-Chair and each Region Representatives to identify an alternative. These individuals would assist the Chair with any assigned duties and fill in if the Chair is absent or unable to fulfill their duties.
- Chair Connor attended the ICAOS Annual Business Meeting the previous week. She is interested in reviewing some of their procedures and gaining input on some of their existing processes.

## **Legal Counsel Report**

Rick Masters reported the Legal Memorandum regarding the return of juveniles charged as adults in home state, but held as juveniles in holding state, is still a work in progress. He would like to follow-up with Ashley Lippert regarding previously issued guidance related to this issue in order to avoid any unnecessary confusion.

## **National Office Report**

Director Underwood reported the following updates:

- Ninety-nine (99) individuals attended the 2018 Annual Business Meeting (ABM). Fifty-three (53) attendees responded to the post ABM Survey. From those responses an overall rating for the ABM was “Excellent”, 83% rated the printed materials as “Excellent”, 75 % rated the reception as “Excellent”, 89% rated the National Office Staff support “Excellent”, and 77% rated the Training Day as “Excellent”. Respondents rated the panel and training scenarios highly, and offered several suggestions for training topics for the 2019 ABM.

- Currently forty-three (43) states have paid their dues. Letters have been mailed to six (6) currently overdue and three (3) states that are due by October 31, 2018.
- Progress is being made in the South Carolina Corrective Action Plan. They have eliminated their backlog and submitted a status report for October showing only a few remaining issues. The technical assistance provider is currently reviewing their policies & procedures and will be presenting them to the Compliance Committee for approval on November 1, 2018. A final report is to be completed and presented to the Executive Committee by November 2, 2018. No Commissioner has been appointed yet. At the next Executive Committee meeting, discussion will include sanctions imposed.
- The third Global Assignment Review has been completed. Fourteen (14) states had 20% or more overdue assignments. Letters were sent to these states the last week of September advising them of the findings and encouraging them to address their assignments and utilize resources available to them such as JIDS Training and possible one-on-one TTA. One (1) state showed a rating of 40% on overdue assignments. They were also sent a letter advising them to complete these assignments as soon as possible. Follow up on these states will be discussed with the Compliance Committee. Tony DeJesus (CA) suggested attempting to track trends with regards to overdue assignments, possible training methods and an overall creation of an action plan.
- The draft Request for Proposals (RFP) from SEARCH is expected to be completed and ready for consideration at the upcoming Technology Committee meeting. Any recommendations for changes will be discussed and completed by the end of October, so that the draft RFP can be presented at the November Executive Committee Meeting.
- Due to continued maintenance issues at the National Office site, ICAOS and ICJ have began searching for other properties to lease. Due to the continued issues the current leasing agent has issued a lease waiver for the months of August and September for \$4,500. An attempt has been made to continue working with the current leasing agent, however they do not currently have any properties available that meet the National Office needs. Executive Director Underwood will continue to keep the Executive Committee apprised on this situation.
- Susan Frankel is presumed to be the new ex officio from the National Runaway Safeline. The National Office is currently awaiting the official letter stating her appointment.

### **Committee Reports**

- Compliance Committee – Jacey Rader
  - In the absence of Chair Rader, there was no report.
- Finance Committee – Jeff Cowger
  - Chair Cowger advised there was nothing to report at this time. The first meeting is scheduled for October 23, 2018.

- Information Technology – Tony DeJesus
  - Chair DeJesus advised there was nothing to report at this time. The first meeting is scheduled for October 24, 2018.
- Rules Committee – Dawn Marie Rubio
  - Chair Rubio reported that the committee has been comprised and the first meeting is scheduled for November 7, 2018. She also noted that this is a Rules Year, and proposals must be submitted no later than January 15, 2019.
- Training, Education & Public Relation Committee – Cathlyn Smith
  - Chair Smith reported that the first meeting is scheduled for October 18, 2018. Since the Annual Business Meeting ICJ submitted a call for a presenter proposal to NCJFCJ for the Juvenile Justice Conference in the Spring.

### **Region Reports**

- East Region – Becki Moore
  - Representative Moore reported that the East Region will hold its first meeting October 25, 2018. Issues discussed at the September East Region meeting include possible rule amendments involving Travel Permits, Home Evaluations and drafting a formal referral packet to include reporting instructions and case updates prior to acceptance of the transfer.
- Midwest Region – Chuck Frieberg
  - Representative Frieberg reported that the Midwest Region will meet November 20, 2018. Topics discussed at September Midwest Region meeting included the SC Corrective Action Plan (CAP) updates, FY2018 Audit Findings, and the RFP draft proposal from SEARCH. The proposed amendment to Rule 6-102 that was tabled from the last meeting awaiting further research with ICAOS and an anticipated legal memorandum from Rick Masters.
- South Region – Traci Marchand
  - Representative Marchand reported the South Region will meet November 6, 2018. Topics discussed at the September Meeting included SC CAP updates and how the state intend to proceed in the future.
- West Region – Dale Dodd
  - In the absence of Representative Dodd, Chair Connor (ID) reported that topics discussed at the September West Region meeting included SC Compliance issues, updates and how the CAP process was being managed. Also discussed was an update on the RFP with Search and the FY2018 Audit findings.

### Old Business

- No old business was discussed.

### New Business

- Election of Ex Officio Victim Representative  
**Natalie Dalton (VA) made a motion to table the election of Victim Representative to the next committee meeting to allow time for research into possible candidates. Cathlyn Smith (TN) seconded. The motion passed.**
- Establishment of Human Trafficking Ad Hoc Committee  
**Traci Marchand (NC) made a motion to create an Ad Hoc committee for Human Trafficking for FY 19. Charles Frieberg (SD) seconded. The motion passed.**
- Executive Committee Schedule  
**Dawn Mari Rubio (UT) made a motion to approve the proposed Executive Committee Meeting schedule as presented. Natalie Dalton (VA) seconded. The motion passed.**  
Indianapolis and Nashville were discussed for possible Spring Face-to-Face meeting locations. There will be an addition of an extra day this year to discuss Strategic Planning. Leslie Anderson and MaryLee Underwood of the National Office will begin looking into these two locations to establish per diem and possible dates.

### Closed Session

- **Charles Frieberg (SD) made a motion to enter into closed session to discuss personnel issues. Dawn Marie Rubio (UT) seconded. The motion passed.**
- **Dawn Marie Rubio (UT) made a motion to end the closed session. Natalie Dalton (VA) seconded. The motion passed.**
- Following closed session, Chair Connor (ID) reconvened the meeting.
- **N. Dalton VA made a motion to approve the addition of an Operations & Policy Specialist position. C. Smith (NC) seconded. The motion passed.**

### Adjourn

- **Dawn Marie Rubio (UT) made a motion to adjourn. Traci Marchand (NC) seconded. The motion passed. Meeting adjourned at 1:13 ET.**