



INTERSTATE COMMISSION FOR JUVENILES

EXECUTIVE COMMITTEE

Minutes

November 8, 2018

11:30 AM ET

Webex

Committee Members in Attendance:

1. Anne Connor (ID) Chair
2. Natalie Dalton (VA) Vice Chair
3. Peter Sprengelmeyer (OR) Treasurer
4. Jacey Rader (NE) Compliance Committee Chair
5. Jedd Pelander (WA) Finance Committee Chair
6. Tony DeJesus (CA) Technology Committee Chair
7. Cathlyn Smith (TN) Training Committee Chair
8. Jeff Cowger (KS) Rules Committee Chair
9. Traci Marchand (NC) South Region Representative
10. Dale Dodd (NM) West Region Representative

Committee Members Not in Attendance:

1. Becki Moore (MA) East Region Representative
2. Charles Frieberg (SD) Midwest Region Representative

Guests in Attendance:

1. Roberto Coronado (ID)
2. Felicia Dauway (SC)
3. Michael Jacobson (SEARCH)

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

Call to Order

Chair Connor called the meeting to order at 11:30 AM ET.

Roll Call

Director Underwood called the roll and a quorum was established.

Agenda

- **N. Dalton (VA) made a motion to approve the agenda. J. Rader (NE) seconded. The motion carried.**

Minutes

- **The Committee tabled the approval of the October 11, 2018 minutes until the December meeting in order for amendment to be made.**

Commission Chair Report

Chair Connor (ID) reported the following updates.

- J. Cowger (KS) is the new Rules Committee Chair for FY2019.
- J. Pelander (WA) is the newest member to the Executive Committee and the new Finance Committee Chair for FY2019.
- 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 alternate representative. 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 (ID) requested that the Vice-Chair and alternate Region Representatives be provided with a tip sheet on Robert's Rules to assist them in learning how to properly conduct a meeting.

National Office Report

Director Underwood reported the following updates:

- **State Updates:**
 - In South Carolina, Elizabeth Hill has been appointed as Commissioner and Compact Administrator.
 - In Indiana, Jane Siegel retired effective October 26, 2018. Justin Forkner was appointed Chief Administrator Officer of the IN Supreme Court to replace J. Siegel. IN statute requires that the Commissioner be appointed by the State Council. There is a vacancy there at this time.
 - In Montana, Cindy McKenzie has retired effective the end of October. Jeff Christopherson was to cover the office until an appointment could be made however, he will be out on leave until January. Stacey Luke will be working as the in-state contact during his absence and A. Connor (ID) will be assisting with JIDS to ensure essential functions continue.
 - In Utah, Dawn Marie Rubio has resigned effective November 16, 2018, to serve as the State Court Administrator in the state of Washington. There will be a vacancy in UT as of that date.
 - Executive Director Underwood has reached out to Kevin McKenna regarding his status as Commissioner in the state of Rhode Island and is awaiting response.
 - In Arizona, John Crabtree, the full-time designee, is out on leave. Daniel Horacek has been appointed as the Acting Deputy Compact Administrator and is working to submit the required paperwork to be appointed as the temporary full-time designee.
- Currently forty-seven (47) states have paid their dues. Three (3) states are ninety (90) days past due, two (2) of which has been caused by

technical issues. Two (2) states are currently thirty (30) days past due and one (1) state is one hundred and twenty (120) days past due and will be referred to the Compliance Committee for action.

- There has been an increase in the number of requests for informal dispute resolutions and rule interpretations received by the National Office over the last several months. Rule 9-101 discusses the process of the dispute resolution in detail. Given the upcoming deadline for proposed changes to Rules, this is a good time to review related rules.
- **National Office Updates:**
- J. Adkins accepted the Operations and Policy Specialist position effective November 1, 2018. The new title has not been released at this time due to her continued work in her previous position until that vacancy can be filled.
- Upon suggestion by Chair Connor (ID) to consult with SEARCH regarding how to advertise for the vacant Project Manager position. they strongly recommended to wait until after receipt of the vendor proposals so that there would be a better understanding of the skill set required to operate the new system. SEARCH is agreeable to providing additional support through the Request for Proposals (RFP) process. The RFP will be presented to the Technology Committee for approval today. A draft contract amendment and new scope of work will also be presented for Executive Committee approval.
- An update was provided on the National Office maintenance issues and current lease agreement. A meeting has been held with the lessor to discuss continued recurring maintenance issues. Consideration was given to termination of the lease. However, the early termination would cause substantial financial implications. An evaluation was conducted for mold by an independent evaluator that resulted in no significant findings. However, it was recommended that the utilization of the dehumidifiers continue.
- The National Office is working with HelmsBriscoe to develop for options for the Spring Executive Committee Face-to-Face meeting. Unfortunately, we did not get bids at the appropriate rates for Nashville or Indianapolis due to other larger events occurring during the requested April dates. Leslie Anderson is exploring other options for other dates in March or possibly in Kentucky for those dates.

Committee Reports

- Compliance Committee – Jacey Rader
 - Chair Rader (NE) reported that the committee met on November 1, 2018. The committee is scheduled to meet the 1st Thursday of every month at 2pm ET.

- Progress is being made in the South Carolina Corrective Action Plan. As of the November 1 meeting, the committee was awaiting one final document related to their operating policies and procedures. Since that

meeting the document has been received and is awaiting further review by the committee. A Commissioner has been appointed by the Governor. The Committee will review the final report at its next meeting and make a recommendation to the Executive Committee.

- There will be a 2019 Performance Measurement Assessment (PMA) Webex training provided December 19, 2018. This will allow the committee to explain to attendees the measurement process and how the information is gathered. This session will be recorded and available for review at a later date for those unable to attend the live session.
- The October 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 one-on-one technical assistance. 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. Of the 14 states that received the letter, none increased their percentage of overdue assignments. Thirteen (13) of those states decreased their overdue assignments. Seven (7) states now have 1 % or less overdue assignments. Five (5) states attended the JIDS for Compact Office Webex training on October 30, 2018. Four (4) states continue to have 20% or more overdue assignments. Four (4) states requested assistance from the National Office. Home evaluations represent the most overdue assignments. Proactive monitoring of overdue assignments and outdated workflows is expected to assist in prevention of future compliance issues. The letter was intended be a means of providing support and a way to notify states of what was upcoming in 2019, not to be punitive.
- D. Dodd (NM) noted that he received several phone calls from other states in his region regarding the letter. He was unaware of the letter or how to respond as a Region Chair or Executive Committee member.
- P. Sprengelmeyer (OR) suggested that consideration be given to whether state names should be redacted from compliance related documents shared during open meetings.
- A. Connor (ID) advised that those concerns would be taken into consideration and the next Executive Committee meeting's agenda will include a review of information sharing issues.
- Chair Rader (NE) discussed the priorities for the Compliance Committee for FY2019. These are to include:
 - The 2019 Performance Measurement Assessment.
 - The review of compliance policies.
 - The development of Corrective Action Plan (CAP) template.
 - Webex trainings that discuss the process of the Performance Measurement Assessment (PMA).
 - Gathering examples and resources regarding processes and policies for the entry of warrants into NCIC.
 - The next meeting is scheduled for December 6, 2018.
- Finance Committee – Jeff Cowger (former Committee Chair)
 - Chair Cowger reported the committee reviewed the independent audit report and the status of the FY2019 budget. He reported that the

commission is currently 19% under budget for the first quarter of the year.

- Part of the independent audit recommendations were the review of the Disposal of Assets Policy. The Finance Committee reviewed ICJ Policy 02-2012 and recommended the increase of the current capitalization limit from the current \$250 to \$1,000.
 - **P. Sprengelmeyer (OR) made a motion to approve the amendment of ICJ Policy 02-2012 as recommended by the Finance Committee. N. Dalton (VA) seconded. The motion carried.**
 - Chair Connor (ID) introduced Jedd Pelander (WA) as the new Finance Committee Chair with the next meeting being scheduled for January 22, 2019.
- Information Technology – Tony DeJesus
 - Chair DeJesus reported that the committee met on October 4, 2018.
 - The committee discussed and reviewed the flow charts for the JIDS Return Workflows and configurations. The committee approved the workflows to be reviewed in sandbox to ensure no issues arise that need to be addressed before making a final approval at the next meeting. InStream will work on the JIDS reports for these workflows once the workflows are completed and approved.
 - Discussion was held on the RFP for the Juvenile System for Tracking Interstate Compact Events. Michael Jacobson, a representative from SEARCH, was in attendance to assist in answering questions regarding the RFP draft.
 - The committee is creating an RFP Team that will include Technology Committee members to review and score the proposals. The RFP Team is slated to be in place by the next committee meeting.
 - P. Sprengelmeyer (OR) asked if there were plans to elaborate the proposed scoring criteria currently drafted to include more qualitative specifications and if there had been any discussion about the archival data and how it would be included in the new system or run parallel with the current system to ensure it is still accessible.
 - J. Adkins explained that the current scoring criteria shown in the draft was still being developed with assistance from SEARCH who is currently creating a scoring criteria worksheet. The method for how to move forward with the archival data would be determined based on vendor proposals and the cost associated with the different strategies proposed by each vendor for data conversion.
 - **T. Marchand (NC) made a motion to approve the issuance of the RFP as presented. N. Dalton (VA) seconded. The motion carried.**
 - Chair DeJesus requested Executive Director Underwood provide an overview of the contract amendments with SEARCH.
 - Executive Director Underwood discussed the Scope of Work (SOW) that would allow SEARCH to continue to assist with project management and procurement process support, locating vendors and publicizing the RFP, responding to vendor questions and review of proposals, provide an onsite visit to work with the RFP scoring team, facilitate webinars for the RFP review team and vendors to complete interviews and demonstrations

of vendor products, review and document the RFP team recommendations and assist in developing a position description for the Program Manager position. If this SOW is adopted, it will require an amendment be made to the current contract that is set to expire December 31, 2018 to extend it to June 30, 2019.

- **T. Marchand (NC) made a motion to approve the new SOW and contract amendment for SEARCH as presented. D. Dodd (NM) seconded. The motion carried.**
- Chair DeJesus announced the next meeting is to be held November 27, 2018. The committee will continue to work on proposed JIDS edits and continue to work on the RFP and the timelines regarding it.
- Rules Committee – Jeff Cowger
 - Chair Cowger was recently appointed as the new Rules Chair.
 - Chair Cowger reported that due to the change in Chair, the committee meeting that was scheduled for November 7 will be rescheduled to a later date.
- Training, Education & Public Relation Committee – Cathlyn Smith
 - Chair Smith reported that the committee met on October 18, 2018. During that meeting the Annual Business Meeting (ABM) survey results were reviewed and the committee is currently reviewing the suggested training topics for the 2019 ABM.
 - The committee is scheduling trainers for the Webex trainings. A new format is also being developed for the Webex trainings to provide more flexibility for participants.
 - All of the On-Demand modules have been updated and are available on the website.
 - The training video from the 2018 ABM is currently being divided into three (3) separate trainings and formatted to be uploaded onto the ICJ website when complete.
 - Training and Technical Assistance (TTA) requests have been utilized by KY, MA, TN and NC at several conferences and state council meetings. Upcoming approved requests include NH, ID and NM.
 - ICJ submitted a proposal for the NCJFCJ March 2019 conference.
 - The next committee meeting is scheduled for December 20, 2018.
- Human Trafficking Ad hoc Committee – Peter Sprengelmeyer
 - Chair Sprengelmeyer reported that Vice-Chair Trissie Casanova (VT) has been appointed to the committee.
 - The first meeting is scheduled for November 14, 2018. The agenda includes discussion of an email from an organization in PA regarding whether ICJ has standards and policies related to the use of detention centers for juveniles involved in human trafficking.

Region Reports

- East Region – Becki Moore
 - In the absence of Representative Moore, Executive Director Underwood reported that the East Region met on October 25, 2018. The primary discussion involved two rules proposals. The region did not adopt either

of the proposals but scheduled a meeting for November 27, 2018 to further discuss the proposals.

- Midwest Region – Chuck Frieberg
 - In the absence of Representative Frieberg, Chair Connor reported that the Midwest Region will hold their first meeting on November 20, 2018.
- South Region – Traci Marchand
 - Representative Marchand reported the South Region will hold their first meeting on November 28, 2018. The south region was reminded to reach out to any juveniles that may have been affected by the recent hurricane in Florida.
- West Region – Dale Dodd
 - Representative Dodd reported that the West Region will hold their first meeting on November 15, 2018. Topics for discussion include several rules proposals brought forward by the ID State Council and any other rules proposals brought forward by region members.

Legal Counsel Report

- Rick Masters reported that he has worked on Legal Memoranda related to two (2) issues. The first was presented as request for an interpretation of the rules, pursuant to Rule 9-101, involves a case between AK and IA. The issue is whether the definition of “runaway” within the ICJ rules includes a juvenile who had parental permission to leave home but refused to return as directed. R. Masters recommended the Legal Memorandum be converted into an Advisory Opinion to be published upon the approval of the Executive Committee.
- **D. Dodd (NM) made a motion to both approve the issuance of the Legal Memorandum and convert it to an Advisory Opinion. N. Dalton (VA) seconded. The motion carried.**
- **N. Dalton (VA) made a motion to formally refer the definition of a runaway based on the soon to be converted Legal Opinion to the Rules Committee for further consideration. T. Marchand (NC) seconded. Motion carried.**
- The second issue is the Legal Memorandum regarding ICJ Rule 6-102 regarding the return of a juvenile when an adult warrant is pending. This issue was brought forward as a rule proposal by the Midwest Region. R. Masters recommended this memorandum be converted it to an Advisory Opinion for presentation to the Executive Committee at the December meeting.
- **T. DeJesus (CA) made a motion to convert the memorandum to an Advisory Opinion for presentation to the Executive Committee at the December meeting for approval. J. Pelander (WA) seconded. The motion carried.**
- The third issue involves a case between MN and SD regarding the authority to hold a juvenile when no warrant has been issued. MN has requested an interpretation of ICJ Rule 6-102 (2).

- Executive Director Underwood referenced Rule 9-101 that states that when there is a dispute resolution it is to be issued within ten (10) days however, there is no specific timeframes provided for rule interpretations. This has caused difficulty for prosecutors to understand from the current language what their legal grounds for holding the juvenile are. This is still under review and may be referred to the Rules Committee for further review.

Old Business

- Election of Victims Representative
 - Chair Connor reported that Trudie Gregorie was interested in continuing to serve on the committee as the ex officio Victims Representative.
 - Executive Director Underwood reported that Tony DeJesus (CA) had recommended Carol Watson, a Victims Specialist with the Sacramento Division of the FBI. She is well versed in education and experience in the field. She has shown interest in being involved in the Human Trafficking Committee.
 - Chair Connor suggested that in order to help with leadership development leadership skills, the victims representative position would also include an alternate this year.
 - **D. Dodd (NM) made a motion to approve Trudie Gregorie as the Victims Representative Ex-officio member of the Executive Committee. J. Pelander (WA) seconded. The motion carried.**
 - **N. Dalton (VA) made a motion to have Carol Watson serve as the additional Victims Representative Ex-officio. C. Smith (TN) seconded. The motion carried.**

New Business

- Chair Connor reported that a JIDS for Compact Office training is in the works with several states.

Adjourn

- **N. Dalton (VA) made a motion to adjourn. T. DeJesus (CA) seconded. The meeting was adjourned at 1:37 ET.**