

**INTERSTATE COMMISSION FOR JUVENILES  
EXECUTIVE COMMITTEE**

***Minutes***

**November 21, 2019, 12:00 PM ET**

**WebEx**



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**Committee Members in Attendance:**

1. Jacey Rader (NE) Chair
2. Cathlyn Smith (TN) Vice Chair
3. Jedd Pelander (WA) Treasurer
4. Anne Connor (ID) Immediate Past Chair
5. Natalie Dalton (VA) Compliance Committee Chair
6. Nate Lawson (OH) Finance Committee Chair
7. Tony De Jesus (CA) Technology Committee Chair
8. Agnes Denson (FL) Training Committee Chair
9. Tracy Hudrlik (MN) Rules Committee Chair
10. Charles Frieberg (SD) Midwest Region Representative
11. Traci Marchand (NC) South Region Representative
12. Dale Dodd (NM) West Region Representative

**Committee Members Not in Attendance:**

1. Becki Moore (MA) East Region Representative
2. Trudy Gregorie, Victims Representative Ex officio

**ICJ National Office Staff 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

**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**

**A. Connor (ID) made a motion to approve the agenda. N. Dalton (VA) seconded. The motion carried.**

**Minutes**

**A. Connor (ID) made a motion to approve the October 21, 2019 meeting minutes. D. Dodd (NM) seconded. The motion carried.**

## **Commission Chair Report**

- Committee members not present at the previous meeting participated in an icebreaker activity regarding why they choose to work in the juvenile justice field.
- **Strategic Plan**
  - **2B-2**
    - Chair J. Rader (NE) opened the floor for committee discussion on defining when it is appropriate for Committee Chairs and Region Representatives to begin contacting members directly in advance of meetings to increase attendance and participation.
    - The committee discussed appropriate times would be after quorum was not met at a previous meeting and/or when a single state does not make attendance or participate in discussion on a regular basis.
    - C. Frieberg (SD) suggested Committee Chairs and Region representatives send emails to members requesting their input for upcoming meeting agendas and send meeting reminders.
  - **2B-3**
    - Chair J. Rader (NE) provided an update regarding Region Representatives contacting members directly to request submission of States in Transition/Succession Plans that need to be submitted by February 28, 2020. She reported this will be included on all January and February 2020 region meeting agendas, and links to resources have been provided in weekly updates to the Commission.
    - The members discussed Region Representatives providing an overview of the template questions to provide clarification of what is expected at the upcoming region meetings. The committee also discussed that the plans submitted by the February 28, 2020 due date were only initial submissions. Any administration changes or field staff personnel changes that directly impact the original succession plan would require an amended version be submitted to the Region Representative.
    - N. Dalton (VA) requested that copies of the succession plans be on file at the National Office as a back-up in the event that a Region Representative leaves the position mid-term and another Representative is named, or if there are technical difficulties that prevent a Region Representative from accessing the succession plans. The committee agreed.
    - Once all succession plans for a region have been submitted to the Region Representative, the Region Representative will submit copies to the National Office as a back-up in March 2020.

- **2B-4**

- Chair J. Rader (NE) reported that by April 30, 2020 the committee should complete a review of *ICJ Policy 03-2012 “Committee Guidelines”* to address the role of committee vice-chairs, attendance policy and term limits. The floor was opened to the committee for discussion.
  - The committee discussed qualifications of a vice chair to include only members that qualify to hold a Committee Chair position (full-time designees and Commissioners) that are committed and have a knowledge of the committee. They discussed providing vice chairs the opportunity to lead a meeting or part of a meeting to develop experience and familiarity with the use of Robert’s Rules of Order and assigning them roles of a Committee Chair, such as creating a meeting agenda and proof reading previous meeting minutes and following up with member attendance.
  - Chair J. Rader (NE) advised these suggestions would be incorporated into the policy and that at the upcoming meeting the committee will discuss the attendance policy and term limits regarding this policy.
  - Committees chairs without vice chair appointments and Region Representatives without alternates in place were encouraged to do so as soon as possible.
- **Strategic Plan Tracking**
    - Chair J. Rader (NE) opened the floor for discussion on how the committee would like to proceed with tracking the status of the strategic plan initiatives.
    - Executive Director Underwood noted that Smartsheet is being utilized by the National Office to track whether initiatives are in progress, completed or upcoming. However, it may not be effective for tracking ongoing initiatives, such as contacting members prior to meetings.
    - The committee agreed the use of Smartsheet would work with the tracking of most initiatives. Those initiatives that are quantifiably more difficult to track will be address in the ICJ 03-2012 “Committee Guidelines” Policy and be discussed on a regular basis by the committee for status updates.

### **National Office Report**

- Executive Director Underwood provided reports on behalf of the National Office.

### ○ **State Updates**

- In New Jersey, the Commissioner position is still vacant at this time. A letter has been sent to the appointing authority and a teleconference was conducted with the Governor’s appointment office to discuss the vacancy.
- In California, Heather Bowlds has been appointed as Commissioner and T. De Jesus (CA) will remain the full-time designee.

- Hawaii's Commissioner position remains vacant at this time and is awaiting State Senate confirmation.
  - The state of Louisiana's government computers have been impacted by a ransomware attack that has affected the state as a whole. The ICJ office currently is unable to operate its normal functions at this time and the state IT personnel are unable to provide a restoration timeline. The state of Louisiana and the national office staff are working to determine a solution until the state of Louisiana is back on-line.
- **Dues Updates**
    - FY 20 dues have been received from all states with no compliance action necessary.
- **Collaborations**
    - K. Lough (FBI/CJIS) has developed a draft topic paper regarding the Interstate Compact Offender indicator field and bond amount fields in NCIC that she will be presenting to the FBI CJIS Advisory Council in 2020. The National Office has received a copy of the draft for review. The National Office will continue to provide updates as this collaboration continues to move forward.
    - Executive Director Underwood has been invited to conduct a presentation on the ICJ mission, membership crossover and strategic plan at the Council of Juvenile Justice Administrators (CCJS) Winter Business Meeting in January 2020.
- **National Office Updates**
    - Executive Director Underwood reported that the Commercial Property Liability policy, Workers Compensation policy and Directors and Officers Insurance policy had been reauthorized for the year.
    - ICJ and ICAOS have been in collaboration regarding employee benefits and insurance. They agreed to transition from their current insurance broker to Fifth Third Insurance. Benefits and coverage levels will remain largely the same. There will also be a transition to a new health insurance carrier. Benefits will largely remain the same with minimal increase in the cost.
    - The National Office Mission Statement was presented to the committee for review and approval. The mission statement will be utilized in orientation materials for National Office staff, Commission members, and on the ICJ website to help describe the role of the National Office. The committee requested the addition of "Interpretation of ICJ Rules" as a key function.
    - **T. Hudrlik (MN) made a motion to approve the National Office Mission Statement as amended. N. Dalton (VA) seconded. The motion carried.**
- **Spring Face to Face Meeting**
    - The Spring Executive Committee Face-to-Face Meeting has been scheduled for April 14, 2020 from 8:30 a.m. – 3:00 p.m. ET in

Cincinnati, OH. The meeting will include a session on Leadership Development.

- Executive Director Underwood suggested engaging Hasan Davis to assist with the leadership and development training.
- The committee briefly discussed details of the engagement.
- **C. Frieberg (SD) made a motion to engage in a contract with Hasan Davis to assist with leadership development at the Executive Committee Spring Face-to-Face meeting. A. Connor (ID) seconded. The motion carried.**
- The UNITY Core Team will be holding their Face-to-Face Meeting at the same location from April 15-17, 2020.

## **Committee Reports**

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

Chair N. Dalton (VA) reported the committee met on November 7, 2019, and provided the following updates:

- The committee reviewed and discussed prior Performance Measurement Assessments (PMA) including the Group 3 PMAs conducted in August 2019. Twelve (12) states were assessed with an overall average of ninety-four percent (94%) for the group. Three (3) states in this group were required to submit a CAP to the National Office.
- The committee discussed how to respond when a state that was required to issue a CAP has a lower compliance rate during the first quarter review period. The committee discussed addressing this by submitting a letter to the Commissioner of that state acknowledging the results of the review and requesting additional information specific to the implementation of the CAP to ensure compliance is met during the next review period.
- The group four (4) PMA review is currently in progress. States will receive results no later than the second week of December 2019. Any CAPs that are required to be submitted will be discussed at the January 2020 meeting.
- Chair N. Dalton thanked J. Adkins for her assistance during the Chair transition process.

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

N. Lawson (OH) reported the committee last met on November 14, 2019 and provided the following updates:

- Executive Director Underwood provided the committee members with a review of the fiscal operations of the ICJ.
- The Fiscal Year 2019 audit had been completed. Hicks and Associates, CPAs, reported that findings included an unmodified opinion, and explained that means no significant concerns were identified. There were no recommendations made for FY 2020.

- A review of the first quarter of FY20 was provided. The Commission is approximately 5.5% under budget at this time.
- The committee discussed engaging a financial advisor for advice regarding transfer of funds from long-term investments. Advice had been provided to the Executive Director that transferring the funds in one lump sum could result in penalties. She consulted with and received a cost proposal from two organizations on the cost of advice services. The committee approved to move forward in obtaining a financial advisor regarding the long-term investment funds.
- The Executive Committee members discussed the cost proposals received from the financial advisors.
- **A. Connor (ID) made a motion to table the discussion to allow time to seek further information and proposals regarding a financial advisor in regard to the Commissions long-term investment funds. C. Smith (TN) seconded. The motion carried.**
- F. Dauway was announced as the Vice Chair for the Finance committee.
- The next meeting is scheduled for February 13, 2020 with agenda topics to include the Dues Enforcement Policy and the Travel Reimbursement Policy.

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

Chair T. De Jesus (CA) reported the committee last met on November 12, 2019 and provided the following updates:

- The committee was provided an update on the UNITY project. The Business Analysis team completed a review of the Travel Permit/Residential Facility Workflow and its related individual data elements and a draft proposal workflow has been prepared. The team is currently working on objective two, the Transfer of Supervision data elements as it relates to juvenile files, case file levels and all related forms. The team plans to have all 200 data elements reviewed and will then begin review of the Transfer of Supervision Workflows.
- The committee discussed whether “Court Representative” is the appropriate term to utilize on the forms. Members expressed concerns that it may be too broad and has the potential for the forms to be signed by individuals without competent jurisdiction. Committee also discussed potentially using “Judge or Similar Court Authority.” The Committee voted to table the discussion of all form changes related to the amendment of “Judge” to “Court” until the December meeting.
- The committee reviewed the draft “TSA Identification Form”. The committee voted to table the form to allow for the suggested amendments to be made for committee review at the next meeting.
- The committee reviewed a form request for “Order for Declining Jurisdiction”. The committee voted to refer the issue to the Executive Committee to discuss the possible issuance of a white paper to address these cases.

- **A. Connor (ID) made a motion to move forward with the request for a white paper to clarify cases regarding declining jurisdiction. T. De Jesus seconded. The motion carried.**
- The committee discussed twelve (12) JIDS enhancement requests and agreed that at this time due to the development of the UNITY system that further investment into JIDS enhancement implementation was not necessary and the requests were rescinded.
- A. Connor (ID) requested an update on performance issues with JIDS.
- J. Johnson advised that he had contacted the current vendor regarding the user degradation concerns and was awaiting a response at this time. He will provide both the Technology Committee and Executive Committee with updates as they are available.

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

Chair A. Denson (FL) reported the committee had met twice since the last Executive Committee Meeting. Once on October 24, 2019 and last on November 19, 2019 and provided the following updates:

- The committee has been working on Strategic Plan initiative 2A1 to develop a survey for input regarding the most useful resources currently available to the Commission and any resources the Commission feels may be needed. The committee discussed and finalized amendments to the survey that will be sent out to the committee members first for testing. The survey is expected to be finalized and submitted to the Commission during the month of January 2020.
- The new rules training will be held via WebEx on February 13, 2020 and February 19, 2020 at 2 p.m. ET. The trainings will be led by Rules Committee Chair T. Hudrlik (MN) and Commission Vice Chair C. Smith (TN).
- The committee has six (6) returning presenters and three (3) new presenters for the ICJ Rules Training that will resume in March. These trainings will include the new and amended rules in an updated presentation.
- S. Foxworth (CO) has agreed to serve as Vice Chair for the committee.

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

Chair T. Hudrlik (MN) reported the committee last met on November 5, 2019 and provided the following updates:

- The committee reviewed each task on the Rules & Ad Hoc Committee Task List and discussed a schedule for a systemic review of all ICJ Rules. The committee discussed utilizing Google docs so that all members could make comments and suggestions within the same document. The National Office inserted comments to assist the committee with historical recollection of each of the rules. The committee meets next on January 7, 2020 to discuss the ICJ Rules Sections 100-300 review and any comments or suggestions made by the committee during the month of November and December.
- The committee also updated and approved the “Rules Proposal Guide”.

## **Region Reports**

### **East Region – Chair J. Rader (NE)**

Due to the absence of Representative B. Moore (MA), Chair J. Rader (NE) reported the East Region last met on October 30, 2019 and updates will be provided at the next meeting.

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

Representative C. Frieberg (SD) reported that the Midwest Region met on October 31, 2019 and provided the following updates:

- The region recognized Jacey Rader (NE) for her recent election as the Commission Chair, discussed Executive Committee updates, and state updates.
- M. Hudson (IN) was named as appointed the Midwest Region Alternate Representative.
- The region reviewed the “*Best Practices: States in Transition*” documents and all region members were asked to have their succession plans completed and submitted to him no later than February 28, 2020.

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

Representative T. Marchand (NC) reported the South Region met on November 20, 2019 and provided the following updates:

- The committee discussed Executive Committee updates, state updates and training initiatives.
- The region reviewed the “*Best Practices: States in Transition*” documents and all region members were asked to have their succession plans completed and submitted to her no later than February 28, 2020.

### **West Region – Dale Dodd (NM)**

Representative D. Dodd (NM) reported that the West Region met November 13, 2019 and provided the following updates:

- The region discussed Executive Committee updates, the UNITY contract negotiations and project updates, and state updates.
- The region reviewed the “*Best Practices: States in Transition*” documents and were encouraged to complete their succession plans and have them submitted to Representative D. Dodd (NM) as soon as possible. He reported that all but 3 states had submitted plans to date.

## **Old Business**

- **ICAOS Annual Business Meeting**
  - Chair J. Rader (NE) advised that T. De Jesus (CA) attended the ICAOS Annual Business Meeting as the ICJ Ex Officio Representative. T. De Jesus (CA) participated as a panelist of



ex officio representatives that discussed how the work of their agencies intersects with ICAOS.

- T. De Jesus thanked the Commission for entrusting him to represent the ICJ as an ex officio.
- **Request to Re-examine Requisition Process**
  - Chair J. Rader (NE) updated the committee that she had spoken with S. Jones (MD) in regards to her request to re-examine the current requisition process. She was able to provide examples of several ways the process could be utilized. Chair Rader suggested those examples be provided to the Training Committee for review and suggestions for opportunities to share those examples with the Commission as a whole.
- **Approval of Human Trafficking Ad Hoc Committee Minutes**
  - Chair J. Rader (NE) presented the minutes from the final meeting of the Human Trafficking Ad Hoc Committee meeting to the committee for review and approval. She noted members of the committee had reviewed the minutes and indicated that they accurately represented the meeting.
  - **A. Connor (ID) made a motion to approve the July 9, 2019 minutes of the Human Trafficking Ad Hoc Committee as presented. J. Pelander (WA) seconded. The motion carried.**

### **New Business**

- **Update of Compliance Policy 02-2014: “Performance Measurement Policy and Standards”**
  - Chair J. Rader presented the amended Compliance Policy 02-2014: “Performance Measurement Policy and Standards” with the amendments to reflect the minor title change to another policy that was previously approved by the committee.
- **Request for Optional Form**
  - Chair J. Rader presented the request for optional forms for “Consent for Medical Treatment” and “Order Honoring Requisition” to the committee. Both forms would need to be reviewed and approved by the Technology Committee. She reminded the committee that the Technology Committee was currently working on updating forms effected by the proposed rule changes as well as the forms for UNITY development at this time.
  - **A. Connor (ID) made a motion to refer the request for optional forms to the Technology Committee to prioritize appropriately for review and approval. T. Hudrlik (MN) seconded. The motion carried.**

### **Adjourn**

**A. Connor (ID) made a motion to adjourn. T. Hudrlik (MN) seconded.  
Chair J. Rader (NE) adjourned the meeting at 2:10 p.m. ET.**