

INTERSTATE COMMISSION FOR JUVENILES

Rules Committee Meeting Minutes

February 19, 2025

2:00 p.m. EST

Via Zoom



Preliminary Business

Call to Order

Rules Committee Chair J. Hawkins (MO) called the meeting to order at 2:00 p.m. EST.

Roll Call

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

Voting Commissioners/Designees in Attendance:

1. Julie Hawkins (MO), Commissioner, Chair
2. Judy Miller (AR), Designee
3. Caitlyn Bickford (NH), Commissioner
4. Natalie Dalton (VA), Commissioner
5. Trissie Casanova (VT), Designee
6. Dawn Bailey (WA), Designee

Non-Voting Members in Attendance:

1. Rebecca Hillestead (MN)
2. Nita Wright (IN)

Members Not in Attendance:

1. Howard Wykes (AZ), Designee
2. Tracy Hudrlik (MN), Commissioner
3. Stephen Horton (NC), Commissioner, Vice Chair
4. Dr. Jennifer LeBaron (NJ), Commissioner
5. Edwin Lee JR. (NJ), Designee
6. Jedd Pelander (WA), Commissioner
7. Casey Gerber (WI), Commissioner

National Office and Legal Counsel Staff in Attendance:

1. MaryLee Underwood, Executive Director
2. Jenny Adkins, Operations and Policy Specialist
3. Joe Johnson, Systems Project Manager
4. Amanee Cabbagestalk, Training and Administrative Specialist
5. Kirsten Wade, Logistics and Administrative Specialist
6. Thomas Travis, Legal Counsel

T. Casanova (VT) made a motion to approve the agenda as presented. The motion passed.

J. Miller (AR) made a motion to approve the minutes of the meeting on January 15, 2025. The motion passed by unanimous consent.

J. Miller (AR) made a motion to approve the corrected minutes of the meeting on November 14, 2024. The motion passed by unanimous consent.

Unfinished Business

Reconsider Rules 4-102 and 4-103

- Chair J. Hawkins (MO) stated that the Technology Committee identified unintended consequences of the proposed amendment for Rule 4-102 and Rule 4-103. Because the term “shall” is used in the proposed amendment, the sending state would be required to enter the “written explanation as to why ICJ procedures for submitting the referral could not be followed.” Therefore, a new field would have to be added to the Form VII, Travel Permit, and the UNITY Travel Permit Event.
 - Members discussed concerns, including that people may think that field is required.
- Chair J. Hawkins (MO) proposed removing “which shall include”.
- **N. Dalton (VA) made a motion to amend the recommended proposals to amend Rule 4-102 and 4-103 to avoid unintended consequences identified by the Information Technology Committee. C. Bickford (NH) seconded. The motion passed.**

Rule 4-104(6) Proposed by Midwest Region – Update on Rules Committee’s Recommendations

- Chair J. Hawkins (MO) reported the Midwest Region adopted the Rules Committee’s recommended change to the proposed amendment of Rule 4-104(6).

Finalize Rule Amendment Proposals: Review Technology Committee Assessments

- Chair J. Hawkins (MO) presented the Technology Committee assessments for rule amendment proposals for Rule 1-101, Rule 4-102, Rule 4-103, Rule 4-104, Rule 5-103A, Rule 6-102, and Rule 8-101.
- J. Adkins, National Office, reported that the Technology Committee authorized the Technology Committee Chair Kellianne Torres to approve change to the forms impact statements based on the Rules Committee’s decision to related to Rule 4-102 and Rule 4-103. J. Adkins, National Office, made the changes previously approved by Chair Torres.

New Business

Rules Calendar: Virtual Public Hearing

- Chair J. Hawkins (MO) stated that ICJ Rule 2-103 requires the Commission to hold a public hearing prior to voting on new rules or amendments; however, the rules do not say the public hearing must be held at an annual business meeting (ABM). She recommended holding the public hearing virtually prior to the ABM. This change would allow a wider audience to participate in the public hearing and give the Rules Committee time to discuss any concerns that may arise during the public hearing.
- T. Casanova (VT) asked if changing the public hearing date would change the Rules Committee’s timeframe to have rule amendment proposals posted.
- Director Underwood answered it would not affect the timeframe.
- **T. Casanova (VT) made a motion to move the public hearing to a virtual format. The motion passed.**
- J. Adkins, National Office, recommended holding the virtual public hearing within the first two weeks of August.
- Chair J. Hawkins (MO) stated she will report the recommendation to move the public hearing to a virtual format prior to the ABM to the Executive Committee.

April Meeting Information

- Chair J. Hawkins (MO) reviewed plans for the Rules Committee meeting in Lexington, Kentucky. For the first time ever, the Rules Committee and Executive Committee will hold a joint planning session.

Next Steps

- Chair J. Hawkins (MO) shared that the *Wednesday Workshop* for the Rule Amendment Proposal Commenting Review Period will be presented on February 26, 2025.
- Chair J. Hawkins (MO) reminded committee members that the rules amendment commenting period is February 24 – March 26, 2025.

Adjourn

D. Bailey (WA) made a motion to adjourn the Rules Committee meeting. Chair Hawkins (MO) adjourned the meeting by acclamation without objection at 2:36 p.m. EST.