

INTERSTATE COMMISSION FOR JUVENILES

West Region Meeting Minutes

February 16, 2022
3:30 p.m. ET
Via Zoom



Voting Members in Attendance:

1. Michael Farmer (CA), West Region Representative
2. Dale Dodd (NM), West Region Alternate Representative
3. Shannon Dilley (AK), Commissioner
4. Howard Wykes (AZ), Designee
5. Summer Foxworth (CO), Commissioner
6. Kristin Davidson (HI), Commissioner
7. Anne Connor (ID), Designee
8. Cathy Gordon (MT), Commissioner
9. David Laity (NV), Commissioner
10. Nina Belli (OR), Commissioner
11. Raymundo Gallardo (UT), Designee
12. Jedd Pelander (WA), Commissioner
13. Dawn Bailey (WA), Designee
14. Maureen Clifton (WY), Commissioner

Voting Members Not in Attendance:

1. Neira Siaperas (UT), Commissioner

Compact Staff in Attendance:

1. Nichel Saceda-Hurt (AK)
2. Leah Davis (CA)
3. Shirleen Cadiz (HI)
4. Jen Baer (ID)
5. Gladys Olivares (NV)
6. Kelsey Hewit (OR)
7. Kimberly Heywood (UT)
8. Krysta Van Woert (WA)
9. Brandon Schimelpfenig (WY)

Guests in Attendance:

None

National Office Staff & Legal Counsel in Attendance:

1. MaryLee Underwood, Executive Director
2. Emma Goode, Logistics and Administrative Specialist
3. Jenny Adkins, Policy and Operations Specialist
4. Joe Johnson, Systems Project Manager

Call to Order

- Representative Farmer called the meeting to order at 3:30 p.m. ET. He updated and congratulated Nina Belli for her appointment as the ICJ Commissioner for

the State of Oregon and to Howard Wykes for his appointment as the full-time Designee for the State of Arizona.

Roll Call

Director Underwood called the roll and quorum was established.

Agenda

M. Clifton (WY) made a motion to approve the agenda as presented. N. Belli (OR) seconded. The motion carried.

Minutes

C. Gordon (MT) made a motion to approve the November 30, 2021 meeting minutes as presented. S. Foxworth (CO) seconded. A. Connor (ID) abstained. The motion carried.

Discussion

Committee Updates

Compliance Committee

- J. Pelander (WA) updated the Compliance Committee is reviewing the Core Standards to determine the information available via Tableau Reports.
- Representative Farmer asked if a timeframe had been established for the Performance Measurement Assessment (PMA). J. Pelander (WA) replied there has not, adding that the focus is for states to review their data real time via the UNITY Reports.

Finance Committee

- D. Dodd (NM) updated that Commission Vice Chair Belli (OR) made a presentation of COVID precautions for an in-person Annual Business Meeting (ABM) in Vermont in October. Additionally, the FY 22 Budget was reviewed. He reported it to be in good standing for the year-to-date.
- N. Belli (OR) shared the four ABM options that are being considered with COVID precautions and estimated costs. The Executive Committee has not yet made a decision on the four options:
 - in-person with hybrid;
 - in-person with live-streaming;
 - virtual; and
 - traditional.

Technology Committee

- G. Olivares (NV) updated the Technology Committee shared ideas about Tableau Reports in a round-robin discussion, and members received an update from the UNITY Enhancements Subcommittee. Also, the Form II changes quote was approved.

Training Committee

- M. Farmer (CA) updated the Training Committee discussed the new ICJ Transportation Identification Form developed to assist the Transportation Security Administration (TSA) regarding ICJ juveniles over the age of 18 traveling without a Real ID. A new UNITY resource is in the works which will spotlight

features in UNITY each month. Additionally, recorded trainings are routinely being added to the ICJ.Talent.LMS.

Rules Committee

- D. Bailey (WA) updated that the Rules Committee discussed how to address situations when proposed amendments to the ICJ Rules impacts more than one Rule and how to propose all those impacted Rules as a package.
- Representative Farmer added that the ICJ Proposed Rule Amendments Guide is being reviewed for revisions to clarify who can submit proposals.

Ad Hoc Committee on Racial Justice

R. Gallardo (UT) updated that the Ad Hoc Committee is determining actions for the accomplishment of the goals for the year. The committee is working to develop training and best practice about avoiding unintentional bias in report writing. Members will join the Leadership Exchange Series group to review ICJ data related to race. A racial equity tool and resources are being considered.

Executive Committee

- Representative Farmer updated the Executive Committee has approved revisions to several ICJ resources and documents impacted by the ICJ Rule Amendments which go into effect March 1, 2022. A complete listing of all the resources impacted will be posted to the Commission's website on March 1.
- The Executive Committee will conduct a spring extended meeting virtually March 22-24, which will include strategic planning.
- To view actions of the Executive Committee in more detail, see the minutes from the last two meetings: [December 16, 2021](#) and [January 21, 2022](#).

UNITY Update

- Director Underwood provided an update on UNITY. The UNITY monthly workshops will continue each month. The workshop is no longer limited to UNITY coordinators. All ICJ state office personnel are welcome to attend. Tableau Reporting has been a primary topic in the workshops.
- The Commission's overall goal related to UNITY is to improve the data system in order to ensure better outcomes for juveniles. Proactive monitoring of data through UNITY is essential for reaching that goal. Maintaining healthy data is also critically important.
- Director Underwood provided an overview of the types of reports currently available: details and metrics. Additionally, she shared names of the reports currently available and those being developed to assist in the maintenance of data health.
- Director Underwood reported the Enhancements Subcommittee has completed their initial review of 60+ UNITY Enhancement Requests. They are now drilling down in the workflows before forwarding to the vendor for quotes in order to provide a realistic quote. The Technology Committee will review the quotes and make recommendations. She emphasized the importance of reporting any UNITY issues or enhancements via the online portals to maintain tracking of each instance.
- The Technology Committee is developing a timeline to share with the Commission that will include both UNITY enhancements and UNITY reports.

State Updates

- States provided round-robin updates regarding current work schedules and completed Commission and intrastate trainings. In addition, state-specific updates were provided as outlined below.

California

- Representative Farmer (CA) updated that California has approved the transition of the ICJ to the Division of Adult Parole Operations under the California Department of Corrections with dedicated staff for juveniles. The transition will begin July 1, 2022 and he will continue to be involved with the ICJ conducting training and as a consultant. The state council will meet in August at which time the California ICJ Designee will be determined.

Idaho

- A. Connor (ID) shared that she previously suggested the Commission develop a resource that links ICJ Rules and resources, similar to a resource available from ICAOS. She shared that Jen Bear created a PDF document of the ICJ Rules with information embedded about ICJ Advisory Opinions, where applicable. The document would require an update after the new rule amendments become effective on March 1, 2022. She offered to share this resource.
- C. Gordon (MT) supported developing an ICJ resource similar to the ICAOS resource, noting she finds the ICAOS format very helpful.
- Representative Farmer noted that the ICAOS online Rules is a web-based tool, containing hyperlinks to related resources applicable to the rule. He proposed sharing the document with the West Region members for input prior to the next meeting.
- Director Underwood expressed concern about distributing the resource immediately, because amended rules take effect in approximately two weeks.
- Director Underwood noted that developing a resource similar to ICAOS' Comprehensive Online Reference Encyclopedia (CORE) is an action item in the current Strategic Plan. No action has been taken because of the focus on UNITY development and decisions made by the Training Committee to focus on other resources. Now that UNITY has been launched, it is a good time to revisit the project.
- Representative Farmer requested that the document be shared with the National Office for review.

Nevada

- D. Laity (NV) updated that Dianne Grass, administrative assistant, left the Compact office, and that Destiny Santiago, formerly with the Nevada Compact office, is assisting until the position is filled.

New Mexico

- D. Dodd (NM) updated he is working with the new ICJ backup personnel who will oversee the Compact business in his absence.

Old Business

Strategies for Coping with Limited Detention Options for Non-Delinquent Runaways

- Representative Farmer reported a survey was issued to the West Region regarding strategies for coping with limited detention options for non-delinquent runaways to include:
 1. Lack of facilities to hold non-delinquent runaways; and
 2. Perceived increased risk of juveniles running away from non-secure facilities.
- Representative Farmer updated that he did not have any runaways to report in the survey, noting the runaways occurred in three counties that always provide assistance. In total, the survey responses included: 1 from Utah and 7 from Arizona.
- Representative Farmer tabled the discussion to the next meeting and requested the survey results be shared prior to the next meeting before retiring the topic.

New Business

- Director Underwood updated that the Finance Committee agreed that the FY 2023 Dues Invoices will be sent electronically only. Should states desire a hard copy, please let the National Office know.

Adjourn

H. Wykes (AZ) made a motion to adjourn. S. Dilley (AK) seconded. Representative Farmer adjourned the meeting by acclamation at 4:31 p.m. ET.