

INTERSTATE COMMISSION FOR JUVENILES

West Region Meeting Minutes

April 12, 2023
3:00 p.m. ET
via zoom



Voting Members in Attendance:

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

Compact Staff in Attendance:

1. Jose Luis Villalobos (CA)
2. Shirleen Cadiz (HI)
3. Gladys Altamirano (NV)
4. Brian DeTavernier (WY)

Guests in Attendance:

1. Marvin Speed (CA), Acting Director

National Office Staff & Legal Counsel in Attendance:

1. MaryLee Underwood, Executive Director
2. Emma Goode, Logistics and Administrative Specialist
3. Jenny Adkins, Operations and Policies Specialist
4. Amanee Cabbagestalk, Training and Administrative Specialist
5. Joe Johnson, System Project Manager

Call to Order

Representative Wykes called the meeting to order at 3:00 p.m. ET.

Roll Call

Director Underwood called the roll and a quorum was established.

Agenda

N. Belli (OR) made a motion to approve the agenda as presented. R. Heide (AK) seconded. The motion carried.

Minutes

C. Gordon (MT) made a motion to approve the February 15, 2023 meeting minutes as presented. B. Montelongo (CO) seconded. The motion passed.

Discussion

Proactive Monitoring

- Representative Wykes (AZ) provided an update on the [proactive monitoring](#) program and opened the floor for input on the program.
- Representative Wykes (AZ) acknowledged his support for the auto-generated Tableau reports, commenting that the reports were great tools that he has come to rely on weekly.
- M. Farmer (CA) acknowledged his usage of the Home Evaluation and Quarterly Progress Reports. He would like the reports to also include the zones in California. Joe Johnson, Systems Project Manager, shared that currently two states were testing zones. Once completed, he could test with California. D. Dodd (NM) also requested zones for his state.
- A. Connor (ID) noted that one of the iterations in UNITY included zone assignments for both the incoming and outgoing cases. Joe Johnson, Systems Project Manager, updated on the current zoning review and stated that the updated Tableau Reports will include descriptive information, as well as visual.

2023 Proposed Rule Amendments Comment Period

- Representative H. Wykes (AZ) asked R. Gallardo (UT) to provide an update on the [2023 proposed rule amendments](#).
- R. Gallardo (UT), Rules Committee member, updated that all rule proposals are currently posted for comment through May 8. He encouraged everyone to look at the proposals individually and make their comments.
- He provided an update on the West Region's two proposals from the Rules Committee Meeting.
 - Rule 4-104(5). The Rules Committee supported adoption of the proposal which would clarify that notice is provided through the Form V and the workflow currently existing in UNITY.
 - Rule 5-103 (1). The Rules Committee did not support adoption of the proposal to add the 10-day time frame language. He briefed that the Rules Committee questioned a violation report being submitted for every violation, particularly when the receiving state is willing to work with the youth to address the violation. The Rules Committee agreed with the concept; however, did not support the proposal as it was presented.
- A. Connor (ID) replied that the language proposed by the West was in the rule previously. The original rule included a time frame, which was removed at some point.
- M. Farmer (CA), Rules Committee member, reported that he shared in the Rules Committee meeting that the language was originally included. He recalled it was removed because the 10 day-time could not be effectively monitored. One Rules Committee member suggested specifying that reporting was required revocation or discharge was likely, for example:
". . . [if a violation results in a recommendation for revocation or discharge request, the violation must be reported within 10 days of becoming aware of the violation](#)..."

- D. Bailey (WA), Rules Committee member, agreed with the update and shared a concern that what seems to be a minor violation to the receiving state may not be considered minor violation by the sending state.
- Director Underwood updated on the rule proposal process, noting there will be a window of opportunity after the comment period ends to review and amend the proposal and return to the Rules Committee before the final posting.
- Representative Wykes summarized that the West Region's proposal stands and will go forward; however, the West Region could amend after the reviewing the comments.

Wednesday Workshop Series – LIVE Trainings

- Representative Wykes (AZ) reminded the West Region that the monthly Wednesday Workshop Series/live trainings are back. Topics and Zoom links are posted on the Commission's website.
- The next session is April 26 and the topic is Quarterly Progress Reports (QPR).

ICJ Bench Book for Judges and Court Personnel

- Representative Wykes reminded the West Region that Version 10.0 of the [ICJ Bench Book for Judges and Court Personnel](#) is now available for download on the Commission's website making it readily available to view and easy to distribute within their state.

New Website Resources Overview

- Representative Wykes provided an overview of the new [ICJ Website Resources](#) webpage. The new resource was developed by the National Office to assist in locating the numerous available online resources. The new page lists all resources by category, topic, name, and includes a quick link. The same information is available in a one-page, print-ready format.

Coming Soon

- Representative Wykes (AZ) updated on the following events that will be coming in June:
 - The UNITY Enhancement Rollout Plan begins.
 - Registration opens for the 2023 Annual Business Meeting in Salt Lake City, Utah, September 25-27, 2023 for Commissioners/Designees.

Regional Discussion Topics

- Representative Wykes asked M. Farmer (CA) to provide an update on the West Region workgroup's development of a Best Practice on "Engaging Child Welfare Agencies."
- M. Farmer (CA) updated that the work group met March 6 to develop questions to delineate the Commission's request. The Executive Committee agreed with the recommendation that Director Underwood and Rick Masters approach the Administration for Child and Families (ACF).
- The work group will meet again in May to discuss surveying the Compact offices to determine the nationwide issues. The group continues to look for feedback to develop a "Best Practice" on how to better engage with child protective services and how to build relationships rather than interacting only on a case-by-case basis.
- Director Underwood updated that she received a preliminary draft of a legal memorandum prepared by Rick Masters. Legal Counsel was asked to review

Federal Regulations that impact the acceptance criteria. His initial findings revealed that federal laws focus on reporting child abuse, neglect, and human trafficking; however, nothing surfaced related to requirements for acceptance of child abuse/neglect reports.

- When the East Region discussed this issue, some states expressed similar challenges. Maine indicated they engage their State Council to address concerns.
- The Executive Committee accepted the recommendation to reach out to the federal Administration for Children and Families (ACF). She has had initial conversation with Carla Fults, who works for the Association of Administrators of the Interstate Compact for Placement of Children (AAICPC), who is willing to work with the Commission on this issue in the future. Because most ICPC offices are located with child protective services agencies, she has strong connections with related state and federal agencies.

State and Committee Updates

- Representative Wykes opened the floor for additional committee updates and/or pertinent state updates.
- R. Gallardo (UT) updated the Utah Legislative session concluded. There were extensive discussions about sex offender registration. Changes were made to clarify that Utah does not publish the sex offender registration information unless another state has published it.
- N. Belli (OR) updated that Kelsey Hewit has accepted a new position creating a vacancy. Until the vacancy is filled Kelsey will work as the ICJ backup as needed.
- D. Dodd (NM) advised he is traveling out of the country for 45 days and other state staff have been trained to cover the Compact work in his absence.
- A. Connor (ID) updated that the Idaho Health and Welfare Department has sued the new Idaho Attorney General. As part of her Project Management Professional (PMP) certification, she updated the ICJ workflow process charts. She offered to share the updated process charts.
- S. Cadiz (HI) reported new staff in the juvenile probation office. Additionally, she has created an internal policy for runways and conducted a training.
- B. Montelongo (CO) updated that the Colorado State Council will meet soon. This will be her first meeting with them and she will provide an ICJ presentation.
- M. Farmer (CA) updated that Marvin Speed is the new Acting Director of the California Division of Adult Parole Operations, following the departure of Guillermo Viero Rosa. The California ICJ Commissioner position will be appointed soon. Effective today, the state board will close one of the two remaining juvenile centers in Los Angeles County, California.
- R. Heide (AK) updated the Alaska legislative session continues and will go into special session. Human trafficking is a main topic this session. Alaska has been conducting annual ICJ trainings with probation officers.
- Representative Wykes (AZ) shared Arizona is conducting in-state ICJ trainings with child welfare agencies and judicial staff.

Old Business

There was no old business.

New Business

There was no new business.

Adjourn

Representative Wykes adjourned the meeting by acclamation without objection at 3:59 p.m. ET.