

**INTERSTATE COMMISSION FOR JUVENILES**  
*West Region Meeting Minutes*



July 13, 2023  
2:00 p.m. ET  
via zoom

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**Voting Members in Attendance:**

1. Howard Wykes (AZ), Designee, West Region Representative
2. Maureen Clifton (WY), Commissioner, West Region Alternate Representative
3. Nichel Saceda-Hurt (AK), Designee
4. Brooke Montelongo (CO), Commissioner
5. Kristin Davidson (HI), Commissioner
6. Anne Connor (ID), Designee
7. Dale Dodd (NM), Commissioner
8. Nina Belli (OR), Commissioner
9. Raymundo Gallardo (UT), Designee
10. Jedd Pelander (WA), Commissioner

**Compact Staff in Attendance:**

1. Jovay Jackson (AZ)
2. Shannon Yarber (CA)
3. Gladys Altamirano (NV)

**Voting Members Not in Attendance:**

1. Marvin Speed (CA), Commissioner
2. Michael Farmer (CA), Designee
3. Cathy Gordon (MT), Commissioner
4. David Laity (NV), Commissioner

**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 2:00 p.m. ET.

**Roll Call**

Director Underwood called the roll and a quorum was established.

**Agenda**

**M. Clifton (WY) made a motion to approve the agenda as presented. D. Dodd (NM) seconded. Representative Wykes (AZ) indicated the agenda was approved by unanimous consent without objection.**

**Minutes**

**A. Connor (ID) made a motion to approve the June 8, 2023 meeting minutes. B. Montelongo (CO) seconded. Representative Wykes (AZ) indicated the minutes were approved by unanimous consent without objection.**

## **Discussion**

### **Hot Topics from “[ICJ Updates](#)” – *Region Representative & Alt Representative***

- Representative H. Wykes (AZ) provided an overview of the “New and Updated Resources” that were shared with the region prior to the meeting.

### **Training Bulletin: Violation Reports Requesting Discharge or Revocation (new)**

- The new Training Bulletin is the result of the work by the Technology and Compliance Committees. The new resource evolved from the 2022 UNITY Data Assessment which indicated that some violation reports lacked a reason for the recommendation to discharge or request revocation. In some cases, a Quarterly Progress Report (QPR) was submitted instead of a Violation Report when the supervising officer requested revocation. The assessment also found that absconders were reported via Violation Reports instead of Absconder Reports. There also seemed to be some confusion regarding when to use a failed supervision event verses a Violation Report. Finally, the assessment found evidence that in some cases the receiving state may not have exhausted all efforts or treated Compact juveniles the same as their own juveniles prior to submitting a Violation Report.
- The Training Bulletin was a collaboration between the Compliance and the Information Technology Committees to explain the requirements of the ICJ Rule 5-103 when discharge or revocation is requested for a violation.
- When discharge or revocation is requested, Rule 5-103 requires the sending state to include the action to be taken and the date that action will occur within 10-business days of receiving the Violation Report. The data assessment indicated that instead of responding to the Violation Report with the action to be taken and the date the action would occur, the sending state sometimes submit a case closure task and leave their response to the Violation Report blank. Oftentimes, this occurred after the 10-business day response requirement.
- The Form XI: Violation Report “reasoning for recommendation” field should also contain accurate information that justifies the request. The sending state may need to present the Violation Report to their court, therefore it important that field be complete and accurate.
- Submitting a case closure only, instead of documenting the information on the Violation Report, does not fulfill the ICJ Rule 5-103(2) requirements. When this occurs, the Form IX remains blank in regards to the sending state's required response.

### **Best Practice: Intrastate Relocation (updated)**

- The updated Best Practice is also a result of the collaboration between the Compliance and the Information Technology Committees.
- In summary, the new language was added to indicate that when an intrastate relocation occurs, the receiving state is still required to submit a Quarter Progress Report (QPR) in accordance with the required timeframes, which is on a quarterly basis or every 90 calendar days. UNITY events should not be used

to reset or manipulate QPR due dates when a juvenile moves to a new residence in the receiving state

### **Best Practice: Home Evaluation Considerations for Unconventional Families (new)**

- The new Best Practice was developed by the Racial Diversity, Equity, and Inclusion Committee in response to the ICJ data related to race, which was reviewed in 2022.
- States are encouraged to focus on home evaluations because data suggests race-based disparities may exist in denials of requests for transfer of supervision.
- The new resource includes several suggestions for consideration during a home evaluation.
- The new Best Practice demonstrates a commitment to addressing racial diversity, equity and inclusion and acknowledges that bold, strategic action must be taken in areas where disparity exists.

### **UNITY Enhancements**

- Representative H. Wykes (AZ) provided an updated on the [UNITY Enhancements Rollout](#) which included:
  - How to request support.
    - He shared the online form to submit a request in the UNITY Help Center and encouraged everyone to submit requests using the form, rather than email, to help with tracking issues and resolutions.
  - What's next.
    - To date, UNITY enhancements phases 1 and 2 have been released. In August the third and final release will include: failed supervision workflow, court case data fields, collaborative travel plan detail, and new acknowledgement task departure information. The release dates are: August 8, 9, 10, and 11.
  - Wednesday Workshops
    - The next UNITY workshop will be conducted July 26 related to the August releases.
    - The last workshop prior to the ABM is slated for August 30.

### **Commission Reminders**

- Representative H. Wykes (AZ) reminded the West Region of the following items and deadlines:
  - [In-State Training Reports](#)
    - The in-state trainings for fiscal year 2023 should be reported via the online form by July 28.
  - [After Hours Contact Information for New Matrix](#)
    - The new matrix is now live on the website. Submissions are optional, but can be very helpful as states operate differently in how they handle after-hours responses. To enter and/or update pertinent information, members were encouraged to use the [online form](#).
  - [2023 Annual Business Meeting \(ABM\)](#)
    - The deadline to register and make hotel reservations is August 8. Attending the ABM is a 3-step process:

1. Meeting [Registration](#)
  2. Hotel [Reservation](#)
  3. Purchase Airline Tickets (once you are approved to travel).  
Travel and reimbursement are administered in accordance with the [ICJ Travel Reimbursement Policy](#).
- [Nominations process for officers](#). The positions of Chair, Vice Chair, and Treasurer will be elected for the 2024.
  - [Leadership Award](#). The annual award is open for Commissioners, Designees, Compact Administrators, and Deputy Compact Administrator (DCA), and Compact Coordinators who exhibited outstanding leadership skills and dedication to the Commission.
  - [New Legacy Award](#) (15 years of ICJ service). The new award will be presented to all Compact staff that have been working in a state Compact office for 15 or more years. The new award will be introduced at the 2023 Annual Business Meeting to commemorate the Commission's 15-year anniversary. Director Underwood noted individuals need to nominate themselves, as the National Office may not know they have worked 15 years with the Compact.
  - [New Rising Star Award](#). The new Rising Star Award recognizes an up-and-coming ICJ Commissioner, Compact Administrator, Designee, Deputy Compact Administrator, or Compact Office staff member. This individual has demonstrated special ability or leadership during their first 2 years and shows evidence of a promising future in the field

## **Old Business**

### **Best Practice on Collaborations with Child Welfare Agencies - Toolkit on Returns when Abuse/Neglect is Reported**

- Representative Wykes (AZ) recognized Anne Connor (ID), Mike Farmer (CA), Brooke Montelongo (CO), and Raymundo Gallardo (UT) for the work on the project. The discussion began to develop a Best Practice and has evolved into a Toolkit.
- The new Collaborations with Child Welfare Agencies Toolkit on Returns when Abuse/Neglect is Reported was provided prior to the meeting. He asked that the members review and provide feedback to [mlunderwood@juvenilecompact.org](mailto:mlunderwood@juvenilecompact.org) by July 19. The new resource will be presented to the Executive Committee July 27 for approval to publish.
- A. Connor (ID) added that the toolkit was developed to assist Compact offices across the nation with these challenging cases to share how others have handled and they are not alone.

## **New Business**

### **Proactive Monitoring Feedback Survey**

- Representative Wykes (AZ) encouraged members to complete the short [Proactive Monitoring Feedback Survey](#). The Commission has been asked to

completed a short survey to determine how the program is working for State Compact offices in meeting the 2023 UNITY Maintenance Cycle and Rule-Based Compliance Standards.

- J. Pelander (WA) asked if one or more from each state should complete the survey. J. Adkins, National Office Staff, responded that the goal was to receive feedback all individuals reviewing the reports and providing tasks.

#### **ICJ and Child Welfare: A Collaborative Effort, 2023 ABM Panelists**

- Representative Wykes (AZ) updated that there will be a panel discussion at the 2023 ABM on the topic of collaborations with child welfare agencies with a panelist from each of the four ICJ regions. He opened the floor for a West Region volunteer.
- B. Montelongo (MO) was recommended and she accepted. R. Gallardo (UT) will be the session's facilitator and there will be two local Utah agency representatives.

#### **State Updates**

- Connor (ID) introduced and welcomed Shannon Yarber from California to the Interstate Commission for Juveniles.

#### **Adjourn**

**Representative Wykes adjourned the meeting by acclamation without objection at 2:38 p.m. ET.**