

INTERSTATE COMMISSION FOR JUVENILES

West Region Meeting Minutes

August 2, 2022
3:00 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. Howard Wykes (AZ), Designee
4. Summer Foxworth (CO), Commissioner
5. Kristin Davidson (HI), Commissioner
6. Anne Connor (ID), Designee
7. Nina Belli (OR), Commissioner
8. Raymundo Gallardo (UT), Designee
9. Dawn Bailey (WA), Designee
10. Maureen Clifton (WY), Commissioner

Voting Members Not in Attendance:

1. Shannon Dilley (AK), Commissioner
2. Guillermo Viera Rosa (CA), Commissioner
3. Cathy Gordon (MT), Commissioner
4. David Laity (NV), Commissioner
5. Neira Siaperas (UT), Commissioner
6. Jedd Pelander (WA), Commissioner

Compact Staff in Attendance:

1. Nichel Saceda-Hurt (AK)
2. Luis Villalobos (CA)
3. Shirleen Cadiz (HI)
4. Gladys Olivares (NV)
5. Kelsey Hewit (OR)
6. Krysta Van Woert (WA)
7. Brandon Schimelpfenig (WY)

Guest in Attendance:

1. 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. Amanee Cabbagestalk, Training and Administrative Specialist
5. Joe Johnson, Project Manager

Call to Order

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

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

A. Connor (ID) made a motion to approve the May 4, 2022 meeting minutes as presented. D. Bailey (WA) seconded. The motion carried.

Discussion

Annual Business Meeting

- Representative Farmer and Director Underwood provided updates regarding the 2022 Annual Business Meeting (ABM) on October 4-5, 2022 in Burlington, Vermont.
- Registration is open for both the on-site meeting and the live-stream option. The on-site registration and hotel reservations deadline is August 31, 2022.
- Director Underwood encouraged everyone planning to attend on-site to purchase airline tickets soon due to the escalating airline ticket prices.
- Director Underwood updated that the nominations for the 2022 ICJ Leadership Award are open until August 5. To date, three nominations have been received. The Executive Committee will vote in August and the 2022 Leadership Award recipient will be announced during the General Session on October 5.
- Representative Farmer updated that the 2023 ICJ Officer positions nomination period will soon open. He also encouraged interested members to consider the candidacy for the next West Region Representative 2-year term. The election will take place in the West Region meeting at the ABM.
- D. Dodd (NM) asked if the Executive Committee had made a decision on the COVID precautions and testing. Director Underwood updated that the Executive Committee reviewed guidelines from the National Center for Disease Control (CDC) and local jurisdictions. Currently there are no mandates in place in Vermont. There is a concern of exposure as attendees travel across the nation; therefore, COVID precaution items will be available on-site and testing prior to travel is encouraged.

UNITY Update

- Representative Farmer updated that the UNITY enhancements were approved by the Executive Committee as recommended by the Technology Committee. Those enhancements are currently out for the 30-comment period by the Executive and Rules Committees in accordance with [ICJ Policy #02-2020 Information System Modifications](#).

Committee Updates

Executive Committee

- Representative Farmer updated that the Executive Committee approved the 2023-2025 ICJ Strategic Plan and two Best Practices: "[Transfer of Supervision](#)"

[Communication Guidelines for Local Authorities with Juveniles/Family Members](#)“
and [“Direct Entry of Data into UNITY Data Fields.”](#)”

Compliance Committee

- Representative Farmer updated that the 2022 National Data Assessment is on-going. He also noted that members may have received emails from the National Office that are intended to help states with proactive monitoring, which is also a Compliance Committee priority.

Finance Committee

- Representative Farmer updated that the Finance Committee discussed budgets and modification of dues.
- Director Underwood updated that over 50 percent of the fiscal year (FY 23) dues have been received to date. In accordance with the [“ICJ Policy Dues Assessment and Enforcement,”](#) states operating on the July 1 fiscal year will receive a 30-day friendly reminder letter.
- The Finance Committee also discussed the ICJ dues assessment. The Commission has never increased dues since inception in 2008, which is a great testament to the cost management efforts considering there has been a 36% cumulative inflation rate since 2008.
- According to ICJ Policy, it is time for the re-assessment of dues. The Finance Committee is considering two options: a progression increase over five years or a large increase in the first year and no increase over the next four years. The increase in the dues is to ensure the longevity of the Commission and its financial stability.
- Director Underwood noted that due to the cost savings realized by not holding in-person meetings during the pandemic, the initial development of UNITY was successfully completed without using the long-term investment funds, which were earmarked for the new data system and will cover the cost of the approved UNITY enhancements.

Technology and Training Committees

- Representative Farmer updated that the Technology and Training Committees were involved in the development of the new [“Best Practice: Direct Entry of Data into UNITY Data Fields”](#) approved by the Executive Committee as mentioned earlier. The new Best Practice addresses entering data into the UNITY fields, rather than entering “see scan” or a similar phrase, as formerly used in JIDS.

Rules Committee

- Representative Farmer commented that 2023 is a rule amendment voting year. February 28, 2023 is the deadline for rule proposals to be submitted to the Rules Committee for comment.
- A. Connor (ID) inquired into the status of an issue encountered by Washington and Idaho in January 2021, related to bail and conflicts with state constitutions.
- M. Farmer noted that the issue has been referred to Executive Committee.
- Director Underwood updated that the Rules Committee discussed and requested input from Legal Counsel. Legal Counsel, Rick Masters, drafted a legal memorandum to provide analysis of whether there is a conflict with the ICJ Rules. The issue was discussed at a previous Rules Committee Meeting, but the Committee did not take a vote to approve the legal memo at that time. The

memo will be forwarded to both Idaho and Washington. A. Connor (ID) indicated that she would like to receive a copy of the memorandum. She noted that the issue occurred in January 2021, and that she was surprised that they had not yet received a copy of the memorandum.

Racial Justice Ad Hoc Committee

- R. Gallardo (UT) updated that the Racial Justice Ad Hoc Committee met July 19.
- A resource from the Annie E. Casey Foundation entitled: "Race Equity and Inclusion Action Guide" was discussed. The guide provides a framework for addressing racial equity and provides steps for organizations on how to implement. While many of the steps are being implemented now, there may be a recommendation from the Ad Hoc Committee at the next meeting regarding the resource.
- An "ICJ, Race, and Juvenile Justice: 2022 Data Walk Summary Report" was developed which included several recommendations regarding ways to address disparities and promote racial equity by the Commission. The Ad Hoc Committee narrowed the suggestions and made a recommendation to the Executive Committee to include the recommendations from the Data Walk Report related to transfers of supervision and general operations into the ICJ 2023-2025 Strategic Plan.

State Updates

Alaska

- N. Saceda-Hurt (AK) updated that Deputy Director/Commissioner Shannon Dilley was promoted to the Alaska Juvenile Justice Department Agency Director. The department is in the process of interviewing for a new deputy director and hopes to fill the position by in time for the ICJ Annual Business Meeting (ABM). N. Saceda-Hurt (AK) updated she will attend the ABM.
- Facilities are preparing for potential monkey pox cases.
- ICJ travel permits have increased over the summer for juveniles traveling to Hawaii.
- ICJ has been included in new state staff trainings. The staff appreciated the information on the Commission's website.

California

- Representative Farmer (CA) updated that the ICJ office was officially transferred from the Division of Juvenile Justice within the California Department of Corrections to the Division of Adult Parole Operations on July 1, 2022. The new California ICJ Commissioner, Guillermo Viera Rosa, has asked that M. Farmer continue as the California ICJ Designee for a period time. Both will attend the ICJ 2022 ABM in Burlington, VT.

Colorado

- S. Foxworth (CO) announced that she will officially retire the end of December 2022, with her last day in the office November 17, 2022. Colorado is working to have her replacement hired and available to attend the ABM. S. Foxworth (CO) explained that she will offer her assistance to her replacement whenever hired.

- S. Foxworth (CO) updated that she will attend the ABM in Burlington, VT. Additionally, she will out of the office periodically, taking her accumulated leave time before retirement.

Hawaii

- K. Davidson (HI) updated that the state continues on high alert with COVID. Shirleen Cadiz (HI) will attend the ICJ ABM on-site, and Commissioner Davidson will attend via the live stream.

Nevada

- G. Olivares (NV) updated she will be out on maternity leave at the end of August or first of September. For ICJ matters during her leave, members should contact Destiny Santiago or Steven Bruun.

Oregon

- N. Belli (OR) updated that the Oregon State Council met July 15 with the addition of a new council member. Changes planned for the Oregon State Council membership in the coming months include appointment of a new state representative and a judicial member. Additionally, the Oregon State Council is planning a collaboration with the local Delinquency Improvement Projects team to offer ICJ training to judges and court personnel in Oregon.

Utah

- R. Gallardo (UT) updated that the Utah ICJ Commissioner Neira Siaperas was recently promoted. She continues to serve in the role acting on behalf of the juvenile court. However, a new Commissioner appointment is anticipated soon. Both the new Commissioner and Raymundo Gallardo will attend the ABM.

Wyoming

- M. Clifton (WY) updated that she plans to attend the ABM in Vermont. She expressed her appreciation to Mike Farmer (CA) and Summer Foxworth (CO) for their ICJ assistance over the years.

Old Business

There was no old business.

New Business

Mentors

- Director Underwood noted the ICJ Mentors Program and encouraged West Region members to sign up to serve as mentors, as list is shrinking due to retirements.

Website update

- Representative Farmer (CA) commented on the updated look of the Commission's website and thanked Jenny Adkins, National Office.
- Director Underwood explained the enhanced search feature and encouraged members to go the website to see the facelift and updated search feature.
- L. Villalobos (CA) applauded the new search feature and shared how quickly he found the ICJ Form VI.

Adjourn

Representative Farmer adjourned the meeting by acclamation without objection at 3:53 p.m. ET.