

# INTERSTATE COMMISSION FOR JUVENILES



## West Region Meeting

### Minutes

November 13, 2019

3:00 p.m. ET

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#### **Commissioners/Designees in Attendance:**

1. Dale Dodd (NM), Representative
2. Howard Wykes (AZ), Designee
3. Summer Foxworth (CO), Commissioner
4. Cathy Gordon (MT), Commissioner
5. Nina Belli (OR), Designee
6. Raymundo Gallardo (UT), Designee
7. Jedd Pelander (WA), Commissioner
8. Maureen Clifton (WY), Commissioner

#### **Commissioners Not in Attendance:**

1. Barbara Murray (AK), Commissioner
2. Tony De Jesus (CA), Designee
3. Vacant (HI)
4. Anne Connor (ID), Designee
5. David Laity (NV), Commissioner

#### **Compact Office Staff in Attendance:**

1. Ellen Hackenmueller (AK)
2. Paul Cody (AZ)
3. Gladys Olivares (NV)
4. Kelsey Hewit (OR)
5. Brandon Schimelpfenig (WY)

#### **National Office Staff in Attendance:**

1. MaryLee Underwood, Executive Director
2. Emma Goode, Administrative and Training Specialist

#### **Call to Order**

Representative D. Dodd (NM) called the meeting to order at 3:00 p.m. ET.

#### **Roll Call**

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

#### **Agenda**

**S. Foxworth (CO) made the motion to approve the meeting agenda. N. Belli (OR) seconded. The motion carried.**

#### **Minutes**

**M. Clifton (WY) made a motion to approve the minutes of the September 10, 2019 meeting. S. Foxworth (CO) seconded. The motion carried.**

## Discussion

- **Executive Committee Update**
  - Representative D. Dodd (NM) provided the following updates:
    - The ICJ Rules Proposals that were voted on at the 2019 ICJ Annual Business Meeting will go into effect on March 1, 2020.
    - The Commission has entered into a contract to proceed forward with the new database Unity Project.
    - Executive Director Underwood reported that three project teams have been established. The Business Analysis Team is meeting regularly. The teams first task was to review the Travel Permit Workflow and related individual data elements. That task has been completed and a draft proposal workflow has been prepared. The team is currently reviewing the Transfer of Supervision data elements and Transfer of Supervision Workflows.
    - Executive Director Underwood reported that all FY2020 State Dues had been paid.
  
- **State Updates**
  - **Montana**
    - C. Gordon (MT) thanked the fellow region states that have been of assistance during the state's recent transitions.
  
  - **New Mexico**
    - Representative D. Dodd (NM) reported that his office is expected to relocate to a different city in the next few months and that he will keep the region updated as more information is available.
  
  - **Oregon**
    - N. Belli (OR) introduced and welcomed new compact staff member, Kelsey Hewit. She also reported that their State Council meeting is scheduled for this coming Friday and the state continues to work on appointments to fill current vacancies on the council.
  
  - **Washington**
    - J. Pelander (WA) reported that Washington still has a vacant staff position and hopes it will be filled by the end of the year.
  
  - **Wyoming**
    - M. Clifton (WY) reported that their office had recently purchased and installed new computers. She asked that fellow states be patient as they continue to work through issues with accessing data bases.

## Old Business

There was no Old Business.

## **New Business**

- **Best Practice: States in Transition**
  - Representative D. Dodd (NM) discussed the ICJ Transition/Succession Plan template and asked all region members to complete their succession plans and have them submitted to him as soon as possible. He reported that all but 5 states had submitted plans to date. Members were encouraged to contact Representative D. Dodd (NM) for any questions, concerns or examples of how the succession plan should be completed.
  
- **Alternate Region Representative**
  - Executive Director Underwood reported that leadership development is an important element of ICJ's current strategic plan. Commission members interested in potentially holding leadership roles on committees or as region representatives in the future were encouraged to volunteer to serve as a Committee Vice Chair or Alternate Region Representative positions to become familiar with the duties and responsibilities.
  - Representative D. Dodd (NM) encouraged any region member interested in serving as the alternate to contact him directly.
  
- **ABM 2021**
  - Executive Director Underwood reported that the ICJ 2021 Annual Business Meeting (ABM) would be held in the West Region and invited members to suggested potential cities and hotels.
  - The committee suggested and discussed several potential locations to include:
    - Portland, OR. Members noted the Interstate Commission for Adult Offender Supervision (ICAOS) held their Annual Business Meeting there several years ago with much success.
    - Anchorage, AK and Hawaii. The region discussed potential cost issues with regards to flights for both these locations.
    - Seattle, WA in the Bellevue or downtown area. The members discussed accessibility with flights and numerous potential hotels that could accommodate the ABM needs.
    - Tacoma, WA. Members noted that this location is nice, however travel from the airport to the downtown hotel area is approximately 40 minutes and may be costly and inconvenient.
  - Executive Director Underwood thanked the members for their suggestions and encouraged members to contact the National Office with any other site suggestions or potential hotels that could meet the needs of the ABM.

## **Adjourn**

**Representative D. Dodd (NM) adjourned the meeting by acclamation at 3:25 p.m. ET.**