



**INTERSTATE COMMISSION FOR JUVENILES**  
**EXECUTIVE COMMITTEE**

*Minutes*  
**April 27, 2017**  
**11:30 a.m. EDT**

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**Committee Members in Attendance:**

1. Traci Marchand (NC) Chair
2. Michael Lacy (WV) Vice Chair
3. Jeff Cowger (KS) Treasurer
4. Michael Farmer (CA) Compliance Committee Chair
5. David Barrett (ME) Finance Committee Chair
6. Julie Hawkins (MO) Rules Committee Chair
7. Shelley Hagan (WI) Technology Committee Chair
8. Anne Connor (NV) Training and Human Trafficking Ad Hoc Committees Chair
9. Maria Genca (CT) East Region Representative
10. Nina Belli (OH) Midwest Region Representative
11. Mia Pressley (SC) South Region Representative
12. Trudy Gregorie, Victims Representative
13. Rick Masters, Legal Counsel

**Committee Members Not in Attendance:**

1. Jessica Eldredge (UT) West Region Representative

**Guests in Attendance:**

None

**ICJ National Office Staff in Attendance:**

1. MaryLee Underwood, Executive Director
  2. Emma Goode, Administrative and Logistics Coordinator
  3. Jenny Adkins, Project Manager
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**Call to Order**

Chair Marchand called the meeting to order at 11:31 a.m. EDT.

**Roll Call**

Director Underwood called the roll and a quorum was established.

**Agenda**

- **S. Hagan (WI) made a motion to approve the agenda. A. Connor (NV) seconded. The motion passed.**

## Minutes

- **J. Hawkins (MO) made a motion to approve the March 28, 2017 meeting minutes. N. Belli (OH) seconded. The motion passed.**

## Executive Director Report (presented by MaryLee Underwood)

### Commissioner(s)

- M. Underwood noted the latest official Commissioner appointments: Minnesota (Tracy Hudrlik) and Hawaii (Nathan Foo).

### Training & Technology Coordinator Position

- M. Underwood updated that the job description for the training coordinator position at the national office has been upgraded to include technology. The position is located on several jobs posting websites until May 15.

### Reauthorization of the JJDP A

- M. Underwood updated that the Reauthorization of the Juvenile Justice Delinquency Prevention Act (JJDP A) with the ICJ 15 day detainment exception has moved from committee and is anticipated to pass both the House and Senate. She updated on her communications with Naomi Smoot (CJJ Executive Director) who cautioned that an effort to re-negotiate the time frame for ICJ would cause a re-write of the bill. R. Masters advised that while ICJ prefers more than 15 days, complications to the passage could have an adverse effect on states' funds that also are included in the legislation.
- **S. Hagan (WI) made a motion that as an expression of support for the timely reauthorization of the Juvenile Justice Delinquency Prevention Act (JJDP A), the ICJ Executive Committee reaffirms its prior agreement to limiting the secured detention exception in the amendment to 15 days. M. Pressley (SC) seconded. The motion passed.**

### FY18 Dues

- M. Underwood reported that the FY18 dues invoices were mailed without the ICJ W9 form that was emailed in March. As states' accounts payable departments require additional information, to please contact the national office.

### ABM 2017

- M. Underwood reported that preparations are underway for the 2017 Annual Business Meeting in San Diego. Information is available on the Commission's website and registration will open July 1.

### JIDS Upgrade

- M. Underwood acknowledged the preliminary work of Jenny Adkins and others on the JIDS upgrade. A detailed update on the upgrade will be provided under the Technology Committee Report.

### JIDS Workflow Guides

- M. Underwood reported that the JIDS flow guides are being modified to incorporate the upgrade. Morgan Wolford is assisting with the project in the absence of a training coordinator.

**Commission Chair Report** (presented by Traci Marchand)

- Chair Marchand commented that the discussion items would be addressed under their respective committee reports.

**Compliance Committee** (presented by Michael Farmer)

- Compliance Chair Farmer reported that the Compliance Committee met March 23 and there are no matters before the Compliance Committee.
- The Compliance Committee will meet May 4 to discuss the results of the first and second quarter Performance Measurement Assessment (PMA), the standards, and the Sanctions Guideline.

**Finance Committee** (presented by Dave Barrett)

*FY17*

- Chair Barrett reported that the Finance Committee met April 25, 2017 and reviewed the fiscal year 2017 budget through March 31, 2017. With nine months into the 2017 fiscal year, all FY17 dues have been received and the budget is on track to finish under budget with a significant savings due to exiting CSG in December.
- S. Hagan (WI) questioned the substantial increase in line item #26 Insurance. M. Underwood explained the line item covers only the Directors & Officers (D&O) Insurance and that prior to the de-affiliation, CSG covered the major portion of the premium.

*FY18*

- Chair Barrett presented the approved 2018 fiscal budget alongside a proposed amended 2018 fiscal budget. The amended budget is necessary due the significant fiscal impact of ICJ's de-affiliation from the Council of State Governments (CSG).
- M. Underwood provided a summary explanation of the savings attributing the major costs savings to two areas: 1) employee retirement benefits and 2) the elimination of CSG indirect costs. CSG affiliates were required to pay 48 percent of salaries to the underfunded Kentucky Employee Retirement System (KERS). The indirect costs included ICJ's accounting and human resources services provided by CSG. The significant indirect cost savings is now offset by the national office taking on additional responsibilities. The national office has contracted with an accounting firm and online payroll company with the additional accounting tasks taken on by Emma Goode and the human resource tasks taken on by the Executive Director.
- The Executive Committee agreed to defer discussion of the amended budget to the next meeting to allow time to thoroughly review the budget and budget summary.
- Chair Barrett added that at the next Executive Committee meeting he will present recommendations of the Finance Committee in addition to the amended FY 18 Budget.

**Technology Committee** (presented by Shelley Hagan)

*JIDS Upgrade*

- Chair Hagan updated on the JIDS upgrade and acknowledged the hard work by Jenny Adkins and others who tested the upgrade. As with most software upgrades unanticipated issues arise when rolling from the testing environment to the live environment.

- Chair Hagan summarized the four primary issues at roll out to be: 1) XML codes in forms, 2) user management and user account activation, 3) icon display, and 4) system performance. She reported that according to the vendor rescinding the upgrade to the previous version would have resulted in the loss of information entered in JIDS during the week.
- M. Underwood updated on her communication with the CEO of InStream prior to the meeting and their plan of action to resolve the four issues and the time frame.
- Chair Marchand briefed on the performance issues incurred when JIDS first launched particularly with the application pools. She shared her frustration and disappointment that InStream did not learn from the past problems and questioned what user load testing was done by InStream prior to going live.

Next Committee Meeting

- Chair Hagan reported that the Technology Committee will meet May 9 and the final travel plan will be re-visited as well as continuing to review the JIDS enhancements requests list.

Website Redesign

Chair Hagan presented a new project on the horizon – website redesign. Currently ICJ shares website resources with ICAOS for the subscription to a fee-based content management system (CMS) and hosting site. In September, ICAOS will move to a new website platform as the original platform can no longer handle the increased demand in website features and functionality. ICJ will be impacted financially either by moving with ICAOS or by remaining with the original platform for now and assuming all costs.

- Chair Hagan provided an overview of the website project and presented information regarding estimated costs acquired by ICAOS. A Request for Proposal (RFP) would need to be used in order to determine actual costs for ICJ.
- The Executive Committee discussed and viewed the current and projected new look of the ICAOS website.
- **A. Connor (NV) made a motion that ICJ pursues issuing Requests for Proposal to upgrade the website platform. N. Belli (OH) seconded. The motion passed.**

**Rules Committee** (presented by Julie Hawkins)

- Chair Hawkins reported that the Rules Committee met April 12 and recommended a proposal to Rule 1-101 Runaways and to Rule 7-103 based on the discussions at the Executive Committee face to face meeting in March. The 22 rule proposals going forward will be available for comment on the Commission’s website May 5 – June 5 and the Rules Committee will meet face-to-face in Louisville, Kentucky, June 13, to review all comments and finalize the proposals for vote at the 2017 Annual Business Meeting.

**Training, Education & Public Relations Committee and Human Trafficking Ad Hoc Committee** (presented by Anne Connor)

Training Committee

- Chair Connor reported there to be five remaining live WebEx rules trainings through August 2017. Over 97 participated in the recent 2-day rules training conducted by co-presenters Anne Connor and Agnes Denson.
- Chair Connor shared a suggestion by West Region Representative Eldredge that the region representatives serve as the resource to house states’ transition plans. Chair Connor deferred further discussion to the next meeting.

- Chair Connor updated that the 2017 ABM training curriculum planning is underway. The Session I work group has developed several scenarios, some of which will serve as segue to the judges' panel discussion on Wednesday. Chair Connor acknowledged Trudy's contributions to the Training Committee and the Annual Business Meeting training sessions.
- The Training Committee approved a Best Practice for Intrastate Relocations which is posted to the Commission's website. A Training Committee work group will review the conflict between an older best practice and advisory opinion regarding the Form IA/VI.
- Chair Connor updated there has been no new Technical and Training Assistance (TTA) requests. Anne, Rick, MaryLee, Nathan, and Linda will meet to discuss the presentation and logistics for the Hawaii TTA. Rick will attend on site and Anne will present remotely via teleconference the Friday after the ABM.

#### Public Relations

- Chair Connor updated that a work group from the Human Trafficking Ad Hoc Committee is working on the presentation for the APPA 42<sup>nd</sup> Annual Training Institute presentation. The workshop is entitled: Going Home: Collaboration is Key to Ensuring the Safe Return of Human Trafficking Victims.

#### Human Trafficking Ad Hoc Committee

- Chair Connor reported that the Human Trafficking Ad Hoc Committee met April 4 and will meet again in June.

### Regional Updates

#### **East Region** (presented by Maria Genca)

- Representative Genca reported that the East Region has not met since the last Executive Committee meeting. The next meeting is scheduled for May 18.

#### **Midwest Region** (presented by Nina Belli)

- Representative Belli shared the positive comments from Ohio locals who attended the ICJ Rules Training conducted by Maria Genca. The next meeting of the Midwest Region is May 16.

#### **South Region** (presented by Mia R. Pressley)

- Representative Pressley reported that the South Region has not met since the last Executive Committee meeting. The next meeting is scheduled for May 24.

#### **West Region**

- In the absence of West Region Representative Eldredge, Director Underwood reported on the West Region staff updates: new staff in Alaska (Ellen Hackenmueller) and the official appointment of Hawaii Commissioner, Nathan Foo. The West Region has not met since the last Executive Committee meeting. The next meeting is scheduled for May 16.

### Legal Counsel Report (presented by Rick Masters)

#### Advisory Opinion #01-2017

- R. Masters presented a revised draft advisory opinion #01-2017 regarding the Demanding/Sending State's Authority to seek return of a juvenile in cases where

charges are pending in the Receiving/Holding State under the ICJ Rule 7-103. The advisory opinion was modified after the discussion at the March 28 meeting and the revised proposed amendment to Rule 7-103 by the Rules Committee. The opinion is written to coincide with the proposed amendment to Rule 7-103 as a bridge until the proposal rule passes and becomes effective. To that end, the advisory opinion states that *...Accordingly, the provisions of ICJ Rule 7-103 clearly preclude a return of a juvenile when charges are pending in the holding/receiving state until the pending charges against the juvenile are resolved or upon the consent of the holding/receiving state and demanding/sending state that such juvenile is available for return...*

- The Executive Committee reviewed and agreed to approve with one clerical correction on page 2.
  - **M. Genca (CT) made a motion to approve Advisory Opinion #01-2017 as presented and corrected. J. Hawkins (MO) seconded. The motion passed.**
  - The national office will post and announce the advisory opinion on the Commission's website.
- Conflict of Interest Template*
- R. Masters presented a draft conflict of interest policy for consideration per the will of the committee at the last meeting. The Executive Committee discussed and agreed that the language should be amended in two areas:
    - Paragraph 1. The form is not collecting financial information.
    - Paragraph 3. Signed forms would not be posted to the Commission's website, but could be available on request.
  - **M. Lacy (WV) made a motion to defer consideration of the conflict of interest statement presented until the next meeting. The motion died due to the lack of a second.**
  - M. Lacy (WV) suggested that there should also be a conflict of interest statement applicable to national office staff. R. Masters noted that the national office personnel are employed in the State of Kentucky, where employment is "at-will" and may be terminated for inappropriate conduct. He will research a second type of conflict of statement for employees in an at-will State.
  - **S. Hagan (WI) made a motion that a new draft conflict of interest statement be presented for discussion at the next meeting that removes the language regarding financial disclosures, posting of signed disclosures, and focuses on the performance of the duties of a Commissioner. M. Genca (CT) seconded. The motion passed.**

#### **Victims Representative Report** (presented by Trudy Gregorie)

- T. Gregorie had nothing new to report.

#### **Old Business**

There was no old business.

#### **New Business**

- Director Underwood presented a personnel matter for discussion.
- R. Masters advised the Executive Committee to go into a closed session to discuss personnel matters.
- **S. Hagan (WI) made a motion to move into closed session. M. Lacy (WV) seconded. The motion passed.**  
{ Closed Session }

- **D. Barrett (ME) made a motion to move out of closed session. A. Connor (NV) seconded. The motion passed.**
- **S. Hagan (WI) made a motion to approve a cost of living increase for the national office staff effective July 1, 2017 at a rate of two percent based on the Bureau of Labor Statistics Consumer Price Index dated December 2016. D. Barrett (ME) seconded. The motion passed.**

### **Adjourn**

- The next teleconference meeting is May 25, 2017 @ 11:30 a.m.
- **Chair Marchand adjourned the meeting by unanimous consent at 1:17 p.m. EDT.**