

INTERSTATE COMMISSION FOR JUVENILES

East Region Meeting Minutes



April 12, 2023
11:00 a.m. ET
via zoom

Commissioners/Designees in Attendance:

1. Caitlyn Bickford (NH) Commissioner, East Region Representative
2. Patricia Casanova (VT), Designee, East Region Alternate Representative
3. Tasha Hunt (CT), Commissioner
4. Nordia Napier (CT), Designee
5. Christine Norris (DE), Designee
6. Becki Moore (MA), Commissioner
7. Roy Curtis (ME), Commissioner
8. Wendy Lautsbaugh (PA), Commissioner

Commissioners/Designees not in Attendance:

1. Mike Casey (DE), Commissioner
2. Suzanne Miles-Gustave (NY), Commissioner
3. Francesco Bianco, Jr. (NY), Designee
4. Jessica Nash (RI), Commissioner
5. JoAnn Niksa (RI), Designee
6. Jennifer LeBaron (NJ), Commissioner
7. Edwin Lee, Jr. (NJ), Designee
8. Eavey Monique-James (USVI), Commissioner

Non-voting Compact Staff in Attendance:

1. Cecily Rexach (CT)
2. Donna Reed (MA)
3. Erin Breitigan (DE)
4. Shyra Bland (NJ)
5. Kelly Palmateer (NY)
6. Kara Buxton (NH)

Guests in Attendance:

1. Pam Weinman (NY)
2. Shaina Kern (NY)

National Office Staff and Legal Counsel in Attendance:

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

Call to Order

Representative Bickford (NH) called the meeting to order at 11:00 a.m. ET.

Roll Call

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

Agenda

T. Casanova (VT) made a motion to approve the agenda. R. Curtis (ME) seconded. Representative Bickford indicated the agenda was approved by unanimous consent without objection.

Minutes

C. Norris (DE) made a motion to approve the minutes from January 31, 2023, meeting as presented. R. Curtis (ME) seconded. Representative Bickford indicated the minutes were approved by unanimous consent without objection.

Discussion

Proactive Monitoring

- R. Curtis (ME) provided an update on the [proactive monitoring](#) program. He explained the two-sides of proactive monitoring.
 - Auto and custom reports from Tableau. Compact office staff who have a Tableau license have begun to receive the Tableau auto-generated Home Evaluation and Quarterly Progress Reports.
 - Maintenance reports. An email was sent to states on April 11, as a reminder of maximum probation/parole expiration dates. The intent is to ensure UNITY data is up-to-date and accurate by ensuring that cases are closed in UNITY in accordance with the supervision end-date, and to identify any obstacles. He added that the email was a one-time report; however, should states wish to receive the maximum probation/parole expiration dates report, he can advise how to set up the system to deliver such reports.
- R. Curtis (ME) encouraged members to watch the [Proactive Monitoring Program](#) video on the Commission's website by the Technology Committee and the Compliance Committee Chairs for an overview of the program.
- Representative Bickford (NH) and C. Norris (DE) shared their appreciation for the reports and spoke to their usefulness.
- Director Underwood added that anyone interested in a Tableau license to access the reports should contact [Joe Johnson](#).

2023 Proposed Rule Amendment(s)

- Representative Bickford (NH) opened the floor for discussion of the [2023 Proposed Rule Amendments](#).

Proposal to Rule 4-102: Sending and Receiving Referrals by the Midwest Region

- S. Bland (NJ) commented on the reporting instructions language and questioned whether there was a mechanism in UNITY for reporting instructions.
- K. Palmateer (NY) updated that the East Region had proposed a similar rule amendment twice in the past which did not pass. She was approached by the Midwest Region for assistance in preparing a new rule proposal. She supports

reporting instructions; however, does not agree with all the language in the proposal such as the 7-day time frame.

- T. Casanova (VT) supports the spirit of the proposal; however, not the proposed language.
- Representative Bickford summarized the discussions and a consensus to the concept of the proposal. The concerns appear to be the time frame, the mechanism in UNITY and the expectations for “reporting instructions.”
- **T. Casanova (VT) made a motion to authorize East Region Representative Bickford to prepare a comment on behalf of the East Region for non-support of the proposal as written. B. Moore (MA) seconded. The motion passed.**

Wednesday Workshop Series – LIVE Trainings

- Representative Bickford reminded the East Region that the monthly Wednesday Workshop Series live trainings returned March 29. The first session was such a huge success that the software was upgraded to increase the maximum number of attendees per session.
- Topics and Zoom links are posted on the Commission’s website. The next session is April 26 and the topic is Quarterly Progress Reports (QPRs).

ICJ Bench Book for Judges and Court Personnel

- Representative Bickford reminded the East 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.
- Director Underwood added that the revised resource is easy to distribute electronically. In addition to the pdf version, the website now has a built-in search feature that will link the findings in all resources including the [ICJ Bench Book for Judges and Court Personnel](#). The newly reviewed publication has been advertised in the *ICJ Updates* newsletter and emailed to the state Compact offices with additional information to assist states in their distribution.

New Website Resources Overview

- Representative Bickford reminded the East Region of a new [ICJ Website Resources Overview](#) developed by the National Office to assist in locating the numerous online ICJ resources.
- Director Underwood demonstrated the new online [ICJ Website Resources](#). The webpage lists all resources by category, topic, name, and includes a quick link. The information is also available in a one-page, print-ready format.

Coming Soon

- Representative Bickford updated that the following events will be coming in June:
 - The UNITY Enhancement Rollout Plan begins.
 - Registration opens for Commissioners/Designees to attend the 2023 Annual Business Meeting in Salt Lake City, Utah.

Regional Discussion Topics

- Representative Bickford updated that the West Region is developing a Best Practice on “Engaging Child Welfare Agencies.”
- Director Underwood updated that the West Region is assessing the scope of the issue cross the nation related to collaborations with child welfare agencies.

- T. Casanova (VT) has experienced the issue and asked if the East Region could comment on the Best Practice. She commented about complications of navigation and screening in part due to the disconnect of the child welfare and criminal justice data systems. The issue is compounded by the fact that each state operates differently regarding child protective services.
- R. Curtis (ME) updated that Maine identified the issue and decided to educate law enforcement that the first point of contact for runaways should be the child welfare agencies rather than the criminal justice system.

State and Committee Updates

- Representative Bickford opened the floor for any additional committee or state updates.
- K. Palmateer (NY) updated on the staff changes in process in New York Probation. She will be transferring to the role of Deputy Compact Administrator (DCA) for the Interstate Commission for Adult Offender Supervision (ICAOS). Shaina Kern (NY) will be transitioning to the role of Deputy Compact Administrator (DCA) for the Interstate Commission for Juveniles (ICJ).
- W. Lautsbaugh (PA) indicated there were no new updates from Pennsylvania; however, staff shortages and scarcity of detention/secure beds continue.

Old Business

The Rules Committee Response to Proposed Amendment to ICJ Rule 6-102 (After Hours Information)

- Chair Bickford reported that the East Region's proposed amendment to Rule 6-102 was not recommended by the Rules Committee. Instead, the Rules Committee recommended an after-hours matrix. The Executive Committee agreed with the idea of an ICJ After Hours Matrix.
- T. Casanova (VT) commented that the matrix speaks to the intent of the proposal and she would support withdrawing the East Region's proposal. Adding that if the East Region views the matrix to be ineffective, another rule amendment could be proposed in the future. B. Moore (MA) agreed.
- **T. Casanova (VT) made a motion to withdraw the East Region's proposed amendment to Rule 6-102: Voluntary Return of Runaways, Probation/ Parole Absconders, Escapees or Accused Delinquents and Accused Status Offenders. W. Lautsbaugh (PA) seconded. The motion passed.**

New Business

Detention of Non-delinquent Juveniles – Pennsylvania

- W. Lautsbaugh (PA) updated that the initial issue presented was states not holding Pennsylvania runaways due to not being listed in the National Crime Information Center (NCIC) database. The November 18, 2021, [ICJ Legal Advisory Opinion #04-2021](#), states that the holding state cannot refuse to take action should the juvenile not be entered in the NCIC database. Pennsylvania operates with the understanding that when a juvenile meets the criteria of a runaway, the ICJ applies. She presented the issue for input.
- Representative Bickford (NH) asked why the juveniles were not listed in NCIC. W. Lautsbaugh (PA) responded it is lack of knowledge on the part of the parent and/or inability to get cases entered when the juvenile's location is known.

- T. Casanova (VT) shared thoughts on not reporting due to cultural barriers and concern about reporting to law enforcement, adding that law enforcement is not as responsive to the 17-year-old population.
- R. Curtis (ME) shared a recent experience of law enforcement removing the juvenile from the NCIC database once located. Maine's position was the juvenile is still missing from their home state and their parents' custody. The law enforcement did not re-enter the juvenile into NCIC. Maine filed a requisition for the return.
- R. Curtis (ME) also shared of a return case that involved the U.S. Marshals. The U.S. Marshals have a new division and are eager to help. Representative Bickford (NH) noted the U.S. Marshal that attended and presented during the 2022 Annual Business Meeting.
- Representative Bickford (NH) concluded that the issue appears to be with law enforcement and suggested states presenting to their state councils. She will also update the Executive Committee.

Adjourn

Representative Bickford adjourned the meeting by acclamation without objection at 12:06 p.m. ET.