

INTERSTATE COMMISSION FOR JUVENILES

East Region Meeting Minutes

January 11, 2024

11:00 a.m. ET

Via Zoom



Preliminary Business

Call to Order

Alternate Region Representative T. Casanova (VT) called the meeting to order at 11:00 a.m. ET and led the meeting until Region Representative C. Bickford (NH) was available to join.

Roll Call

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

Voting Commissioners/Designees in Attendance:

1. Caitlyn Bickford (NH), Commissioner
2. Trissie Casanova (VT), Designee, Alternate Region Representative
3. Nordia Napier (CT), Designee
4. Christine Norris, (DE), Designee
5. Becki Moore (MA), Commissioner
6. Roy Curtis (ME), Commissioner
7. Pam Wienman (NY), Designee
8. Wendy Lautsbaugh (PA), Commissioner
9. William Dolan (RI), Designee

Compact Staff in Attendance:

1. Cecily Rexach (CT)
2. Erin Breitigan (DE)
3. Donna Reed (MA)
4. Robert Lemieux (MA)
5. Erin Laskowski (NH)
6. Shyra Bland (NJ)
7. Kelly Palmateer (NY)
8. Shaina Kern (NY)

Compact Staff Not in Attendance:

1. Tash Hunt (CT), Commissioner
2. Francies "Mike" Casey (DE), Commissioner
3. Jennifer LeBaron (NJ), Commissioner
4. Edwin Lee, Jr. (NJ) Designee
5. Suzanne Miles-Gustave (NY), Acting Commissioner
6. Jessica Nash (RI), Commissioner
7. Eavey Monique-James (VI), Commissioner

National Office Staff in Attendance:

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

Agenda

- Alternate Region Representative T. Casanova (VT) presented the new solution-focused agenda.
- **R. Curtis (ME) made a motion to approve the meeting agenda as presented. B. Moore (MA) seconded. The motion passed.**

Minutes

R. Curtis (ME) made a motion to approve the September 26, 2023, meeting minutes. P. Weinman (NY) seconded. The motion passed.

Check-ins

Alternate Region Representative T. Casanova (VT) initiated a check-in icebreaker activity to share any fun Christmas cards encountered during the holidays.

Reports

Hot Topics from “ICJ Updates”

- Alternate Region Representative Casanova (VT) reported the following hot topics from the most recent issue of the “ICJ Updates.”
 - All ICJ State Council 2023 Reports are due January 31, 2024. Reports may be submitted [online](#) on the Commission’s website.
 - Rule Amendment Trainings in March:
 - Session A: Rule, Form, and UNITY Changes pertaining to the Transfer of Supervision and Travel Permit Cases:
 - March 6, 2024 @ 1:00 pm ET
 - March 13, 2024 @ 1:00 pm ET
 - Session B: Rule, Form, and UNITY Changes pertaining to Returns and Failed Supervision Cases:
 - March 20, 2024 @ 1:00 pm ET
 - March 27, 2024 @ 1:00 pm ET
 - On January 31, 2024 @ 1:00 p.m. ET, the National Runaway Safeline will provide the ICJ Wednesday Workshop. [Registration](#) is available on the Commission’s website.

Committee Reports

- Executive Committee
 - Alternate Region Representative Casanova (VT) reported the Executive Committee met in [November](#) and [December](#) 2023 and updated on the actions listed below.
 - Nataki Brown was elected as the Victims Representative and will serve on the ICJ Executive Committee for another year.
 - Solution-focused resources and tools, including the Plan-Do-Study-Act model, were shared with the Executive Committee. The documents are available to share in a future meeting if members are interested. Also, there may be a request to review modifications to ICJ Administrative Policies in a future meeting.
 - The National Office is searching for a 2025 Annual Business Meeting (ABM) location in the Midwest Region. Plans are underway for the 2024 ABM in Mobile, Alabama, September 23-25, 2024.
 - Updates to the Strategic Plan Priorities action items were provided by Director Underwood.
 - In February and March, the Executive Committee members and other leaders will be participating in the Implementation Science Leadership Academy by the Alliance for Community Justice Innovation (ACJI).
 - A referral was sent to the Rules Committee related to “appropriate authority” in Rule 6-102.

- A referral was sent to the Technology Committee related to airport surveillance. Director Underwood explained the importance of completing the Travel Plan detail field in UNITY to accurately reflect and administer the airport surveillance.
- Rules Committee
 - On behalf of Rules Committee Vice Chair C. Bickford (NH), Alternate Region Representative Casanova (VT) reported the Rules Committee met [December 20, 2023](#).
 - The Rules Committee two-year calendar was approved through April 2025. Preparation for the rule amendments training in March is underway and registration is now open as reported earlier.
 - The meaning of “appropriate authority,” in Rule 6-103 as it relates to the non-voluntary return of runaways was discussed and a recommendation made to develop a work group to address the concerns.
 - A proposed amendment to create an appeals process for denied home evaluations was discussed.
 - The next Rules Committee meeting is January 17, 2024.
- Technology Committee
 - Technology Committee Vice Chair R. Curtis (ME) reported that the Technology Committee met in [November](#) and [December](#) 2023, and [January](#) 2024.
 - The Technology Committee has two subcommittees: the Rule Enhancement Subcommittee and the Tableau/UNITY Maintenance Subcommittee.
 - The ICJ Form VIII, Home Evaluation, was amended to align with the updated ICJ Rule 4-104. Also, the new ICJ Form IX, Failed Supervision, was approved as recommended by the Rule Enhancement Subcommittee.
 - The Tableau/UNITY Maintenance Subcommittee will first review current UNITY reports via Tableau and expand from there.
 - The Technology Committee was tasked to review and provide a recommendation regarding the annual reported data related to returns and to reporting airport surveillance.
- Finance Committee
 - In the absence of Finance Committee member, M. Casey (DE), Director Underwood reported that the Finance Committee met in [December](#) 2023.
 - The Finance Committee provides oversight of the Commission’s budgets, financial policies, and investments. Orientation to the Finance Committee was provided for new and returning members. The 2024 goals and meeting dates were approved.
 - The Finance Committee is looking ahead to draft FY 2026 budget that will be presented for approval by the full Commission during the 2024 Annual Business Meeting (ABM).
- Training Committee
 - Training Committee member, W. Dolan (RI), reported the Training Committee met in [December](#) and January.
 - Planning for the 2024 Annual Business Meeting (ABM) is underway. An option for multiple training sessions simultaneously was discussed; however, due to time and cost constraints, the option is not feasible.
 - All state training is not being captured via the in-state training report form and therefore not included in the Annual Report. The online form was modified to support easier reporting. The Training Committee agreed to update the online [Training and Technical Assistance Report Form](#) and reevaluate next year.
- Compliance Committee

- Compliance Committee member B. Moore (MA) reported there was a discussion around the Proactive Monitoring Program and where improvements should be made. All regions were tasked to provide feedback on the program via a live poll in their January region meetings.
- Compliance Committee member S. Bland (NJ) explained that a few unfinished items from the 2022 UNITY Data Assessment were wrapped up.

Unfinished Business

Determine whether to move forward with a non-delinquent runaway subcommittee.

- Alternate Region Representative T. Casanova (VT) recalled during the September meeting that the East Region considered forming a subcommittee to take a closer look at challenges with non-delinquent runaways. She opened the floor for input on how to move forward. R. Curtis (ME) commented on the importance of the matter and would support moving forward.
- **R. Curtis (ME) made a motion to move forward with forming an East Region Non-Delinquent Runaway Subcommittee. B. Moore (MA) seconded. T. Casanova (VT) abstained. The motion passed.**
- The following members agreed to serve on the new East Region Non-Delinquent Runaway Subcommittee:
 - Trissie Casanova (VT), lead
 - Cecily Rexach (CT)
 - Christine Norris (DE)
 - Roy Curtis (ME)
 - Caitlyn Bickford (NH)
 - Bill Dolan (RI)
- Director Underwood prompted the newly formed subcommittee to develop a charge.
- **R. Curtis (ME) made a motion to approve the charge of the East Region Non-Delinquent Runaway Subcommittee to identify common challenges on the subject; present recommendations to the East Region; and ultimately present recommendations to the Executive Committee. C. Norris (DE) seconded. The motion passed.**

New Business

Provide feedback on the Proactive Monitoring Program as requested by the Compliance Committee

- J. Adkins, National Office, explained the purpose of the live poll by the Compliance Committee is to gather feedback related to the Proactive Monitoring Program for assessment of the program.
- The poll included four questions (two multiple choice questions and two open response questions).
- J. Adkins, National Office, administered the poll and thanked the East Region for their feedback.

Discuss language on ICJ Forms I, II, and III – When a Juveniles is not returning to the home state, as well as possible conflict with “best interest” language.

- Alternate Region Representative T. Casanova (VT) opened the floor for discussion of language on the ICJ Forms: [I Requisition for Runaway Juvenile](#), [II Requisition for Escapee, Absconder, or Accused Delinquent](#), and [III Consent for Voluntary Return of Out of State Juveniles](#) .
- ICJ Form III
 - Alternate Region Representative T. Casanova (VT) shared a recent judicial incident whereby the language “is appropriate and in the best interest of said juvenile” on the ICJ Form III was challenged. The judge questioned how the best interest could be determined when the home had not been evaluated. She posed the idea of striking the language on the form.
- ICJ Forms I, II, and III

- Alternate Region Representative T. Casanova (VT) shared that the ICJ Forms I, II, and III do not allow a section for completion when the juvenile is not returning to their home state; rather, they are going to a third state.
- The East Region discussed the language and the process to change an ICJ Form.
- **C. Norris (DE) made a motion to table the discussion of the two issues until the next East Region meeting. N. Napier (CT) seconded. The motion passed.**

{East Region Representative C. Bickford (NH) joined the meeting.}

Next Steps

- East Region Representative C. Bickford (NH) presented a topic for new business to discuss at the next meeting. She indicated the possibility of a proposed rule amendment related to a time frame for a transfer of supervision packet to be sent. Additionally, C. Bickford (NH) agreed that proposed rule amendments for the next rules cycle would remain a standing topic on the agenda for future meetings.
- The next meeting is April 11, 2024, at 11:00 a.m. ET.

Adjourn

Alternate Representative T. Casanova (VT) adjourned the meeting by acclamation without objection at 12:12 p.m. ET.