

INTERSTATE COMMISSION FOR JUVENILES

Executive Committee Meeting Minutes



July 27, 2023
12:00 noon ET
Via Zoom

Committee Members in Attendance:

1. Nina Belli (OR), Chair
2. Julie Hawkins (MO), Vice Chair
3. Sherry Jones (MD), Treasurer and Racial Diversity, Equity, and Inclusion Committee Chair
4. Tasha Hunt (CT), Immediate Past Chair
5. Jacey Rader (NE), Compliance Committee Chair
6. Dale Dodd (NM), Finance Committee Chair
7. Kellianne Torres (IA), Information Technology Committee Chair
8. Corrie Copeland (TN), Training Committee Chair
9. Caitlyn Bickford (NH), East Region Representative
10. Felicia Dauway (SC), South Region Representative
11. Howard Wykes (AZ), West Region Representative
12. Nataki Brown, Victims Representative

Committee Members Not in Attendance:

1. Stephen Horton (NC), Rules Committee Chair
2. Chuck Frieberg (SD), Midwest Region Representative

Guest in Attendance:

1. Sasaun Lane (OH), Midwest Region Representative

National Office Staff and Legal Counsel in Attendance:

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

Call to Order

Commission Chair N. Belli (OR) called the meeting to order at 12:00 noon ET.

Roll Call

Director Underwood called the roll and a quorum was established.

Agenda

C. Copeland (TN) made a motion to approved the agenda. S. Jones (MD) seconded. Chair Belli (OR) approved the agenda as presented by unanimous consent without objection.

Minutes

S. Jones (MD) made a motion to approve the June 22, 2023 meeting minutes as presented. F. Dauway (SC) seconded. Chair Belli (OR) indicated the minutes were approved by unanimous consent without objection.

Commission Chair Report *by Nina Belli (OR)*

Gearing Up for the ICJ 2023 Annual Business Meeting (ABM)

- Chair Belli (OR) announced that the first ICJ Annual Business Meeting (ABM) was held in Las Vegas, Nevada, in 2008. The 2023 ABM marks the 15th year of the Interstate Commission for Juveniles. There will be fun and engaging activities throughout the week. Chair Belli (OR) updated that she, Vice Chair J. Hawkins (MO), and National Office Training Specialist Amanee Cabbagestalk have been preparing fun ice breaker activities. The Executive Committee members have special roles to play as hosts who meet and greet attendees.
- All committee chairs, regional representatives, and legal reports are due by August 8 to the National Office. The reports will be included in the 2023 ICJ ABM Docket Book.

Nominations process: Open until August 8

- Chair Belli (OR) reviewed the nominations process and reminded members to submit candidates for one or more of the following:
 - Legacy Award (15 years)
 - In honor of the 15th year, Legacy Awards will be presented to persons who have been with Compact offices for the past 15 years. The award will be presented to both Compact Staff, Commissioners, and Designees. Eligible persons should complete the online form, as the National Office does not have the information on file regarding length of service.
 - Rising Star Award (Less than 2 years working in a Compact Office)
 - Leadership Award (2 years or more working in a Compact Office)
 - Officer nominations and committee chair recommendations
 - There will be no region representatives' elections this year as the regional representatives serve 2-year terms.
- Vice Chair J. Hawkins (MO) will attend the 2023 Annual Business Meeting for the Interstate Commission on Adult Offender Supervision (ICAOS) in September in Norfolk, Virginia, as the ICJ ex officio representative.

Commission Treasurer Report *by Sherry Jones (MD)*

- Treasurer Jones reported the investment account growth for Fiscal Year 2023 (FY23) was \$133,182.
- The FY23 ICJ fiscal audit will begin the first week of August. As ICJ Treasurer, she has signed off on the required paperwork to complete the audit process.

National Office Report *by MaryLee Underwood, Executive Director*

State Updates

- Iowa

- Director Underwood reported the Iowa Commissioner position remains vacant. The policy states that upon reaching the 120-day vacancy mark, that the matter shall be referred to the Compliance Committee. The Compliance Committee does not meet again prior to ABM; therefore, the Compliance Committee Chair suggested referring the matter directly to the Executive Committee. Director Underwood noted that while no commissioner has been appointed, Iowa has been represented by a full-time designee who provides significant input to the Commission. She recommended postponing discussion of compliance action until the August Executive Committee meeting to allow time to follow-up with Iowa authorities, who have indicated that an appointment is expected soon.
- **J. Rader (NE) made a motion to accept the recommendation of the Executive Director that the Executive Committee defer action on the matter of the Iowa Commissioner vacancy until next month. J. Hawkins (MO). K. Torres (IA) abstained. The motion passed.**
- Kansas
 - Megan Milner was appointed ICJ Commissioner. Fareeda Washington, Deputy Compact Administrator, has been authorized to vote in all region and committee meetings in the absence of Commissioner Milner. Both are eager to get started and have been actively learning about the Commission.

Jenny Adkins Master's Degree Survey Results

- Director Underwood reported that Jenny Adkins recently earned her Master's Degree in Criminal Justice Policy and Leadership. With the approval of the Executive Committee, she surveyed state ICJ office staff as part of her capstone project and produced a report entitled "Compact Office Staff Perceived Challenges in Effecting the Interstate Compact for Juveniles." The report is being reviewed internally and will be published in the future.

NCJFCJ Conference

- Director Underwood reported that she and Commissioner Sherry Jones (MD) attended the 2023 National Council of Juvenile and Family Court Judges (NCJFCJ) Conference in July in Baltimore, Maryland. There were 600 conference participants, and at least 150 participants stopped by the ICJ exhibit. Judges expressed excitement about the revised ICJ Bench Book.
- The conference provided educational and networking opportunities with new and former NCJFCJ Presidents; Office of Juvenile Justice and Delinquency Programs (OJJDP) staff; and National American Indian Court Judges Association staff. Former NCJFCJ President Anthony Capizzi, who served as an ICJ ex officio member, expressed interest in training collaborations with the Commission.

Collaborating with Child Welfare Agencies on Returns

- A discussion regarding working with child welfare agencies began earlier in the year in the West Region. The topic has since evolved into a Toolkit, which will be presented later in the meeting under the West Region Report.

- Director Underwood shared results of the “Collaborating with Child Welfare Agencies on Returns Survey.” Director Underwood recommended survey results be approved for publication, so they can be shared internally and externally.
- S. Jones (MD) commented about the importance of identifying a point person within each state’s child welfare system to assist Compact offices with returns when child abuse or neglect is reported.
- **H. Wykes (AZ) made a motion to publish the “Collaborating with Child Welfare Agencies on Returns” survey results. S. Jones (MD) seconded. The motion passed.**
- Director Underwood shared some additional strategies related to child welfare collaborations for future consideration:
 - Adopt “Ensuring Safe Returns” as a priority for [Training and Technical Assistance](#) (TTA)
 - Develop resources (and related trainings) for ICJ Offices and allies (Targeted TTA)
 - Refer issue to Rules Committee for review/amendment of ICJ Rule 6-105 (and other rules)
- Next, Director Underwood shared her communications with three related organizations.
 - Susan Frankel, National Runaway Safeline Ex Officio, offered insights about services available to runaways, many of which are funded by the Administration for Children and Families (ACF), Runaway and Homeless Youth Program. She plans to attend the ABM.
 - Chris Holloway currently works with the ACF Runaway and Homeless Youth Program. Mr. Holloway is familiar with ICJ as he represented the Office of Juvenile Justice and Delinquency Prevision (OJJDP) in 2000, when the Compact was drafted. He suggested that Commission present a workshop at the Runaway and Homeless Youth Grantees Conference in November. Nina Belli and Jenny Adkins submitted a proposal, and will attend if approved.
- Director Underwood has requested a meeting with ACF Children's Bureau staff, as recommended by Mr. Holloway. The Children’s Bureau works directly with state child welfare agencies. The request is pending.
- Additionally, a meeting has been scheduled with OJJDP Administrator Liz Ryan, Marsha Goode, and other OJJDP staff in September.

Committee Reports

Compliance Committee Report *by Jacey Rader (NE)*

- Compliance Committee Chair J. Rader (NE) reported the committee did not have a quorum at the meeting scheduled for July 20. Nonetheless, updates were presented and informal discussions were held.
- Compliance Chair Rader (NE) noted that Regional Representatives shared the new and updated resources information developed to address issues identified through the UNITY National Data Assessment during July region meetings. The process of sharing the uniform message was well received.
- She also shared data collected through the Proactive Monitoring Program.
 - Pre-program averages for timely submission of reports were:

- Quarterly Progress Reports (QPRs) = 98%
 - Home Evaluations (HEs) = 92%
 - Three-month period following the launch of the program (April – June 2023), averages were:
 - QPR = 98%
 - HE = 94%
- Compliance Chair Rader (NE) reported that as of July 31, 2023, New York will be 120-days overdue on payment of their 2024 dues. In accordance with the [ICJ Dues Assessment and Enforcement Policy, 08-2009](#), if a member state has not paid its annual dues within 120 days of the start of the state’s fiscal year, the matter is referred to the Compliance Committee. Since the Compliance Committee will not meet again prior to the ABM, Chair Rader (NE) referred the matter to the Executive Committee.
- The Executive Committee discussed and agreed that New York will be in default for the non-payment of dues after July 31 and a letter from ICJ Legal Counsel, Rick Masters, would be in order.
- **H. Wykes (AZ) made a motion to authorize Legal Counsel Rick Masters to prepare a letter of default to New York if the National Office does not receive the FY 24 dues payment by July 31, 2023. C. Bickford (NH) seconded. The motion passed.**
- Compliance Chair Rader (NE) reported that the Compliance Committee members discussed early termination of the JIDS contract. While a recommendation regarding early termination was made, members did suggest reviewing the [National Office Records Retention Policy](#). The policy addresses retention of National Office documents and does not address state retention requirement. Once JIDS is terminated, there will be no further access to information stored therein.
- The Executive Committee discussed expungement requests received since May 2022 (when the Commission migrated from JIDS to UNITY). A total of seven (7) requests have been received, each of which required turning on JIDS in order to delete files.
- The JIDS vendor never billed the Commission during FY23, even though National Office staff requested invoices in order to settle accounts prior to the end of the fiscal year for accounting purposes. Nonetheless, funds are appropriated and it is anticipated they will invoice at some point.
- Chair N. Belli (OR) voiced concern about possible lawsuits whereby juvenile records would be requested. J. Hawkins (MO) supported continuing access until the contract expires. Other Executive Committee members agreed to keep the JIDS contract in place until its expiration date.
- A state recently reported that it failed to request a transfer of supervision when a juvenile probationer relocated. This was the second self-reported violation in two months, which more than usual. The Commission Chair, the Compliance Committee Chair, and the Executive Director discussed the incident and agreed similar lapses are not uncommon. The state provided information regarding their internal investigation and disciplinary action. A letter was issued to the state thanking them for reporting and indicating no further action was required.

- ICJ policies do not address responses to self-reported issues. Compliance Chair Rader (NE) suggested a similar process be used in the future when states report other instances of non-compliance.
- There were no objections from Executive Committee members.

Finance Committee Report by Dale Dodd (NM)

- Finance Committee Chair D. Dodd (NM) reported the Finance Committee met July 26. As of July 1, the Commission is operating in FY 24.
- Fiscal Year 2023 completed June 30, 2023 at 6.3 percent under budget. The investment account growth for FY 23 was \$133,182, as previously reported by the Treasurer.
- The FY 23 audit will commence in August. A final report will be shared at or before the ABM. A letter from the auditor will be included in the 2023 Annual Report.
- Chair Dodd noted that the FY 25 Budget would be discussed during the Old Business section of the meeting.

Information Technology Committee Report by Kellianne Torres (IA)

- Technology Committee Chair K. Torres (IA) reported that the Technology Committee met July 11, 2023.
- The Technology Committee reviewed the quotes from the UNITY vendor for the four (4) proposed rule amendments that, if adopted, will result in fiscal impacts for modifications in UNITY.
- The Rules Committee recommended that the Technology Committee to re-number ICJ Form IX, as there are multiple versions used for different types of reports. The Technology Committee tabled discussion of the recommendation until after the ABM, when action will be taken on pending rule proposals.
- She shared positive feedback from the committee members regarding the UNITY enhancements and roll out.
- Important dates for the August Enhancements Release include:
 - July 26: Training Workshop
 - August 8: Release of final enhancements
 - August 9, 10, and 11: Virtual Open Houses to address questions
- UNITY Teams updates were provided.
 - The Enhancements Team continues to test enhancements and aid with training. They also reviewed the quotes from the UNITY vendor related to rule proposal prior to the presentation to the committee.
 - The Data Visualization Team will work with the metric reports once received from the vendor.
 - The UNITY Maintenance Team paused their work until after the UNITY enhancements rollout has been completed.
 - The UNITY Workflow Diagrams Team also has paused to allow focus on the UNITY enhancement releases and related training.
- The “UNITY Spotlight” newsletter is a standing agenda item and members are encouraged to share ideas and information for future articles.

Rules Committee Report by *Caitlyn Bickford (NH)*

- Rules Committee Vice Chair C. Bickford (NH) reported the Rules Committee conducted its last meeting of the year on July 12, 2023.
- The following proposals were re-considered, as changes had been made in response to the Rules Committee's previous suggestions.
 - Rule 4-102 from the Midwest Region, and
 - Rule 4-104 from the Maryland and Delaware Commissioners.
- Given that all suggestions were accepted, the Rules Committee voted to recommend both proposals for adoption.
- The Rules Committee also reviewed and discussed the vendor's quotes for the four (4) rule proposals with UNITY impact.
- The Rules Committee members presenting the 2023 proposed rule amendments training during the ABM will meet in August to prepare for their session.

Training, Education & Public Relations Committee Report by *Corrie Copeland (TN)*

- Training, Education & Public Relations Committee Chair C. Copeland (TN) reported that the Training Committee met July 6, 2023.
- The Committee discussed training sessions to be presented at the 2023 ABM:
 - Effective Strategies for Training Local Offices (Tuesday)
 - Collaborating with Child Welfare Agencies (Wednesday)
- The Training Committee discussed ways to improve the online [Frequently Asked Questions](#), [Judges Toolkit](#), and the [FAQ for Judges](#).
- All states were reminded to report their In-State Training via the [online form](#) for inclusion in the [2023 ICJ Annual Report](#).
- The Training Committee completed their last meeting of the year with the following list of topics, goals, and projects to tackle in 2024:
 - Review training resources after the 2023 ABM
 - Provide training/resources related to returns involving abuse/neglect
 - Update UNITY LMS courses
 - Live judicial training, in partner with ex officio organizations: NCJFCJ, National Association of Attorneys General (NAAG), and Association of Prosecuting Attorneys (APA)
 - Review and revise flowcharts, beginning with non-voluntary returns
 - Resume "Wednesday Workshops" series
 - Plan training sessions for the 2024 ABM

REGION REPORTS

- Commissioner Chair N. Belli (OR) updated that ICJ Regional Representatives have been working together to help distribute information on "Hot Topics" and build more opportunities for feedback and discussion of important initiatives.
- Chair N. Belli (OR) asked that the Region Representatives provide feedback from the "Hot Topics" discussions and any additional information from their July meetings.
- The "Hot Topics" for the July Meeting were as follows:
 - New & Updated Resources Promoting Compliance & Equity
 - Training Bulletin: Violation Reports Requesting Discharge or Revocation (new)
 - Best Practice: Intrastate Relocation (updated)

- Best Practice: Home Evaluation Considerations for Unconventional Families (new)
 - [UNITY Enhancements Rollout](#)
 - Reminders
 - [In-state Training Reports](#) (due by July 28)
 - [After Hours Contact Information for New Matrix](#)
- 2023 Annual Business Meeting
 - Nominations
 - [Officers](#)
 - [Leadership Award](#)
 - [New Legacy Award](#) (15 years of ICJ service)
 - [New Rising Star Award](#)

East Region Report *by Caitlyn Bickford (NH)*

- East Region Representative C. Bickford (NH) reported that the East Region met July 13. The members appreciated the update and reminders. Technology Committee Vice Chair Roy Curtis (ME) provided detailed updates related to the UNITY enhancements.
- The discussion about non-delinquent runaways, particularly those not in NCIC, continues and may lead to a best practice guide, which would align with the new toolkit related to returns where abuse/neglect is reports and ABM Training session about collaborations with child welfare agencies.
- Roy Curtis (ME) volunteered to serve as the East Region panelist for the 2023 ABM session titled “ICJ and Child Welfare: A Collaborative Effort.”

Midwest Region Report *by Sasaun Lane (OH)*

- Midwest Alternate Region Representative S. Lane (OH) reported that the Midwest Region met July 18.
- As with the other regions, the primary discussion was around the hot topics and the in-state training online reports.
- The information was well received and no additional topics were discussed.

South Region Report *by Felicia Dauway (SC)*

- South Region Representative F. Dauway (SC) reported that the South Region met July 25.
- As with the other regions, the primary discussion was around the “Hot Topics” and reminders. The South Region supported hearing all the updates and information.
- The Proactive Monitoring Program Feedback Survey link was shared and members were encouraged to complete the survey.
- States were reminded to complete their state’s information in the new After-Hours Matrix.

West Region Report *by Howard Wykes (AZ)*

- West Region Representative H. Wykes (AZ) reported that the West Region met July 13. As with the other regions, discussions focused on the “Hot Topics” and reminders. Earlier this year, the West Region’s began discussing development of a best practice guide regarding working with child welfare agencies. This

discussion evolved and led to development of a more extensive toolkit, which was provided to Executive Committee members for review prior to the meeting.

- Representative Wykes (AZ) presented the toolkit entitled: “Safe Returns for Runaways when Abuse/Neglect is Reported: Toolkit for ICJ Offices, State Councils, and Other Allies” and recommended it be approved for publication.
- **S. Jones (MD) made a motion to approve of publication “Safe Returns for Runaways when Abuse/Neglect is Reported: Toolkit for ICJ Offices, State Councils, and Other Allies.” J. Hawkins (MO) seconded. The motion passed.**

Legal Counsel Report *by Rick Masters*

- R. Masters, Legal Counsel, shared that he had been asked to review concerns related to the Health Insurance Portability and Accountability Act (HIPAA) expressed by some child welfare agencies about sharing information with ICJ personnel working to return juveniles following reports of abuse and neglect.
- In summary, R. Masters advised that the HIPAA Law Enforcement Exception applies. Therefore, HIPAA permits child welfare agencies to share information with ICJ offices. He has prepared a memorandum to follow-up on previous ICJ Legal Advisory Opinions on the matter.

Victim’s Representative Report *by Nataki Brown*

- Victims’ Representative N. Brown provided information on a training series conducted by the End Violence Against Women (EVAW) organization. The focus of the training is exploring relationships between law enforcement officers and victim’s advocates.
- The National Institute of Justice (NIJ) term of the month is “Drug Treatment Courts.”
 - Drug treatment courts are specialized court docket programs that target persons who have alcohol and other drug dependency problems within the criminal justice system, including adults charged with or convicted of a crime, youth involved in the juvenile justice system, and parents with pending child welfare cases. Although drug courts vary in target populations and resources, the programs are generally managed by a multidisciplinary team that includes judges, prosecutors, defense attorneys, community corrections officers, social workers, and treatment service professionals. Support from stakeholders — representing law enforcement, family, and community members — can participate in hearings, programming, and events, such as graduation. Various types of drug courts have emerged to address issues relevant to specific populations, including tribal healing to wellness, driving while intoxicated, reentry, veterans, mental health, and co-occurring programs.

Old Business

FY 2025 Budget

- Chair Belli (OR) recalled that the Executive Committee previously tabled discussion of the FY 2025 Budget recommended by the Finance Committee until

they received recommendations from the Technology and Compliance Committees about early termination of the JIDS contract.

- Since feedback has been received from both, she presented the proposed FY 2025 Budget as recommended by the Finance Committee, including continued funding for the JIDS contract.
- **D. Dodd (NM) made a motion to recommend the FY 2025 Budget as presented for approval by the Commission during the 2023 ABM. S. Jones (MD) seconded. The motion passed.**

ACJI Implementation Leadership Academy

- Chair Belli (OR) recalled the Executive Committee previously decided to assess current Executive Committee members interest in attending the ACJI Implementation Leadership Academy. Eight (8) persons expressed interest, but some were unable to commit without knowing the exact dates.
- Chair Belli (OR) noted that funding is in the budget and suggested the opportunity be offered once the 2024 dates are available. S. Jones (MD) supported the suggestion.
- **J. Hawkins (MO) made a motion to offer the opportunity to Executive Committee members to attend the ACJI Leadership Academy in 2024, once the dates are announced. S. Jones (MD) seconded. The motion passed.**

Ad Hoc Committee to Review UNITY Privacy Policy

- Chair Belli (OR) recalled the Executive Committee previously approved formation of a new Ad Hoc Committee for review of the UNITY Privacy Policy, which would be comprised of Executive Committee members. The following persons volunteered to serve on the Ad Hoc Committee:
 - Chair N. Belli (OR);
 - Vice Chair J. Hawkins (MO);
 - Technology Committee Chair K. Torres (IA);
 - Technology Committee Vice Chair R. Curtis (ME); and
 - Compliance Committee Chair J. Rader (NE).
- Given the current focus on preparation for the ABM, the new Ad Hoc Committee will be launched after the ABM. This will allow time to formulate the intent and expectations of the new Ad Hoc Committee. Chair Belli noted that the list of volunteers will be recorded for later use.

New Business

- S. Jones (MD) encouraged members to run for officer positions and to express their interest in serving as a committee chair for the next year.

Adjourn

Chair Belli (OR) adjourned the meeting by unanimous consent without objection at 1:47 p.m. ET.