

INTERSTATE COMMISSION FOR JUVENILES

Executive Committee Meeting Minutes

January 24, 2024

12:00 p.m. ET

via Zoom



Preliminary Business

Call to Order

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

Roll Call

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

Committee Members in Attendance:

1. Nina Belli (OR), Commission Chair
2. Julie Hawkins (MO), Commission Vice Chair
3. Sherry Jones (MD), Commission Treasurer and Racial Diversity, Equity, and Inclusion (RDEI) Committee Chair
4. Jacey Rader (NE), Compliance Committee Chair
5. Dale Dodd (NM), Finance Committee Chair
6. Kellianne Torres (IA), Information Technology Committee Chair
7. Stephen Horton (NC), Rules Committee Chair
8. Corrie Copeland (TN), Training, Education, and Public Relations Committee Chair
9. Caitlyn Bickford (NH), East Region Representative
10. Chuck Frieberg (SD), Midwest Region Representative
11. Felicia Dauway (SC), South Region Representative
12. Howard Wykes (AZ), West Region Representative
13. Nataki Brown, Victims Representative

National Office Staff 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, Systems Project Manager

Agenda

C. Copeland (TN) made a motion to approve the agenda as presented. J. Hawkins (MO) seconded. Chair Belli (OR) indicated the agenda was approved by unanimous consent without objection.

Minutes

S. Jones (MD) made a motion to approve the meeting on December 14, 2023, as presented. F. Dauway (SC) seconded. Chair Belli (OR) indicated the minutes were approved by unanimous consent without objection.

Check-ins

- Chair Belli (OR) asked members to share one of their ICJ goals for 2024. Goals shared included: train back-up staff; transition state operations from a UNITY Model 3 to Model 2; provide state training on the new rules effective April 1, 2024; and continue adoption of implementation science strategies.

Reports

Commission Chair Report *by Nina Belli (OR)*

- Chair Belli (OR) congratulated and welcomed back the Victims Representative, Nataki Brown, for 2024.
- She noted that details related to the Executive Committee's 2-day Spring Planning meeting in Louisville, Kentucky, April 23-24, 2024, were emailed earlier in the week.
- This year, training will be provided by the Alliance for Community Justice Innovation (ACJI) Training. Wednesday will be a full day of planning and using implementation science strategies. An optional self-wellness activity is also planned for the meeting.
- Chair Belli (OR) acknowledged the committee chairs for adjusting meeting schedules throughout the year to accomplish the Commission's work without overwhelming the membership.
- Chair Belli (OR) expressed her enthusiasm for the ACJI Implementation Leadership Academy which will begin the first week of February and acknowledged the committee leaders that will be participating.

Executive Director Report *by MaryLee Underwood, Executive Director*

- Director Underwood announced the retirement of long-standing employee Emma Goode and recognized her significant contributions to the Commission over her fourteen (14) year tenure. Emma Goode is the first Interstate Commission for Juveniles National Office staff to retire, and she will be deeply missed.
- Ms. Goode's retirement served as a catalyst for a human resources project, which includes review all job descriptions to ensure they match the actual roles of employees and review of human resources policies and practices. The Hannah Resource Group (HRG) will assist with the project prior to launching the hiring process. The systematic review will support a healthy work environment for the Commission.
- Until 2016, the Commission received human resources support from the Council of State Governments (CSG). When the Commission disaffiliated, all the secretariat services provided by CSG were absorbed by the staff. Added responsibilities included human resources management, mail services, printing, accounting, banking, and information technology management. National Office staff are reviewing job descriptions and providing feedback on specific duties that have been added. The responsibilities for most

positions have significantly increased. HRG's recommendations may include changes to job titles, assigned duties, and/or pay rates.

- Director Underwood shared strategies for aligning the Commission's project planning and budgeting process. Focus on better alignment will increase efficacy and decrease frustration. Since the Commission's budget and project plans for FY 25 have already been developed, committees should develop plans for FY 26 (which begins in July 2025) in Spring 2024. This timeline will allow for inclusion of appropriate funding.
- Director Underwood reported that she and Amanee Cabbagestalk met with Derrik Anderson from Race Matters for Juvenile Justice. The meeting focused on how the organizations could collaborate on future projects related to leadership and racial diversity, equity, and inclusion. Information will be shared with the Racial Diversity Equity and Inclusion (RDEI) Committee as they plan for next year.

Compliance Committee Report by *Jacey Rader (NE)*

- Compliance Committee Chair J. Rader (NE) reported the committee met January 3, 2024. The Compliance Committee wrapped up the 2022 UNITY Data Assessment. The next step will be the creation of an infographic resource to summarize the findings and actions taken.
- The Compliance Committee discussed an overdue payment for FY 24 state dues and one commissioner vacancy. No action was taken
- The Compliance Committee reviewed the impacts of pending rule amendments on core compliance standards. Standards were updated for consistency.
- Members of each region completed polls related to proactive monitoring during meetings in January. The Compliance Committee will use the results to evaluate and improve the Proactive Monitoring Program.
- The Compliance Committee will not meet in February. However, the Chair and Vice Chair will meet during the scheduled time to plan for FY 25 and FY 26 projects.
- The next meeting will be March 11, 2024.

Information Technology Committee Report by *Kellianne Torres (IA)*

- Information Technology Committee Chair K. Torres (IA) reported the committee met January 9, 2024.
- Updates were provided by the Rule Enhancement and Tableau/UNITY Maintenance Subcommittees. The Rule Enhancement Subcommittee is working on UNITY and form modifications for consistency with pending rule amendments. The Tableau/UNITY Maintenance Subcommittee will meet later in January.
- The new task related to the Return Report Data from the Executive Committee was introduced. The Technology Committee will discuss concerns related to returns during the February meeting and airport surveillance in the March meeting.
- The next meeting is scheduled for February 13, 2024, at 11:30 a.m. ET.

Racial Diversity, Equity, and Inclusion (RDEI) Committee Report by *Sherry Jones (MD)*

- Racial Diversity, Equity, and Inclusion (RDEI) Committee Chair S. Jones (MD) reported the committee met January 16, 2024.
- The RDEI Committee reviewed the 2023 accomplishments; discussed 2024 goals; and

- selected regional committee ambassadors.
- Trainers were identified for the Wednesday Workshop session regarding *Best Practice: Home Evaluation Considerations for Unconventional Families*.
- To states shared their experiences with tribal nations, and highlighted the importance of developing strong working relationships. The discussion will continue as the committee seeks ways to expand collaborations with Native Americans and working with juveniles who live on reservations.
- The next meeting is scheduled for February 20, 2024 @ 11:30 a.m. ET.

Rules Committee Report by Stephen Horton (NC)

- Rules Committee Chair S. Horton (NC) reported the committee met twice since the last Executive Committee, on December 20, 2023, and January 17, 2024.
- A Rules Committee Calendar was adopted through April 2025.
- The committee discussed recommended edits to the pending amendments to Rules 4-104 and 7-106 to address errors of grammar and consistency. The sponsors of the amendments have endorsed the edits. No concerns were expressed by committee members.
- The committee discussed developing an appeals process for denied requests for transfer based on home evaluations, which was previously suggested in the December meeting. Committee members agreed to submit a UNITY enhancement request for creation of a new UNITY event to allow for reconsideration following a denied home evaluation without having to re-submit a new request.
- The Rules Committee discussed Rule 6-103(10), related to legal guardian and appropriate authority. J. Hawkins (MO) added that the discussion led to recognition of broader issues impacting non-delinquent runaways and requisition processes. Stakeholder engagement is important for resolving issues related to returns.
- Rules Committee Chair Horton (NC) reported that the committee recommended the Executive Committee develop a work group focused on return of non-delinquent runaways. The Executive Committee discussed the recommendation and the scope of the group's work. Director Underwood encouraged members to carefully define the group's scope of work and establish a timeline.
- C. Bickford (NH) reported the East Region formed a subcommittee to address issues related to non-delinquent runaways and returns at its January meeting. The recommended work group could be a duplication of efforts. J. Hawkins (MO) suggested the East Region subcommittee should move forward, then then the Executive Committee could form a work group to build upon the East Region's work.
- The Executive Committee discussed the benefits of gathering feedback from each region. Members suggested that all regional representatives include the topic on April meeting agendas and conduct a live poll.
- Chair Belli (OR) asked that members of the East Region and the Rules Committee develop the live poll questions and provide them in advance to the region members to enable them to think about responses prior to their region meetings.
- C. Frieberg (SD) suggested retaining the Rules Committee's recommendation item on the Executive Committee's Agenda under "unfinished business." Chair Belli (OR) agreed to

do so until all regions have met and the feedback has been shared, then action will be taken on the Rules Committee's recommendation. There were no objections to the plan.

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

- Training, Education, and Public Relations Committee Chair C. Copeland (TN) reported the committee met January 4, 2024.
- The 2024 Annual Business Meeting (ABM) training topics, session format, and a networking breakfast were discussed. The discussion will continue in preparation for a final agenda recommendation for the Executive Committee to consider.
- The Committee discussed whether there is value in submitting in-state training reports. Though required by Commission policy, very few reports are submitted. The Training Committee decided to simplify the online form and continue the practice in 2024. The issue will be revisited next year.
- The Training Committee provided suggestions for the presentation at the 2024 National Conference on Juvenile Justice sponsored by the National Council of Juvenile and Family Court Judges in March. The session will be presented by Judge Robert Hofmann (ex officio member), Director Underwood, and J. Hawkins (MO).
- The next meeting is scheduled for February 1, 2024.

Regional Hot Topics

- Chair Belli (OR) noted each regional representative provided updates on the hot topics listed below during their meetings
 - State Council Reports for 2023 are due January 31, 2024.
 - Rule Amendment training will be divided into 2 sessions:
 - Session A: TOS and Travel Permit Cases and
 - Session B: Returns and Failed Supervision.
 - The Wednesday Workshop session January 31, 2024, will feature the National Runaway Safeline.

East Region Report *by Caitlyn Bickford (NH)*

- East Region Representative C. Bickford (NH) reported the East Region met on January 11, 2024.
- The East Region established a Subcommittee on Non-Delinquent Runaways, which will meet the first week of February.
- As requested by the Compliance Committee, the region provided feedback on the Proactive Monitoring Program via a live poll.
- ICJ Forms I, II, and III were reviewed. Region members discussed how to proceed when a juvenile does not return to the home state. They also discussed the inclusion of a reference to "best interest" of the juvenile on the ICJ Form III, noting that the holding state should be the one to make the determination of "best interest."

Midwest Region Report *by Chuck Frieberg (SD)*

- Midwest Region Representative C. Frieberg (SD) reported the Midwest Region met on January 23, 2024.

- As requested by the Compliance Committee, the region provided feedback on the Proactive Monitoring Program via a live poll.
- Committee ambassadors shared updates from each committee.
- The primary discussion centered around the Midwest Region’s proposed amendment to Rule 4-102 that did not pass during the 2023 General Session, but was referred to the Rules Committee.
- Many Midwest Region members are passionate about the need to ensure juveniles living in the receiving state while a request for transfer is pending should have information and/or access to support. The Midwest Region will conduct a special meeting for the purpose of clarifying the underlying issue.

South Region Report *by Felicia Dauway (SC)*

- South Region Representative F. Dauway (SC) reported the South Region met January 10, 2024.
- Members shared updates from their states related to child welfare collaborations. Committee ambassadors provided updates for all the committees.
- As requested by the Compliance Committee, the region provided feedback on the Proactive Monitoring Program via a live poll.

West Region Report *by Howard Wykes (AZ)*

- West Region Representative H. Wykes (AZ) reported the West Region met January 10, 2024.
- At the request of the Compliance Committee, the region provided feedback on the Proactive Monitoring Program via a live poll.
- Committee ambassadors shared updates from each committee.
- The bulk of the discussion centered around a new California Law. The new law allows some juvenile cases to be re-visited in juvenile court. Consequently, some adults are now being supervised as juveniles for up to two years, including many who have been incarcerated in adult prisons.
- West Region recommended the Executive Committee review concerns related to the law and discuss partnering with the Interstate Commission for Adult Offender Supervision (ICAOS).
- The West Region asked several questions of California, which include: the number of cases; how transfers are occurring; how to determine eligibility; total length of time adult will be identified as a juvenile; and whether California defines these persons as “juveniles.”
- S. Jones (MD) updated the issue is not restricted to the West Region, as Maryland recently processed one of these California cases.
- **S. Jones (MD) made a motion to table the West Region’s recommendation until additional information is provided by California. J. Rader (NE) seconded. The motion passed.**

Unfinished Business

There was no unfinished business.

New Business

Approve recommended changes to [ICJ Policy #01-2021 Juvenile Record Expungement](#)

- Chair Belli (OR) recalled questions were raised about how states handled juvenile expungements, which led to a review of the ICJ Expungement Policy #01-2021. A draft revision to the policy was presented for consideration.
- S. Jones (MD) made a motion to approve modifications to the [ICJ Policy #01-2021 Juvenile Record Expungement](#) as presented. H. Wykes (AZ) seconded. The motion passed.

Determine first choice for the 2025 ABM site in the Midwest Region

- E. Goode, Logistics and Administrative Specialist, presented two options and estimated costs for potential locations for the 2025 ABM: Hyatt Regency, Green Bay, Wisconsin, and the Hilton Downtown Cleveland, Cleveland, Ohio.
- D. Dodd (NM) made a motion to select Cleveland, Ohio, as the first choice. C. Copeland (TN) seconded the motion. The motion passed.

Next Steps

- The next meeting is February 22, 2024.

Adjourn

Chair Belli adjourned the meeting by unanimous consent without objection at 2:01 p.m. ET.