

INTERSTATE COMMISSION FOR JUVENILES

Executive Committee Meeting Minutes

June 22, 2023
12:00 noon ET
Via Zoom



Committee Members in Attendance:

1. Nina Belli (OR), Chair
2. Sherry Jones (MD), Treasurer and Racial Diversity, Equity, and Inclusion Committee Chair
3. Tasha Hunt (CT), Immediate Past Chair
4. Jacey Rader (NE), Compliance Committee Chair
5. Dale Dodd (NM), Finance Committee Chair
6. Kellianne Torres (IA), Information Technology Committee Chair
7. Corrie Copeland (TN), Training Committee Chair
8. Chuck Frieberg (SD), Midwest Region Representative
9. Howard Wykes (AZ), West Region Representative

Committee Members Not in Attendance:

1. Julie Hawkins (MO), Vice Chair
2. Stephen Horton (NC), Rules Committee Chair
3. Caitlyn Bickford (NH), East Region Representative
4. Felicia Dauway (SC), South Region Representative
5. Nataki Brown, Victims Representative

Guest in Attendance:

1. Trissie Casanova (VT), East Region Alternate Representative
2. Jean Hall (FL), South Region Alternate Representative
3. Juan (John) Sepulveda, NPJS Ex Officio

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

Chair Belli (OR) approved the agenda as presented by unanimous consent without objection.

Minutes

S. Jones (MD) made a motion to approve the May 25, 2023 meeting minutes as presented. C. Frieberg (SD) seconded. Chair Belli (OR) indicated the minutes were approved by unanimous consent without objection.

Commission Chair Report *by Nina Belli (OR)*

Juneteenth

- Chair Belli (OR) recognized the Juneteenth holiday recently observed. The Commission adopted Juneteenth as holiday in 2021. She shared the origination and importance of the declaration.
- The celebration started with the emancipation of enslaved people by ratification of the 13th Amendment. President Lincoln issued the Emancipation Proclamation on January 1, 1863. It was June 19, 1865 when the army formally informed Texas residents that slavery had ended, and enslaved people were free. This day became known as Juneteenth. Over time, the meaning behind Juneteenth has grown to encompass more than the formal abolition of slavery. It has become a time to honor Black and African American leaders who fought and continue to fight for civil rights and a time to celebrate the culture, contributions, and many achievements of Black and African Americans past and present.

National Partnership for Juvenile Services (NPJS)

- Chair Belli (OR) welcomed Juan (John) Sepulveda, the newly appointed National Partnership for Juvenile Services (NPJS) Ex Officio member.
- Mr. Sepulveda introduced himself as the Deputy Director of the Jefferson County Youth Detention Center in Birmingham, Alabama. He described himself as the bridge between the ICJ and the NPJS. He looks forward to the new role working with the Interstate Commission for Juveniles.

National Office Report *by MaryLee Underwood, Executive Director*

State Updates

- New York
 - New York appointed Pamela Weinman as the new Deputy Compact Administrator (DCA) and Designee for the 2023 ICJ Annual Business Meeting.
- California
 - Mike Farmer (CA) made plans to retire June 30, 2023, but will continue to work with the California ICJ Office beyond that date. He will attend the 2023 Annual Business Meeting (ABM). A new authorization for his role as the California ICJ Designee is anticipated.

- Iowa
 - The Iowa Commissioner position remains vacant. The Governor of Iowa was notified that the position has been open more than 90 days, and a resolution is anticipated soon.

Case Consultations

UNITY Privacy Policy

- Director Underwood reported that a state requested access to UNITY for their state auditors. National Office staff advised the state that the [UNITY Privacy Policy](#) prohibits such access. The following options were offered to assist in the audit:
 - aggregate data summarizing Home Evaluation and Quarterly Progress Reports since January 2023; and
 - deidentified data (essentially exporting reports and removing columns with identifying data).
- The state also asked whether reports and data in UNITY can be stored in a state case management system. Director Underwood discussed the matter with Commission Chair Belli and Compliance Committee Chair Rader. All agreed this violates the current [UNITY Privacy Policy](#).
- Director Underwood recommended that each state review the policy periodically to ensure compliance. Further, she suggested that the policy may be too restrictive, as some reports stored in UNITY are created for the purpose of being exported and shared.
- R. Masters, Legal Counsel, suggested addressing who owns the information.
- D. Dodd (NM) shared that UNITY reports are created from the data in UNITY. Exported reports are shared with pertinent state staff who share with applicable courts as required.
- J. Rader (NE) added there are many valid reasons to use UNITY data and state data systems. She suggested the requirement should be treating the data as they treat their state's juvenile data.
- The Executive Committee discussed forming a work group to review the policy and make recommendations. R. Masters, Legal Counsel, suggested creating a new ad hoc committee. Chair Belli opened the floor for a motion to create an ad hoc committee from members of the Executive Committee.
- **C. Copeland (TN) made a motion for the Executive Committee to form a UNITY Privacy Policy Ad Hoc Committee to review the policy. H. Wykes (AZ) seconded. D. Dodd (NM) opposed. The motion passed.**
- Chair Nina Belli (OR), Compliance Committee Chair Jacey Rader (NE), Information Technology Committee Chair Kellianne Torres (IA), Training Committee Chair Corrie Copeland (TN), and Rick Masters, Legal Counsel, volunteered to serve on the ad hoc committee. The National Office will email the volunteers and other Executive Committee members who may be interested in serving.

JustLeadership USA

- Director Underwood updated that JustLeadership USA requested that the Commission provide a letter of support for their application for a grant from the

Bureau of Justice Assistance (BJA). The purpose of the grant is to fund a national training institute for smaller nonprofits focused on providing necessary support to formerly incarcerated individuals as they re-enter society.

- Director Underwood updated that the JustLeadership USA recently partnered with the ICJ and affiliates in the Justice System Partnership for Racial Equity. JustLeadership USA was a lead agency in developing the report entitled “Building the Table: Advancing Race Equity in the Criminal Legal System.” There is no direct cost or benefit to the Commission from the grant. The letter is solely to assist a partnering agency.
- **S. Jones (MD) made a motion to authorize the Executive Director to send a letter of support for JustLeadership USA to include in their grant application to the Bureau of Justice Assistance (BJA). H. Wykes (AZ) seconded. The motion passed.**

Website Migration

- The website migration to the new vendor is now complete. The transition to a new vendor was a cost savings measure. No issues related to this migration were reported by state ICJ offices or other users.

UNITY Maintenance

- Director Underwood updated that the two UNITY Maintenance initiatives undertaken this year led to positive results. Regarding duplicate juveniles, all duplicate juvenile files were eliminated (as of June 8). Regarding maximum probation/parole expiration dates, approximately 75 percent of the cases flagged have been corrected and/or closed.
- UNITY maintenance tasks have been paused until after the rollout of UNITY enhancements is completed.

Annual Report for Fiscal Year 2023

- Director Underwood reported that the ICJ Fiscal Year 2023 ends June 30, 2023. Work is underway on the [2023 Annual Report](#) which will feature success stories about juveniles, as well as annual statistics.
- Director Underwood asked for assistance in connecting with juveniles that would be willing to share how the Compact has impacted their lives. National Office staff will interview the juvenile and prepare the article. The article may be shared with the juvenile for approval prior to publication. All names and locations will be excluded from the article.
- Previous ICJ annual reports have included the total number of in-state trainings completed by state ICJ offices. The National Office relies on states to report trainings, as required by [ICJ Training Requirements policy](#). For FY 23, only eleven (11) reports have been submitted, indicating a total of 170 people have been trained. This number seems very low compared to previous years.
- Director Underwood asked members to remind states to report their intrastate trainings during the July region meetings and committee meetings.
- If members believe it is not important to include such information in the annual report, the policy could be amended to remove the reporting requirement. The Training Committee will review the policy next year.

2023 Annual Business Meeting (ABM) Planning

- Director Underwood provided an update about planning for the 2023 Annual Business Meeting and emphasized two important dates. Dates have been consolidated to reduce confusion about deadlines.
 - JULY 6
 - Meeting registration and hotel reservations will be open to everyone
 - Nomination forms for awards and elections will be available
 - AUGUST 8 - Deadline for all submissions
 - Meeting registration, hotel reservations, purchase of travel tickets
 - Nominations and reports
 - Training materials
 - Speaker biographies
 - All docket book information
- To date, 39 voters are registered. The early registration by the Executive Committee was successful, as all but two registered and completed hotel reservations. She suggested encouraging all Commissioners/voting delegates to register and reserve rooms as soon as possible, even if they are awaiting approval to purchase tickets for travel. To date, the Commission has purchased five airline tickets via the Commission's travel agency.
- A template for end-of-year reports will be provided to Committee Chairs and Regional Representatives. These reports will be published in the 2023 ABM Docket Book. The published reports will be used to create slides for Committees and Region Reports presented during the General Session.

Committee Reports

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

- The Racial Diversity Equity and Inclusion (RDEI) Committee Chair Jones (MD) reported that the RDEI Committee met June 20, 2023.
- A proposed amendment to Rule 4-104 developed by the committee and submitted by Commissioners Jones and Casey was reviewed by the Rules Committee in May and recommendations were provided. The Commissioners accepted the Rules Committee's recommended changes and updated the justification accordingly. The Rules Committee will re-consider their recommendation for adoption at its next meeting.
- The Rules Committee also recommended developing a best practice to address home evaluations and unconventional families. The RDEI Committee developed and approved a new "Best Practice: Home Evaluation Considerations for Unconventional Families," which was presented for the Executive Committee's review.
- **T. Hunt (CT) made a motion to publish the new "Best Practice: Home Evaluation Considerations for Unconventional Families" document prior to the Annual Business Meeting. H. Wykes (AZ) seconded.**
 - **J. Rader (NE) made a friendly amendment to modify the two bullet points in the Best Practice:**
 - remove the words "for particular neighborhoods"
 - remove "parents" and replace with "guardians"

- **T. Hunt (CT) and H. Wykes (AZ) agreed to the friendly amendment. The motion passed.**
- The Racial Diversity Equity and Inclusion (RDEI) Committee agreed to postpone developing a Best Practice on Violation Reports to 2024; therefore, all tasks for the year have been completed. Following the annual business meeting, the committee membership will be re-established and the work of the committee will continue.
- The RDEI Committee meeting scheduled for July will be cancelled.

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

- Technology Committee Chair Torres (IA) reported that the Technology Committee met June 13, 2023.
 - The UNITY enhancements rollout timeframe was reviewed.
 - Members shared positive feedback about the Proactive Monitoring Program.
 - Members of the Enhancement Subcommittee led the Wednesday Workshop in May. The June and July monthly workshops will also focus on the UNITY enhancements.
 - The Enhancements Team continues to test enhancements and provide assistance with training. Next, they will review the rule amendment proposals and prepare proofs of concepts in conjunction with the request for quotes from the vendor.
 - The Data Visualization Team will meet the end of June to finalize the metric reports to be released in July.
 - The UNITY Maintenance Team has paused during the enhancements rollout and will resume their work with travel permit case reviews.
 - The UNITY Workflow Diagrams Team has paused to focus on the UNITY enhancement releases and related training.
- Chair K. Torres (IA) asked members to continue encouraging UNITY users in their states to sign up for the “UNITY Spotlight” and to forward ideas for future articles.
- The Technology Committee will meet again July 11, 2023.

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

- The Training, Education & Public Relations Committee Chair Copeland (TN) reported that the Training Committee did not have a quorum for the June 1, 2023 meeting. The time was used to informally discuss the “*Frequently Asked Questions*” currently on the website and the 2023 ABM training sessions.
- The next meeting is July 6, 2023.

REGION REPORT

West – Representative Howard Wykes (AZ)

- Representative H. Wykes (AZ) reported the West Region met June 8 to review the West Region’s proposed amendment of Rule 5-103. The proposal was not recommended for adoption by the Rules Committee.
- The West Region discussed the Rules Committee’s concerns relative to timeline, measurables, and compliance, and agreed to withdraw the proposal. The West

Region will take a closer look and submit a proposal to include timelines and measurable mechanisms in the next rules cycle.

- The West Region continues to work on a toolkit related to working with Child Welfare Agencies.
- The next West Region meeting is July 13, 2023.

Old Business

ACJI Implementation Leadership Training

- Chair Belli (OR) recalled that the Executive Committee previously discussed sponsoring members participation in the ACJI Implementation Leadership Academy, entitled “*10 Essential Principles of Implementation Leadership*.” The course consists of 8 weekly sessions with a three (3) hours per week commitment (2 hours independent work and 1 hour class time).
- The FY 24 Budget includes \$15,000 for 15 leaders to complete the academy. The next course begins September 27, which overlaps with the 2023 ABM General Session. The 2024 spring dates have not yet been determined. Two options were presented for consideration:
 - Option A Five leaders attend the September 2023 session as a pilot.
 - Option B Fifteen leaders attend in the Spring 2024.
- J. Rader (NE) asked if ACJI would provide a course exclusively for 15 ICJ Leaders. Completing the course as a group provides consistency and the opportunity to learn and share collectively.
- Director Underwood replied that ACJI indicated they provide exclusive courses when 20 or more participants are involved. She will contact ACJI to determine whether they would offer such a training for 15 participants.
- S. Jones (MD) noted that after the 2023 ABM, the leadership will change on the Executive Committee and asked if the training opportunity would be offered to the current Executive Committee members or the only FY 24 Executive Committee members.
- Chair Belli (OR) supported the inclusion of current committee members. She asked Director Underwood to email the current Executive Committee members to discern their interest to participate in the spring. Should there not be 15 interested, she will email the Vice Chairs and Alternate Regional Representatives to discern their interest.
- Chair Belli (OR) tabled the topic for further discussion in the July meeting.

2023 Annual Business Meeting (ABM)

- Chair Belli (OR) shared that the Rules Committee requested an additional 30 minutes of time on the 2023 ABM Agenda on Tuesday (September 26) for the proposed Rule Amendment Training session. A modified 2023 ICJ Annual Business Meeting (ABM) Agenda was shared for consideration.
- **S. Jones (MD) made a motion to approve the modified 2023 ICJ Annual Business Meeting Agenda as presented. C. Copeland (TN) seconded. The motion passed.**

New Rising Star Award

- Chair Belli (OR) reported that after the discussion last month regarding a new training award, the Commission's officers concluded the implementation of the award would be too complicated. The officers suggest an alternative proposal: creating a Rising Star Award to recognize up-and-coming leaders who demonstrate special ability or leadership during their first two (2) years and show evidence of a promising future in the field. The candidate pool would include ICJ Commissioners, Designees, Compact Administrators, Deputy Compact Administrators (DCAs) and Compact Office staff members. The nominations could be submitted online, with the selection to be made by the Executive Committee.
- **S. Jones (MD) made a motion to approve a new ICJ Rising Star Award. K. Torres (IA) seconded. The motion passed.**

New Business

UNITY Privacy Policy Violation Response

- Chair Belli (OR) highlighted the matter reported earlier during the Executive Director Report regarding the UNITY Privacy Policy. The commissioner self-reported that the UNITY Privacy Policy may have been violated when the system was demonstrated for state auditors and copies of Tableau reports were shared with the auditors.
- The National Office asked for the information in writing, which was provided. The commissioner confirmed that released reports were deleted as requested. Chair Belli met with the Executive Director and the Compliance Committee Chair J. Rader (NE) to discuss the matter.
- Compliance Committee Chair J. Rader (NE) added that she believes it is likely that such sharing happens regularly without states realizing they are in violation of the policy. Considering the state's proactive reporting and work to address the issue, she advised that she and Chair Belli recommend notifying the state that the Executive Committee has reviewed the matter and found the actions taken to be sufficient.
- **C. Frieberg (SD) made a motion to authorize the Commission Chair to issue a letter to the state commissioner indicating that the violation was reviewed and the technical assistance provided was sufficient to address the UNITY Privacy Policy violation. K. Torres (IA) seconded. The motion passed.**

July Region Meetings

- Chair Belli (OR) updated that the July region meeting agendas are robust. The regional representatives will meet soon to discuss the agenda and the presentation regarding new resources that were developed to address issues revealed by the 2022 National Data Assessment. The National Office has developed slides and a script.

Coming Soon: Elections

- Chair Belli (OR) advised that nominations for officers will open soon. This year, only ICJ Officers will be elected. The next election of regional representatives will occur at the 2024 Annual Business Meeting.

Adjourn

Chair Belli (OR) adjourned the meeting by unanimous consent without objection at 1:17 p.m. ET.