

# INTERSTATE COMMISSION FOR JUVENILES

*Executive Committee Meeting Minutes*

**December 14, 2023**

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. Felicia Dauway (SC), South Region Representative

### Committee Members Not in Attendance:

1. Chuck Frieberg (SD), Midwest Region Representative
2. Howard Wykes (AZ), West Region Representative

### Guests in Attendance:

1. Maureen Clifton (WY), West Region Alternate Representative
2. Jean Hall (FL), South Region Alternate 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

S. Jones (MD) made a motion to approve the agenda as presented. K. Torres (IA) seconded. Chair Belli (OR) indicated the agenda was approved by unanimous consent without objection.

## Minutes

C. Copeland (TN) made a motion to approve the meeting on November 16, 2023, as presented. C. Bickford (NH) seconded. Chair Belli (OR) indicated the minutes were approved by unanimous consent without objection.

## Check-ins

- Chair Belli (OR) asked members to share ideas for what training or planning topics should be included on the agenda for the Spring Meeting in Louisville, Kentucky. Members suggested:
  - implementation Science Training by the Alliance for Communication and Justice Innovation (ACJI), as a continuation of the training provided in March 2023;
  - updates on data points previously evaluated through the UNITY to determine whether changes are producing intended results;
  - discussion of next steps for the Commission using the “stop, keep, start” model; and
  - self-care activities.

## Reports

### **Commission Chair Report** *by Nina Belli (OR)*

- Chair Belli (OR) provided updates regarding the Executive Committee’s upcoming meeting in Louisville, Kentucky. The committee will meet on April 23 and 24, 2024, at The Brown Hotel. Members should plan to travel on April 22 and April 25.
- Chair Belli reported that the ICJ Officers, Director Underwood, and Jenny Adkins will meet with Office of Juvenile Justice and Delinquency Prevention (OJJDP) Administrator Elizabeth Ryan and other staff to discuss renewal of collaborative efforts on December 19. Topics for discussion include updating ICJ-related information published by OJJDP; resources for building collaborations with Native American nations; and obtaining a list of state personnel who monitor compliance with the Juvenile Justice Delinquency and Prevention Action (JJDP A).

### **Executive Director Report** *by MaryLee Underwood, Executive Director*

- Commissioner Vacancy
  - Executive Director Underwood reported that the Montana ICJ Commissioner position remains vacant. Communication has been established with Montana Public Safety Support Services Bureau Chief Sue Podruzny, who supervises ICJ personnel and can address ICJ-related concerns until the position is filled.
  - Because it often takes more than 60 days for state government positions to be filled, states are encouraged to appoint an interim ICJ Commissioner until the new commissioner is appointed.

- FY24 Dues
  - Dues have been received from 51 of 52 member States. If dues are not received before December 31, 2023, a “90-day notice” will be sent in accordance with the [Dues Assessment and Enforcement Policy 08-2009](#).
- Simplified Process for Submitting Requests to Commission
  - The National Office is developing a web form to simplify processes for States to submit requests to the Commission, including requests for training, technical assistance, rule interpretation, and dispute resolution. In addition to providing a single resource for States to use to submit various requests, the consolidated form will ensure critical information is included and allow the National Office to more effectively track requests and responses. States are encouraged to seek guidance from internal resources and/or consult with other States before submitting a request for rule interpretation or dispute resolution.
- State Updates
  - Director Underwood shared topics about which the National Office has been contacted recently, including:
    - Strategies for effectively creating and following strategic plans;
    - Returning a delinquent minor with a pending warrant via airline without an escort, considering that such youths cannot be released on bond;
    - Submission of unsigned travel permits; and
    - Amendments to California law that may increase requests for transfers of supervision for adults who were juveniles at the time of charges but were processed through adult courts.
- Annual Business Meeting (ABM) Planning
  - A summary of results of the 2023 ABM Survey will be published in the next *ICJ Updates*.
  - The agenda for the 2024 ABM is under development.
  - The National Office continues the search for an acceptable location in the Midwest Region for the 2025 ABM. To date, there are only two viable options.
- Advancing the Strategic Plan
  - Director Underwood reported that 60% of action steps have been completed; 27% are in progress; and 13% are not started. She provided information regarding actions taken to advance each priority.
    - **Priority 1: Improve data systems for better outcomes.**
      - The Technology Committee is working on UNITY updates necessary to implement pending rule amendments.
    - **Priority 2: Promote racial justice and leadership development.**
      - In February and March, seventeen (17) Commission leaders will participate in the Implementation Leadership Academy provided by the Alliance for Community and Justice Innovation (ACJI).
    - **Priority 3: Address gaps in the rules and resources.**

- The National Office is preparing training and updating all ICJ resources to ensure consistency pending amendments to the ICJ Rules. A new infographic was developed to highlight the impact of the amendments, rather than just the amended language.

**Priority 4: Leverage relationships to promote awareness and improve outcomes.**

- In November, the National Center for Missing and Exploited Children (NCMEC) presented an informational session as part of the *Wednesday Workshop* series. In December, New Hampshire's ICJ Office hosted a follow-up *Wednesday Workshop* focused on how ICJ Offices can collaborate with NCMEC to improve responses to runaways. The *Wednesday Workshop* in January 2024 will feature a presentation by the National Runaway Safeline (NRS).
- In November, Jenny Adkins (National Office) and Raymundo Gallardo (UT) provided training during the 2023 Runaway and Homeless Youth (RHY) Grantee Training in Seattle, Washington. Jenny Adkins also participated in a one-day training provided by the National Runaway Safeline.

**Compliance Committee Report** by Jacey Rader (NE)

- Compliance Committee Chair J. Rader (NE) reported the committee met December 6, 2023. The committee discussed whether any further actions needed to be taken in response to the results of the *2022 UNITY Data Assessment*. Efforts to promote proactive monitoring and the next steps were discussed.
- Compliance Committee Ambassadors were identified to provide updates of the committee's work and address questions during their respective regional meetings.
- The Compliance Committee recommended each region conduct a brief survey related to proactive monitoring via a live poll during their January meetings. Information gathered will guide next steps for promoting proactive monitoring. Also, she requested regions relay feedback related to the polls.
- The next Compliance Committee meeting is January 3, 2024.

**Finance Committee Report** by Dale Dodd (NM)

- Finance Committee Chair D. Dodd (NM) reported the committee met on December 13, 2023, and began with a brief orientation of the ICJ accounts.
- The Finance Committee's Annual Action Plan for 2024 was approved.
- The Finance Committee agreed to educate attendees that seek reimbursement about the online reimbursement process and the electronic reimbursement option.
- The 2023 ABM expenses were discussed and the [Travel Reimbursement Policy](#) was reviewed. Last year, the pre-approved limit for airline ticket reimbursement was increased to \$800 per flight. This was adequate for the majority of attendees and exceptions were granted for others, in accordance with the policy. For 17 attendees, airport parking fees exceeded the maximum rate for reimbursement. However, the policy does not authorize the Executive Director to approve exceptions. The Finance Committee approved a recommendation to increase airport parking from \$15/day to \$25/day and to add the same language as flights to require the Executive Director's approval for costs over the maximum amount.

- The Finance Committee discussed a policy amendment to authorize the Executive Director to approve reimbursements for amounts greater than the pre-approved maximum for all expense codes on a case-by-case basis. This proposal will be revisited at the next meeting.
- **J. Rader (NE) made a motion to approve amending the [ICJ Travel Reimbursement Policy #06-2009](#) for consistency to allow the Executive Director to approve policy exceptions with supportive evidence to make determinations for the reimbursements. C. Bickford (NH) seconded. The motion passed.**
- The next Finance Committee meeting is slated for February 15, 2024.

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

- Information Technology Committee Chair K. Torres (IA) reported the committee met December 12, 2023.
- The Rules Enhancement Subcommittee is working on modifications to UNITY and ICJ forms for consistency with pending rule amendments, which will take effect April 1, 2024. The ICJ Form VIII will be updated due to the amendment to Rule 4-104; and a new ICJ Form IX for failed supervision has been developed, as required for the new Rule 5-103A. All pertinent changes to UNITY are in progress to support implementing the pending rule amendments.
- The UNITY Tableau/Maintenance Subcommittee will begin meeting in January under the leadership of Vice-Chair Roy Curtis (ME).
- The 30-day comment period required for changes to ICJ forms began December 13, 2023. The National Office sent emails to Rules Committee and Executive Committee members regarding the review and how to submit objections based on non-conformity with the ICJ Rules.
- The next meeting is scheduled for January 9, 2024.

#### **Rules Committee Report** *by Stephen Horton (NC)*

- Rules Committee Chair S. Horton (NC) reported the committee will conduct its first meeting on December 20, 2023. The Rules Committee leaders and National Office staff held a planning meeting on December 4, 2023.
- Rules Committee Chair Horton (NC) shared an infographic prepared by the National Office for the rule amendments training. Since some states have already begun rule amendment training, the infographic was already distributed to states.
- The two-year Rules Committee calendar for 2024-2025 will be reviewed at the first meeting and Rules Committee Ambassadors will be determined for the regional meetings.

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

- Training, Education, and Public Relations Committee Chair C. Copeland (TN) reported the committee conducted its first meeting December 7, 2023.
- The Training Committee re-established a Returns Training Work Team, assigned trainers and topics for upcoming Wednesday Workshops, and selected Regional Training Committee Ambassadors.

- An update was provided from the 2023 National Symposium on Juvenile Services (NPJS). Jessica Wald (ND) and Holly Kassube (IL) presented a workshop regarding ICJ and the information was well received.
- The Training Committee reviewed the 2023 ABM Survey results. Chair Copeland (TN) presented highlights of the results to the Executive Committee and reported that a summary will be included in the next edition of the *ICJ Updates*.
- The Training Committee also discussed possible training topics for the 2024 ABM.
- The next meeting is January 4, 2024.

## Unfinished Business

### Establish Charge for UNITY Privacy Policy Work Team

- Chair Belli (OR) reminded member that the Executive Committee previous agreed to form a work team to review the [ICJ UNITY Privacy Policy](#), which will include:
  1. Julie Hawkins (MO), Commission Vice-Chair, Team Leader
  2. Nina Belli (OR), Commission Chair
  3. Jacey Rader (NE), Compliance Committee Chair
  4. Kellianne Torres (IA), Technology Committee Chair
  5. Roy Curtis (ME), Technology Committee Vice-Chair
  6. Corrie Copeland (TN), Training Committee Chair
  7. Joe Johnson (National Office), Systems Project Manager
  8. Jenny Adkins (National Office), Operations and Administration Specialist
- Chair Belli (OR) asked the Executive Committee to define the scope of work for the team.
- J. Hawkins (MO) suggested the team first review the policy to address the issue raised by Michigan, then determine any additional issues that should be addressed.
- **C. Copeland (TN) made a motion that the scope of the UNITY Privacy Policy Work Team is to review the [ICJ UNITY Privacy Policy](#) and propose potential changes to the Executive Committee for review and adoption. S. Jones (MD) seconded. The motion passed.**
- Chair Belli (OR) proposed the end of June as a target date for the work team to submit their recommendations. The recommendations will be presented to the Executive Committee at the July monthly meeting. All team members agreed.

## New Business

### Elect Victims Representative

- Chair Belli (OR) reported there were 2 nominees for the ICJ Victims Representative role for 2024. Information related to the candidates' qualifications was emailed to the Executive Committee prior to the meeting.
- An election was conducted using an anonymous poll conducted through Zoom. Director Underwood announced Nataki Brown was re-elected.

### Adjourn

Chair Belli adjourned the meeting by unanimous consent without objection at 1:21 p.m. ET.