



## INTERSTATE COMMISSION FOR JUVENILES

### EXECUTIVE COMMITTEE MEETING

#### *Minutes*

Thursday, February 23, 2012

11:00 a.m. EST

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#### **Committee Members in Attendance:**

1. Terry Clark (PA) Chair
2. Summer Foxworth (CO) Vice Chair
3. Phil Cox (OR) Treasurer
4. Judy Miller (AR) Designee
5. Jean Hall (FL) Commissioner
6. Mark Boger (ME) Commissioner
7. Rose Ann Bisch (MN) Commissioner
8. Dale Dodd (NM) Commissioner
9. Traci Marchand (NC) Commissioner
10. Lisa Bjergaard (ND) Commissioner
11. Gary Hartman (WY) Commissioner
12. Trudy Gregorie (DC) Victims Ex-Officio
13. Rick Masters, Legal Counsel

#### **Committee Members Not in Attendance:**

None

#### **Guests in Attendance:**

None

#### **Staff in Attendance:**

1. Ashley Lippert, ICJ Executive Director
  2. Jack Branum, MIS Project Manager
  3. Emma Goode, Administrative and Logistics Coordinator
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#### **Call to Order**

Chair Clark called the meeting to order at 11:04 a.m. EST.

#### **Roll Call**

A. Lippert called the roll. Thirteen of the thirteen members were present; eleven of the eleven voting members were present, establishing a quorum.

#### **Agenda**

**J. Hall (FL) moved to approve the agenda. M. Boger (ME) seconded. The motion passed to approve the agenda as corrected.**

## Minutes

**J. Miller (AR) moved to approve the January 26, 2012 meeting minutes, P. Cox (OR) seconded. The motion passed to approve the minutes as corrected.**

## Executive Director Report (presented by Ashley Lippert)

### *Commissioners*

- A. Lippert updated that Nevada has appointed an interim Commissioner (Anne Connor) and Massachusetts has appointed a new Commissioner (Edward Dolan).
- New Hampshire has appointed Eric Borrin as the Commissioner and awaits approval by the Governor's office. The National Office will follow-up with a letter should the approval not be received within 30-days.
- Mississippi Commissioner and Designee positions are vacant. Mississippi Department for Youth Services is in the process of making the appointments.

### *Outreach*

A. Lippert reported communication with Puerto Rico regarding contact information for ICJ services and ICJ membership. Puerto Rico responded to be in the process of an organizational restructure, noting ICJ membership will be considered. A follow-up call is anticipated.

### *Advisory Opinion request from Idaho regarding detention fees*

A. Lippert reported Idaho has requested an Advisory Opinion regarding detention fees which will be presented at the next meeting.

### *Readiness Meetings*

- A. Lippert reported that 21 states have completed their JIDS Readiness Meeting to date.
- J. Branum summarized the purpose of the meeting to be two-fold, an opportunity for states to better understand the operations of the Juvenile Interstate Data System (JIDS) and to better understand the unique work flow processes and uploads of each state.

### *JIDS Privacy Policy and User Agreement*

- A. Lippert presented a Privacy Policy and User Agreement for the Juvenile Interstate Data System (JIDS). The documents were modified to be juvenile specific. R. Masters commented on his review and approval of the legal documents.
- A. Lippert updated that T. Marchand (NC) suggested removing the word "licensing" to avoid confusion. The Executive Committee concurred to remove the term throughout the end user agreement.
- T. Marchand (NC) noted the documents to be imperative and shared relative comments from the recent JIDS Discovery Meeting with InStream.
- R. Bisch (MN) questioned the processes with regards to the two documents. A. Lippert clarified the processes for electronic acceptance, initial user uploads, and the role of an administrator for each state. R. Bisch (MN) shared her experience with ICOTS and recommended training potential users prior to allowing access.
- P. Cox (OR) questioned updating the agreements annually. The Executive Committee discussed and agreed to a one-time acceptance and update only if there are changes to the policy.
- **D. Dodd (NM) made the motion to approve the End User Agreement and the Privacy Policy for the Juvenile Interstate Data System (JIDS). S. Foxworth (CO) seconded. J. Miller (AR) abstained. The motion passed.**

### *Learning Management Software*

- A. Lippert provided an overview of self-paced, on-demand training as an additional training tool for the Commission. The 24/7 training option received favorable acceptance as evidenced by the number of users who accessed a recorded WebEx training session. The on-demand training option was proposed last year and the Executive Committee agreed to defer consideration for one year due to the many rule amendments and subsequent costs to modify.
- J. Branum presented his research for self-paced Learning Management Systems (LMS) that could meet the requirements of the Commission. The findings compared WebEx, Captivate, and Litmos by costs, features, and benefits.
- Chair Clark and R. Bisch (MN) spoke in favor of shorter topic-focused trainings. The Executive Committee discussed and agreed to move forward with the LMS training software proposed for Litmos as recommended by the Training Committee.
- **S. Foxworth (CO) made a motion to approve the proposal for LITMOS training software. R. Bisch (MN) seconded. The motion passed.**

### *Sites for 2013 Annual Meeting*

- A. Lippert outlined the 2013 Annual Business Meeting search process. The Request for Proposal (RFP) was issued and responses received from each of the four regions.
- E. Goode presented viable options in the following cities:
  - EAST - Philadelphia PA
  - MIDWEST - Minneapolis, MN
  - WEST - Tempe AZ
  - WEST - San Diego CA
  - SOUTH - New Orleans LA
  - SOUTH - Louisville KY
- The Committee discussed the options presented and favored Arizona due to the ease of destination and shuttle options. The Committee agreed to pursue the following three options in order of preference:
  - WEST - Tempe AZ
  - WEST - San Diego CA
  - SOUTH - New Orleans LA
- The National Office will make necessary site visits and report the results for final selection at the Executive Committee face to face meeting in April.

### **Committee Reports**

#### **Executive Committee** (presented by Terry Clark)

- Chair Clark announced and welcomed the new Technology Committee Chair, Traci Marchand (NC).
- Chair Clark reported that ICJ accepted an invitation from the National Partnership for Juvenile Services and Global Youth Services to attend a planning meeting regarding the development of a multi-tracking training institute. A. Lippert emphasized the opportunity to participate in the development meeting accompanied by other juvenile organizations including ICJ Ex-Officios. D. Bonner (TX) will attend the planning meeting on behalf of ICJ which is to be held April 10, 2012 in Las Vegas, Nevada.

**Finance Committee** (presented by Lisa Bjergaard)

Chair Bjergaard reported the Finance Committee has not met since the last Executive Committee meeting. The next meeting is scheduled for March 20.

**Training, Education & Public Relations Committee** (presented by Jean Hall)

- Chair Hall complimented J. Branum on the LMS self-paced training presentation and thanked the Executive Committee for their approval.
- Chair Hall updated that new rules trainings are scheduled. The dates and registration are available on the Commission's website.

**Rules Committee** (presented by Gary Hartman)

Chair Hartman reported that the Rules Committee met once in December, January and February and have two meetings scheduled for March. He reported the Rules Committee continues to work on a proposed amendment to the travel permit rule. He noted the deadline of March 1, 2012 for regions and committees to submit proposed rule amendments.

**Compliance Committee** (presented by Dale Dodd)

Chair Dodd reported that the Compliance Committee had nothing new to report.

**Technology Committee** (presented by Traci Marchand)

- Chair Marchand reported on the February 21 and 22 discovery meetings between InStream, National Office Staff, and the ICJ power users:
  - John Gusz (NJ) East Region,
  - Robyn Peterson (OH) Midwest Region,
  - Traci Marchand (NC) South Region, and
  - Anne Connor (NV) West Region.
- She reported the purpose of the meeting was to obtain a better understanding of the ICJ requirements and work flow processes. She highlighted each of the following items:
  - User upload
  - Workflow mapping
  - Role identification
  - Notifications
  - Identifying reports
  - Active case upload
- The Executive Committee deliberated each of the areas and focused on the processes to upload active cases within the proposed time frame.
- Chair Marchand confirmed that state systems will not directly upload to JIDS. A. Lippert assured that the required fields and specific instructions to prepare active cases for upload would be forthcoming. Chair Marchand spoke in favor of the notifications noting the front end work offsets the long term benefits to implement JIDS.
- D. Dodd (NM) commented on the issue of IT support and legal requirements. R. Masters advised that provisions in the Statute require state agencies to operate in compliance with the Compact.
- J. Miller (AR) questioned the elimination of the paper process after July 1, 2012. A. Lippert reiterated the fluidity of the time line to allow development, testing, and training prior to launch. The launch date and paper option will be determined by the Executive Committee.

## **Region Reports**

### **Region Representatives** (presented by Judy Miller)

Representative Miller reported the Region Representatives will meet March 15, 2012 and region chairs should forward to her any items for discussion.

### **South Region** (presented by Judy Miller)

Representative Miller reported the South Region met February 2, 2012. The South Region approved three amendments to Rule 6-102. Other items discussed were an advisory opinion, state councils, and Georgia.

### **East Region** (presented by Mark Boger)

Representative Boger reported the East Region has not met since the last Executive Committee meeting. The East Region will meet in late April or early May.

### **Midwest Region** (presented by Rose Ann Bisch)

Representative Bisch reported the Midwest Region met in February and approved one proposed rule amendment and one recommendation regarding violations. The next meeting scheduled for April 10 will be rescheduled due to the Executive Committee face to face meeting.

#### *ICJ/AAICPC Work Group*

- Co-Chair Bisch reported that the ICJ/AAICPC Work Group met February 9. She applauded the runaway training conducted by Chair Marchand. The Work Group continues to meet monthly to identify overlapping categories and develop a best practices guideline.
- The MOU document has not been finalized. AAICPC will conduct a national telephone conference Monday February 27 and present the MOU document for discussion and for vote during their spring national conference.

### **West Region**

- Representative Foxworth reported the West Region met February 13 to discuss proposed rule amendments to 4-101 and 5-102. The suggestions proposed will be addressed through other means. An additional meeting was scheduled for February 28 and subsequently cancelled.
- Representative Foxworth announced she will be out on leave the first two weeks in April and requested absentee voting for the April 10 face to face Executive Committee meeting.

### **Victim's Representative**

T. Gregorie reported offering her assistance to victim's representatives in states where she has direct contacts. She agreed to provide liaison assistance to states without a direct contact.

### **Legal Counsel Report** (presented by Rick Masters)

- R. Masters updated on the status of the advisory opinion requested by Idaho.
- R. Master updated on his involvement in a recent legal dispute between TX and NJ which is now resolved.

### Old Business

- Chair Clark updated on the dissolution of AJCA. Ron Lefler inquired as to the process for dissolving a 501(C)(3) in accordance with the IRS. A. Lippert forward information and past AJCA documents to assist Mr. Lefler.
- A. Lippert updated that a motion is necessary to rectify the approval of Advisory Opinion #01-2012 during the January Meeting.
- **D. Dodd (NM) made the motion to approve Advisory Opinion # 01-2012 Whether Health Insurance Portability and Accountability Act (HIPAA), exemption applies to transfers and returns of juveniles between non-member states. (OR) seconded. The motion passed.**
- J. Hall (FL) inquired as to the status of Georgia's legislation to pass the Compact. A. Lippert will contact Tracy Masters in Georgia to obtain an update.

### New Business

There was no new business.

### Adjourn

**S. Foxworth (CO) made the motion to adjourn. G. Hartman (WY) seconded. Chair Clark adjourned the meeting by acclamation at 1:18 p.m. EST.**