



INTERSTATE COMMISSION FOR JUVENILES

EXECUTIVE COMMITTEE MEETING

Minutes

Tuesday, April 10, 2012

Committee Members in Attendance:

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

Committee Members Not in Attendance:

1. Summer Foxworth (CO) Vice Chair

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 8:00 a.m. EDT.

Roll Call

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

Agenda

G. Hartman (WY) made a motion to approve the agenda. J. Hall (FL) seconded. The motion passed to approve the agenda as presented.

Minutes

J. Hall (FL) made a motion to approve the March 22, 2012 meeting minutes, J. Miller (AR) seconded. The motion passed to approve the minutes as clerically amended.

Committee Reports

Executive Committee (presented by Terry Clark)

- Chair Clark presented the drafted minutes from the 2011 Annual Business Meeting.
- J. Miller (AR) noted clerical corrections and questioned the language under discussions on Rules 4-102 and 4-103. The National Office will make the corrections and confirm the language from the recording.
- **J. Miller (AR) made a motion to approve the corrected draft version of the 2011 Annual Business Meeting Minutes on October 26, 2011 for distribution. P. Cox (OR) seconded. The motion passed.**

Finance Committee (presented by Lisa Bjergaard)

- Chair Bjergaard commended the Finance Committee and Executive Director Lippert for their stewardship to balance three fiscal year budgets simultaneously.
- Chair Bjergaard reported the FY12, FY13, and FY14 Budgets highlighting line item modifications and budget comparisons:

FY12 Budget

- Savings in salaries and benefits.
- Computer services and web support line items were combined to match vendor invoicing.
- Added line item for JIDS.
- The budget continues to be on track to finish under budget and maintain the recommended reserve.
- **G. Hartman (WY) made a motion to approve the Finance Committee Report to the FY12 Budget as presented. J. Miller (AR) seconded. The motion passed unanimously.**

FY13 Budget

- Vacant staff position remains in the salaries and benefits line items. Rent line item increased in accordance with the lease agreement.
- The Committee agreed to create a line item for JIDS enhancements .
- **G Hartman (WY) made a motion to create a new line item for JIDS enhancements and out-of-scope items in the amount of \$20,000. R. Bisch (MN) seconded. The motion passed unanimously.**
- Chair Bjergaard noted should the Commission approve creating a lower dues tier the dues assessment line item would decrease by \$6,000.
- The recommended line item modifications to the approved FY13 Budget maintain the healthy reserve and overall savings.
- **R. Bisch (MN) made a motion to approve the modifications to FY13 Budget. M. Boger (ME) seconded. The motion passed unanimously.**

FY14 Budget

- Chair Bjergaard presented a proposed Budget for FY14.
- **G. Hartman (WY) made a motion to recommend approval of the proposed FY14 Budget to the Commission. R. Bisch (MN) seconded. The motion passed unanimously.**

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

- Chair Hall reported the Training Committee has not met since the last Executive Committee meeting.

- Chair Hall updated that the National Office is preparing training options for the 2012 Annual Business Meeting.

Rules Committee (presented by Gary Hartman)

- Chair Hartman reported the Rules Committee met telephonically five times and is recommending several amendments for adoption.
- Chair Hartman highlighted the recommended proposal to Rule 7-101(8) regarding amending amendments from the floor during the General Session and the impact on the meeting should the rule amendment take effect immediately.
- The Executive Committee shared concerns to this change. R. Masters clarified the amendment does not deny the voice or right to make amendments but allows the rules process to play out by vetting amendments during the established rules comment periods.
- The Executive Committee discussed time frames to allow state councils and regions to meet and make comments. Chair Clark shared experience presenting rule proposals to the Pennsylvania State Council.
- A. Lippert recommended that region representatives include Rule 7-101(8) on their next region meeting agenda. The region representatives agreed to discuss the proposed rule amendment and the importance of making comments during the comment period.

Compliance Committee (presented by Dale Dodd)

- Chair Dodd reported that the Compliance Committee has not met.
- Chair Dodd reported that all states were to respond to the National office by March 1, 2012 regarding the progression of their state council. The Committee reviewed a state council report prepared by the national office summarizing the status of state council development. 27 states have formed their state council; 15 states are in progress; 6 states did not respond; and 3 states received an additional year to form a state council.
- The Executive Committee discussed the 6 non-responsive states and agreed the next step should be a telephone call from the Compliance Committee Chair. The Compliance Committee Chair will then determine if a meeting is necessary.

Technology Committee (presented by Traci Marchand)

Readiness Meetings Summary

- J. Branum reported that he conducted a JIDS readiness meeting with all states. He presented a summary of the findings.
- The Committee discussed the findings highlighting the number of states that do not plan to launch JIDS out to field staff.
- A. Lippert and the Executive Committee expressed their appreciation to J. Branum for his work completing 51 readiness meetings.

Technology Committee Meetings

- Chair Marchand reported that the Technology Committee met on March 27 for an update on the development of JIDS. She reported the work completed to date with InStream and the ongoing processes.

Project Plan

- Chair Marchand presented the JIDS Project Plan. The documents review process is nearing completion pushing the launch date out a couple weeks. A. Lippert spoke on the fluidity of the time line and importance of a thorough review of documents and processes on the front end.

- The Executive Committee concurred and complimented the progression of the national forms management system to date.

Help Desk Module

- A. Lippert updated that the JIDS first line of support will be state compact offices. She reported the National Office anticipates a high demand for JIDS support after training and after launch. J. Branum researched viable options to assist the National Office.
- J. Branum presented his research for helpdesk software and recommended Zendesk. He demonstrated the online software highlighting the advantages and efficiencies.
- The Executive Committee discussed the Zendesk software and agreed with the recommended purchase.
- **G. Hartman (WY) made a motion to approve the purchase of the Zendesk software. P. Cox (OR) seconded. The motion passed unanimously.**

Rules Affected by JIDS Launch

- A. Lippert reported that the launch of JIDS will affect ICJ Rules Section 300 regarding forms. She recommended proposed language to Rule 3-101 and rescinding Rules 3-102 and 3-103. The recommendation would address using the electronic forms management system (JIDS) and discontinuing the use of paper forms.
- J. Miller (AR) questioned deleting the Form names in Rule 3-101 for both the mandatory and the optional forms. A. Lippert clarified the forms will be in the system and omitting form names provides cleaner updates for future modifications to JIDS, rules, and/or forms.
- The Rules Committee debated and agreed to modify the proposed language.
- **D. Dodd (NM) made a motion to delete *Approved* in the title of Rule 3-101; to amend the language to read: *States shall use the electronic information system as approved by the Commission for all cases processed through the Interstate Compact for Juveniles*; and to rescind Rule 3-102: *Optional Forms* and Rule 3-103: *Form Modifications or Revisions*. R. Bisch (NM) seconded. The motion passed.**

Region Reports

Region Representatives (presented by Judy Miller)

Representative Miller reported the Region Representatives met on March 15, 2012 highlighting the items discussed. The next meeting is scheduled for August 16, 2012.

South Region (presented by Judy Miller)

Representative Miller reported the South Region met February 2 and approved a rule amendment to Rule 6-102 which went before the Rules Committee. The Rules Committee recommended changes which the South Region approved via email. The next South Region meeting will be scheduled in conjunction with the rules comment period.

East Region (presented by Mark Boger)

Representative Boger reported the East Region has not met since the last Executive Committee meeting. The next East Region meeting will be scheduled in conjunction with the rules comment period.

Midwest Region (presented by Rose Ann Bisch)

Representative Bisch reported the Midwest Region met in February and proposed one rule amendment and one concept for a rule. The April 10th meeting will be rescheduled in conjunction with the rules comment period.

ICJ/AAICPC Work Group

- Co-Chair Bisch reported that the ICJ/AAICPC Work Group has not met since the last Executive Committee meeting. The next meeting is scheduled for Thursday, April 12. The Work Group continues to meet monthly to identify overlapping categories and develop best practices guidelines using case scenario flow charts.
- AAICPC will vote on the MOU document during their annual conference Saturday, May 5. Co-Chair Bisch will present at their annual conference on Monday, May 7.

Executive Director Report (presented by Ashley Lippert)

Dues

A. Lippert updated that the FY 2013 Invoices were mailed April 1, 2012.

NCJFCJ

A. Lippert updated on communication with NCJFCJ Executive Director Bickett. The NCJFCJ Curriculum Committee now determines the conference agenda topics and presenters. A. Lippert forwarded a letter to the NCJFCJ Curriculum Committee Chair requesting NCJFCJ consider ICJ as a topic for their next conference.

Designee Update

A. Lippert updated that Mississippi appointed a new Designee (Melonie Taylor Gore).

Advisory Opinion

- A. Lippert presented an updated Advisory Opinion #02-2012 amended to reference Rule 6-109 (2).
- J. Miller (AR) questioned including the term “supervision” fees rather than staying with the term “detention fees” throughout the opinion. R. Masters clarified the advisory opinion was written to address the question(s) asked by Idaho regarding detention fees associated with new charges. The opinion infers detention fees could be considered supervision fees.
- The Executive Committee debated the language and intent of the requested opinion. A consensus was reached and R. Masters agreed to modify the opinion to include the term *supervision* in the description.
- **D. Dodd (NM) made a motion to amend the description to *detention and supervision fees associated with new charges* and approve Advisory Opinion #02-2012 as presented. M. Boger (ME) seconded. J. Miller (AR) opposed. R. Bisch (MN) abstained. The motion passed.**

2013 Annual Business Meeting

- A. Lippert updated that the National Office visited Tempe, Arizona as a potential meeting site for the 2013 Annual Business Meeting.
- E. Goode presented the findings.
- **J. Miller (AR) made a motion to approve Tempe Mission Palms in Tempe, Arizona for the 2013 Annual Business Meeting October 7 - 9, 2013 (option #1 no break station). L. Bjergaard (ND) seconded. The motion passed unanimously.**

2012 Annual Business Meeting

- A. Lippert shared the concerns from the 2011 Annual Business Meeting evaluations to provide breakfast or lunch. The National Office prepared a proposed budget reflecting the additional costs and food options to furnish breakfast and/or lunch for one or two days.
- The Executive Committee shared the same concerns from the previous year regarding meals and the request from members to have the opportunity to network during the meal(s). The Executive Committee discussed and agreed to incur the additional costs to provide a breakfast buffet for 2 days for all attendees and offset the additional costs by eliminating the breakfast per diem for those two days.
- **R. Bisch (MN) made a motion to provide a breakfast buffet on the training and general session days of the 2012 Annual Business Meeting and to reduce the breakfast per diem accordingly. T. Marchand (NC) seconded. The motion passed unanimously.**
- A. Lippert presented the 2012 Annual Business Meeting Agenda noting the following modifications from the previous year:
 - Executive Committee Meeting moved to 2:00 p.m. on Monday;
 - Public Hearing moved to Tuesday after the region meetings;
 - Add breakfast to be provided on Tuesday and Wednesday.
- The Executive Committee discussed and agreed with the modifications.
- **J. Miller (AR) made a motion to approve the amended 2012 Annual Business Meeting. J. Hall (FL) seconded. The motion passed unanimously.**

Training Institute

A. Lippert updated that Donna Bonner (TX) is representing ICJ at a planning meeting sponsored by the National Partnership for Juvenile Services and Global Youth Justice to create a multi-track training institute.

Non-Member Georgia

- A. Lippert reported Georgia outreach efforts through CCJ Ex-Officio member, Michael Heavican and plans to invite Tracy Masters, Georgia DJJ to the 2012 Annual Business Meeting.
- R. Masters reported that Georgia has passed legislation and the Governor is scheduled to sign the Interstate Commission on Educational Opportunity for Military Children compact. He noted the MIC3 to be nearly identical to ICJ in the area of rule enforcement and rule making provisions.

ICJ National Office Staff

- **R. Bisch (MN) made the motion to move into closed session to discuss personnel issues. M. Boger (ME) seconded. The motion passed unanimously.**
{ Closed Session }
- **G. Hartman (WY) made the motion to move out of closed session. P. Cox (OR) seconded. The motion passed unanimously.**
- **G. Hartman (WY) made the motion to approve a 4.5 percent salary increase effective July 1, 2012 to Jack Branum, MIS Project Manager, and Emma Goode, Administrative and Logistics Coordinator. P. Cox (OR) seconded. The motion passed unanimously.**
- **G. Hartman (WY) made the motion to move into closed session to continue personnel discussions. L. Bjergaard (ND) seconded. The motion passed unanimously.**

- { Closed Session }
- **G. Hartman (WY) made the motion to move out of closed session. J. Miller (AR) seconded. The motion passed unanimously.**
- **G. Hartman (WY) made the motion to approve a five percent raise effective July 1, 2012 for Ashley Lippert, ICJ Executive Director. J. Hall (FL) seconded. The motion passed unanimously.**

Victim's Representative (presented by Trudy Gregorie)

T. Gregorie updated on two joint trainings conducted with Pat Tuthill, ICAOS Victim's Representative. The training was presented at the National Association of Victim Service Professionals in Corrections (NAVSPIC); and at the American Correctional Association (ACA) summer meeting. She reported a high degree of interest in the juvenile compact. She and Pat propose to complete presentation applications to the ACA and APPA winter conference agendas.

Legal Counsel Report (presented by Rick Masters)

- R. Masters reported the approval of the revised Advisory Opinion #02-2012 to be the primary legal item.
- R. Masters updated that he would confer with Compliance Committee Chair Dodd regarding responsible recommendations by the Compliance Committee relative to the development of state councils.

Old Business

There was no old business.

New Business

Strategic Initiatives

- Chair Clark presented the Commission's 2012 Accomplishments and proposed 2013 Goals for discussion. A. Lippert reiterated the purpose of the strategic initiatives is to provide the National Office direction consistent with the Commission's objectives.
- G. Hartman (WY) suggested ICJ consider 3 -5 year visionary strategic initiatives as ICJ progresses from a reactive to a proactive operational structure. The Executive Committee discussed the impact of JIDS as the first repository of national data for juveniles and brainstormed possibilities.
- M. Boger (ME) suggested including continued outreach to GA and PR in the 2013 Goals. The Executive Committee discussed and agreed with all the items presented and the outreach addition.

Adjourn

- **G. Hartman (WY) made a motion to reschedule the next Executive Committee meeting to May 31, 2012. J. Hall (FL) seconded. The motion passed unanimously.**
- **M. Boger (ME) made the motion to adjourn. J. Hall (FL) seconded. Chair Clark adjourned the meeting by acclamation at 2:45 p.m. EDT.**