



## INTERSTATE COMMISSION FOR JUVENILES

### EXECUTIVE COMMITTEE MEETING

*Minutes*

Thursday, September 27, 2012

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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. Trudy Gregorie (DC) Victims Ex-Officio
11. Rick Masters, Legal Counsel

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

1. Lisa Bjergaard (ND) Commissioner
2. Gary Hartman (WY) Commissioner

#### **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. EDT.

#### **Roll Call**

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

#### **Agenda**

**S. Foxworth (CO) made a motion to approve the agenda, J. Hall (FL) seconded. The motion passed to approve the agenda.**

#### **Minutes**

**J. Miller (AR) made a motion to approve the August 23, 2012 meeting minutes, M. Boger (ME) seconded. The motion passed to approve the minutes.**

## **Executive Director Report** (presented by Ashley Lippert)

### ***Commissioner Vacancies***

- A. Lippert reported that the District of Columbia Commissioner position remains vacant.
- A. Lippert reported Texas has appointed a new Commissioner (Daryl Liedecke) and Oklahoma has appointed a new Commissioner (Keith Wilson).

### ***2012 Annual Report***

- A. Lippert reported the 2012 Annual Report was distributed to Commissioners/Designees and Ex-Officios. Additional copies may be acquired upon request to the National Office.

### ***2012 Annual Business Meeting***

- A. Lippert reported eighty-five registrations have been completed to attend the 2012 Annual Business Meeting. The District of Columbia, New York, Vermont, and nine ex-officio organizations will not attend the meeting.

### ***2013 Dues***

- A. Lippert updated that to date three states operating on a July 1 - June 30 fiscal year have not paid their FY 2013 dues. In accordance with the ICJ Policy for Dues Enforcement, 90-day compliance letters will be issued to California, Iowa, and Wyoming for the non-payment of dues on October 1, 2012.

### ***Juvenile Justice Summit***

- A. Lippert provided a report on her participation in a panel discussion at a Juvenile Justice Summit in Washington, DC on September 24, 2012. She noted the importance of an ICJ presence on the panel. At the request of JoAnn Rohan, the National Office forwarded a letter to the Mayor of the District of Columbia regarding their Commissioner vacancy.

### ***Legal Assistance Request from Nevada***

- A. Lippert updated that R. Masters responded to an informal request from Nevada regarding a juvenile on a supervision transfer from New Jersey. The Executive Committee discussed the incident and the legal response submitted by R. Masters as it relates to the ICJ Rule 5-101(4).
- The Executive Committee discussed and agreed the issue raises concerns with the current language in Rule 5-101(4) and its correlation to public safety.
- J. Miller (AR) recommended that the Executive Committee review all legal request responses prior to issuing the response to requesting states and/or the full Commission. The Executive Committee concurred with the recommendation.

### ***Legal White Paper***

- A. Lippert presented a “white paper” prepared in conjunction with Rick Masters entitled “Why Your State Can Be Sanctioned for Violating the Compact” dated September 2012.
- R. Masters spoke to the intent of the document and its purpose. The Executive Committee reviewed and agreed the “white paper” could be an invaluable judicial tool.
- **P. Cox (OR) made a motion to approve the white paper entitled “Why Your State Can Be Sanctioned for Violating the Compact” dated September 2012 for distribution to the Commission. S. Foxworth (CO) seconded. The motion passed.**

### ***Vacant Staff Position***

- A. Lippert updated she is working with the CSG Human Resources Department to fill the National Office staff position vacated by Jack Branum upon his promotion to JIDS project manager.

### **Committee Reports**

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

- Chair Clark noted the upcoming 2012 Annual Business Meeting in Kansas City, Missouri and expressed his interest in re-election as the Commission Chair.

#### **Finance Committee** (presented by Phil Cox)

- Treasurer Cox reported that the Finance Committee met September 25, 2012 to review the fiscal year 2013 budget through August 31, 2012. He reported the expenditures to be on track with the budget.

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

- Chair Hall reported the training materials are being finalized for the following three training sessions at the 2012 Annual Business Meeting:
  - Training Session I: The Interaction of ICPC and ICJ
  - Training Session II: Juvenile Sex Offenders in the ICJ
  - Training Session III: JIDS Demonstration and Overview
- A. Lippert updated that InStream is finalizing the training materials for JIDS and should be received next week.

#### **Rules Committee** (presented by Ashley Lippert)

- In Chair Hartman's absence, A. Lippert reported the proposed rule amendments to be ready to go before the Commission at the Annual Business Meeting.
- P. Cox (OR) questioned the order of presentation of the rule amendments. A. Lippert clarified the Rules Committee decided at the face to face meeting that Rule 7-101 would not be considered out of sequence as previously considered.

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

- Chair Dodd updated that IL, MA, OK, and VT were issued letters to provide an update on the development of their state council by October 15. To date, IL responded. At the request of the Executive Committee, A. Lippert will call MA, OK, and VT to ascertain their status prior to the annual meeting.
- Chair Dodd updated that OK was issued a letter to appoint a Commissioner. To date, that appointment has been made and the issue resolved.

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

##### *User Acceptance Testing*

- Chair Marchand reported the Technology Committee met September 11 (before UAT) and September 25 (after UAT).
- Chair Marchand reported the user acceptance testing (UAT) held September 13-14, 2012 in Lexington, Kentucky to be a success. She emphasized UAT was testing not training on JIDS. All the processes are operational; InStream has a few minor issues to resolve and JIDS will be ready for demonstration at the annual meeting.

- A. Lippert supported the excitement and success of the testing, noting the simplicity and functionality of the user friendly software.

### *JIDS Development*

#### Legacy Load and User Load

- Chair Marchand reported the final legacy load and user load deadline to be Monday, October 8, 2012.

#### Helpdesk Training

- Chair Marchand noted the latest JIDS newsletter announces registration for helpdesk training for compact office admin staff on Wednesday, October 10 and Thursday, October 11. She highlighted the intent of the helpdesk training noting the JIDS helpdesk link currently available on the website.

#### JIDS Training via WebEx

- Chair Marchand announced JIDS Training via WebEx will begin the weeks of October 22 and October 29 for compact office staff. There will be a 2-hour morning and afternoon session for four days each week for a total of 16 sessions. Training equates to one 2-hour session.
- S. Foxworth (CO) questioned the time frame for training field staff. A. Lippert explained that the Technology Committee agreed to conduct training as close to the launch date as possible to maximize retention.
- D. Dodd (NM) voiced concern to training field staff after launch as they would be working on legacy cases. R. Bisch (MN) shared her training plan for Minnesota prior to launch.
- S. Foxworth (CO) questioned the substance of the training session at the annual meeting. A. Lippert clarified the training would be in the form of a demonstration/overview and InStream would be onsite for additional questions after the presentation.

#### Launch Date: November 5

- Chair Marchand announced the go live launch date for JIDS to be November 5, 2012.

### *JIDS Enhancements*

- Chair Marchand reported the process for tracking enhancements to JIDS. The requests will be submitted to the Technology Committee for consideration. Chair Clark questioned the funding for enhancements. A. Lippert clarified the Executive Committee appropriated \$20,000 per year for enhancements and the contract with InStream allows for 12 hours a month of support.

### *Drop Dead Date*

- Chair Marchand presented for their endorsement a recommendation by the Technology Committee for a drop dead date of November 16 to complete the upload of all outstanding legacy and gap cases.

## **Region Reports**

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

- Representative Miller reported the Region Representatives have not met since the last Executive Committee meeting.

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

- Representative Miller reported the South Region has not met since the last Executive Committee meeting. The 2013 officer and South Region representative nominations were requested via email and to date no responses were submitted.

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

- Representative Boger reported the East Region met September 19. He updated on the 2013 officer's slate and regional representative nominations. States also provided updates and he noted a request made by the Virgin Islands to issue a letter to the Governor regarding the formation of a state council.

**Midwest Region and AAICPC/ICJ Work Group** (presented by Rose Ann Bisch)

- Representative Bisch reported the Midwest Region met September 19. She reported the Midwest Region reviewed the proposed amendments and discussed the development of a violation rule. The 2013 officer's slate was approved and a regional representative will be elected at the next meeting in Kansas City.

*AAICPC/ICJ MOU Work Group*

- Co-Chair Bisch reported the AAICPC/ICJ MOU Work Group met September 6. The work group has scheduled a meeting on October 4 to review the response(s) to their legal advisory requests. R. Masters updated on the cumulative effort of the two organizations to conduct an in depth review of the requests prior to issuing a response.

**West Region** (presented by Summer Foxworth)

- Representative Foxworth reported the West Region met September 18. The West Region nominated a 2013 officer's slate and will elect a regional representative at the next meeting. She reported the West Region reviewed select proposed amendments and discussed issues in the areas of: home bus layovers (ID), DHS Runaways (OR), and Travel Permit 90-day time frame for RTCs (UT).

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

- R. Masters noted the earlier discussions around the current legal projects:
  1. Legal clarification from Nevada,
  2. Completion of the white paper, and
  3. Legal advisory requests from the ICPC/ICJ MOU Work Group.

**Old Business**

- D. Dodd (NM) questioned the status of the AJCA dissolution and the transfer of remaining funds to ICJ. R. Masters updated on recent communications with Ron Lefler. R. Masters agreed to follow-up and report to the Executive Committee at the next meeting.

**New Business**

- A. Lippert updated that the Out-of-State Detention Ad Hoc Committee chaired by Fred White (MA) held their first meeting and plan to meet again prior to the annual meeting.

- R. Bisch (MN) relayed the following concerns expressed to her by other states regarding designees and ex-officios:
  1. the appearance of duplicate representation by states that have both the Commissioner and their full time Designee serving on committees;
  2. the Commission paying for both the Commissioner and their Designee to attend the same meeting when only one can vote; and
  3. Compact office staff as ex-officio non-voting member in the same capacity as the outside ex-officio organizations.
- A. Lippert clarified that in some cases both a Commissioner and Designee will request to serve on a committee and both are considered members of the committee. She explained the Designee appointment processes and the two types of Designees approved by the Commission prior to her appointment as the Executive Director. She welcomed direction from the Executive Committee on any recommended changes to the current procedure.
- R. Masters addressed the issues and confirmed the Commission to be in compliance with the Compact Statute and By-laws on the committee composition and procedures.
- The Executive Committee discussed and agreed to include as an agenda item at the next meeting.

### **Adjourn**

**S. Foxworth (CO) made a motion to adjourn. P. Cox (OR) seconded. The motion passed. Chair Clark adjourned the meeting at 1:26 p.m. EDT.**