



INTERSTATE COMMISSION FOR JUVENILES

EXECUTIVE COMMITTEE

Minutes

Thursday, January 24, 2013

Committee Members in Attendance:

1. Terry Clark (PA) Chair
2. Summer Foxworth (CO) Vice Chair
3. Patrick Pendergast (AL) Designee
4. Judy Miller (AR) Designee
5. Jean Hall (FL) Commissioner
6. Sharon Harrigfeld (ID) Commissioner
7. Fred White (MA) Designee
8. Rose Ann Bisch (MN) Commissioner
9. Anne Connor (NV) Commissioner
10. Rick Masters, Legal Counsel

Committee Members Not in Attendance:

1. Traci Marchand (NC) Commissioner
2. Phil Cox (OR) Treasurer
3. Trudy Gregorie (DC) Victims Representative, Ex-Officio

Guests in Attendance:

1. Alicia Ehlers (ID)

Staff in Attendance:

1. Ashley Lippert, ICJ Executive Director
 2. Jack Branum, Project Manager
 3. Jennifer Adkins, Training and Administrative Coordinator
 4. Emma Goode, Administrative and Logistics Coordinator
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Call to Order

Chair Clark called the meeting to order at 11:15 a.m. EST.

Roll Call

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

Agenda

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

Minutes

P. Pendergast (AL) made a motion to approve the December 20, 2012 meeting minutes, J. Hall (FL) seconded. The motion passed to approve the minutes as presented.

Executive Director Report (presented by Ashley Lippert)

Strategic Consultant

- A. Lippert updated that Strategic Consultant, Fahy Mullaney, is preparing for the March 12, 2013 meeting in Lexington and will contact each of the Executive Committee members in preparation for the strategic planning session. Several members shared they have scheduled their telephonic meeting with Mr. Mullaney.

Website Upgrade

- A. Lippert updated the dukedot.net software upgrade to be in process. The upgrade will offer a mobile device application and a slight modification to the look of the website. The National Office will demonstrate the upgraded features at the next meeting.

Washington Commissioner

- A. Lippert announced the Washington Commissioner position vacated by Don Jones. Jeff Patnode is currently the Acting Commissioner and an appointment is anticipated soon.

Georgia Outreach

- A. Lippert updated that the current status of Georgia remains positive but unchanged. R. Masters informed the committee on his communications with Traci Masters (GA) and NCJFCJ members noting Georgia to be in the process of modifying its juvenile code.

Oklahoma State Council

- A. Lippert updated that Oklahoma contacted the National Office with a legal concern regarding the formation of a state council. R. Masters responded in writing to Oklahoma addressing their concerns regarding separation of power, which stemmed from a 1990 advisory opinion.

InStream Contract

- A. Lippert reported the InStream (JIDS vendor) one-year contract expires in January 2013 shifting to a month-to-month renewal. A. Lippert recommended renewing the contract for 12 months with two 12-month renewal options. The Executive Committee concurred with the recommendation. The National Office will meet with InStream to negotiate the contract renewal.

2012 Annual Business Meeting

- A. Lippert presented the 2012 Annual Business Meeting Minutes draft for approval to post. The minutes will be formally approved by the full commission during the 2013 Annual Business Meeting.
- Chair Clark suggested adding “DRAFT” to the top of the document in addition to the watermark.

- **S. Foxworth (CO) made a motion to approve in draft form the 2012 Annual Business Meeting Minutes with the additional “draft” notation and post to the website. F. White (MA) seconded. The motion passed.**

2014 Annual Business Meeting

- A. Lippert reported the National Office conducted a search for the 2014 Annual Business Meeting location. The National Office presented a summary of the results highlighting the following cities:
 - Montgomery, AL
 - Indianapolis, IN
 - New Orleans, LA
 - Portland, ME
 - Baltimore, MD
 - Las Vegas, NV
 - Charleston, SC
 - Vancouver, WA
 - Middleton, WI
- The Executive Committee considered each of the options presented and agreed to pursue the two locations and dates below in order of preference:
 1. Charleston, SC - October 27-29, 2014
 2. New Orleans, LA - September 22-24, 2014
- The National Office will visit the necessary sites and report the results for final selection.

Committee Reports

Executive Committee (presented by Terry Clark)

ICJ PREA Resolution

- Chair Clark updated on his response to Arizona Commissioner Flanagan regarding the PREA Resolution approved by the Executive Committee. Chair Clark reported the continued concern by Arizona Commissioner that the resolution implies the Commission wholly supports the Act and its final rules.
- The Executive Committee discussed the concern and reviewed the PREA Resolution.
- R. Masters suggested the inclusion of a disclaimer that the resolution does not constitute the endorsement of all the PREA Regulations or the view of any particular state. The Executive Committee concurred to maintain the PREA Resolution as approved and to add a disclaimer.
- The National Office will prepare the disclaimer for the Executive Committee’s consideration via email.

Finance Committee (presented by Patrick Pendergast)

- Chair Pendergast reported that the Finance Committee met January 22, 2013 to review the actual expenditures of the Fiscal Year 2013 Budget through December 31, 2012. He reported the annual budget to be on target highlighting the annual meeting expenses finished under budget, the JIDS enhancements line item increase, and the legal expenses expenditures for work performed for the AAICPC ICJ MOU Work Group.

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

- Chair Hall reported the Training Committee met January 9, 2013 and approved the following training materials/resources modified to reflect the rule amendments effective April 1, 2013:
 - Bench Book
 - Quick Reference Guide
 - Rule Amendment Training
 - Rules/Field Staff Training
 - Legal Training
 - Litmos On-Demand Trainings #1-5
- Chair Hall reported the Training Committee approved two Rule Amendment Trainings in February for compact offices. The regular monthly rules training will begin in March.
- Chair Hall reported ICJ submitted proposals to present at the following conferences:
 - APPA, American Probation and Parole Association, Baltimore, MD - July 2013
 - NSJS, National Symposium on Juvenile Services, Louisville, KY - October 2013
- Chair Hall reported the following training statistics:
On-Demand Training October 22, 2012 - January 17, 2013
 - 3,224 total courses completed
 - 1,108 JIDS Courses
 - 2,116 On-Demand (Courses 1-5)
 - A. Lippert reported a 247% usage increase since the launch of JIDS. The National Office will instruct states on how they can run reports for on-demand training completed by their staff.
JIDS Training November 5, 2012 - present
 - Conducted 14 sessions.
 - Practitioners (Anne Conner and Robyn Peterson) are now facilitating JIDS training. A. Lippert reported K. Rumbaugh shared her “Transfer of Supervision: Start-to-Finish” training resource developed for Nebraska field staff. The National Office is modifying the resource and making it available to the full Commission.

Rules Committee (presented by Rose Ann Bisch)

- Chair Bisch reported the Rules Committee met January 9, 2013 and continues to focus on the clean-up of the ICJ Rules for inconsistencies and flow.
- Chair Bisch reported a Rule Sub-Committee met to discuss the Section 600 and will meet again in February. The full Rules Committee will meet February 13, 2013.

Compliance Committee (presented by Sharon Harrigfeld)

- Chair Harrigfeld reported the Compliance Committee has not met since the last meeting.

Technology Committee (presented by Ashley Lippert)

In the absence of Chair Marchand, A. Lippert reported the following JIDS activity:

JIDS Training

- 826 people attended the live WebEx training sessions
- 879 people viewed the recorded training sessions
- 20 percent of the total 6,000+ JIDS users have attended training offered by the National Office. A. Lippert noted the number does not include the training conducted by states.

- Alabama and Colorado utilized the training and technical assistance for additional JIDS state training. Florida and Minnesota have also made JIDS training requests.

Gap Cases

- Iowa, New Mexico, Pennsylvania, and Wisconsin submitted gap cases through InStream.

Helpdesk - 30 Day Update

- 2,143 help topic views
- 189 unique searches
- 187 new tickets created
- 193 tickets resolved
- A. Lippert asserted the positive responses to the JIDS quick tips noting the National Office welcomes topic suggestions.

Blocked email notifications

- Blocked email notifications are isolated settings issues and resolved with users and their IT Departments on a state-by-state basis.

IE7

- An upgrade was released allowing field users using IE7 access to JIDS functionality without error.

Blank Assignments Page

- The JIDS Spotlight newsletter featured a solution for blank assignment pages. The issue was identified to be caused by special characters in the workflow notes. A patch will be released this week to resolve the issue.

Workflow Button

- The JIDS Spotlight newsletter featured a solution for the disappearance of the workflow complete button when processing a request for the transfer of supervision. The issue stems from leaving the optional field “maximum probation/parole date” blank to activate the workflow calendaring.

Rule Amendments

- The Technology Committee discussed the costs to update JIDS to accommodate the new rule amendments effective April 1, 2013 in the amount of \$17,100. A. Lippert explained the actual costs to be slightly higher than estimated due to the amount of coding and report changes. She clarified that a change to a process impacts a modification to the JIDS workflow requiring increased technical modifications and consequently higher costs.

Duplicate Case Resolution Policy/Form

- The Technology Committee approved a resolution and form for the deletion of duplicated cases in JIDS.

Enhancements Requests

- The Technology Committee is reviewing a list of the JIDS Enhancement Requests for discussion at their next meeting on February 26, 2013.

Region Reports

East Region (presented by Fred White)

- Representative White reported the East Region has not met since the last Executive Committee meeting and anticipates meeting in February.

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

- Representative Bisch reported the Midwest Region met January 15, 2013. Discussion items included a By-law proposal, a restitution form, state councils updates, and JIDS.
- A By-law proposal will be submitted to the Commission by Illinois proposing term limits for the ICJ Officers.
- The next meeting of the Midwest Region is March 19, 2013.

AAICPC/ICJ MOU Work Group

- Co-Chair Bisch reported the AAICPC/ICJ MOU Work Group met January 8, 2013 to review the responses to their requests for legal guidance from R. Masters. The responses were forwarded to the Executive Committee as a courtesy update.
- Co-Chair Bisch reported the Work Group continues to seek a consensus for best practice guidelines based on the rules and regulations as currently written. The Work Group will consider language submitted by J. Hawkins and J. Miller to allow ICJ involvement with ICPC in the return of runaways when necessary.
- The next meeting is February 7, 2013.

South Region (presented by Judy Miller)

- Representative Miller reported that the South Region has not met since their October meeting. Representative Miller reported two requests from states for additional JIDS training for the South Region. She will contact the National Office to schedule.

Regional Representatives Meeting

- Representative Miller questioned the continuation of the regional representatives meetings. The Executive Committee discussed the intent of Regional Representatives meetings at the onset of ICJ and determined the meetings were no longer necessary at this time.

West Region (presented by Anne Connor)

- Representative Connor reported the West Region has not met since the last Executive Committee meeting. The next meeting is February 20, 2013.

Victims Representative

There was no victim's representative report in the absence of T. Gregorie.

Legal Counsel (presented by Rick Masters)

- Legal Counsel reported a legal services update in the areas of Georgia, Oklahoma, MOU Work Group, Bench Book, and an Amicus Brief.
 - R. Masters updated on the positive outreach efforts with Georgia.
 - R. Masters detailed his memorandum to Oklahoma clarifying the state's authority to form a state council without additional legislation.
 - R. Masters reported completion of the legal research for the ICJ Bench Book update due to the new rules effective April 1, 2013.

- R. Masters briefed on the status of the AAICPC/ICJ MOU Work Group legal responses to be two-fold: providing direction to the Work Group while identifying issues and clarifying the ICJ Rules.
- R. Masters presented a copy of an amicus brief prepared at no cost to the Commission. He provided an overview the Interstate Compact case, which involves the California Court of Appeals and the Supreme Court of Michigan, denoting the importance of compact involvement.

Old Business

- F. White (MA) requested an update regarding the AJCA dissolution and transfer of remaining funds to ICJ. R. Masters updated no change since the last meeting. F. White (MA) reported no response to his attempts to contact Ron Leffler, past AJCA Chair.

New Business

There was no new business.

Adjourn

- **F. White (MA) made a motion to adjourn. J. Miller (AR) seconded. The motion passed. Chair Clark adjourned the meeting by acclamation at 1:30 p.m. EST.**