



## INTERSTATE COMMISSION FOR JUVENILES

### EXECUTIVE COMMITTEE

#### *Minutes*

Thursday, November 15, 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. Patrick Pendergast (AL) Designee
5. Judy Miller (AR) Designee
6. Jean Hall (FL) Commissioner
7. Fred White (MA) Designee
8. Rose Ann Bisch (MN) Commissioner
9. Traci Marchand (NC) Commissioner
10. Trudy Gregorie (DC) Victims Representative, Ex-Officio
11. Rick Masters, Legal Counsel

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

1. Sharon Harrigfeld (ID) Commissioner
2. Anne Connor (NV) Commissioner

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

None

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

1. Ashley Lippert, ICJ Executive Director
  2. Jack Branum, MIS 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 11:20 a.m. EST and welcomed new and returning Executive Committee members.

#### **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**

**J. Hall (FL) made a motion to approve the agenda, F. White (MA) seconded. The motion passed to approve the agenda as presented.**

## Minutes

**J. Miller (AR) made a motion to approve the October 15, 2012 meeting minutes, J. Hall (FL) seconded. The motion passed to approve the minutes as clerically amended.**

## Executive Director Report (presented by Ashley Lippert)

### *Updates to Rules, Quick Reference, Training, Bench Book*

- A. Lippert reported that the ICJ Rules, Quick Reference Guide, Training Materials, and Bench Book are being updated to reflect the rule amendments passed during at the 2012 Annual Business Meeting. The post annual meeting survey responses have been collected and allocated. The responses and rule amendment training materials will be forwarded to Chair Hall and the Training Committee.

### *ICJ Newsletter*

- A. Lippert reported to date that 4,500 persons subscribe to the ICJ monthly newsletter. An average of 100 new users subscribe per month.

### *New Staff Member*

- A. Lippert introduced new ICJ National Office employee, Jennifer Adkins, Training and Administrative Coordinator.

### *PREA*

- A. Lippert reported the Prison Rape Elimination Act (PREA) to be a state issue. The American Probation and Parole Association (APPA) issued a resolution in support of PREA and encouraged communication between states. A. Lippert presented APPA's resolution as an example resolution for consideration.
- P. Cox (OR) noted that the act encompasses more than prisons and would impact juveniles held in other confinement facilities. He commented to the responsibility of states to implement PREA certification to qualify for federal funding. F. White (MA) briefed on the implementation for PREA certified facilities and the annual recertification enacted by Massachusetts.
- The Executive Committee discussed and agreed that ICJ offices should have an awareness of the PREA certification. T. Gregorie shared her experience with PREA and suggested posting a fact sheet with web links.
- S. Foxworth (CO) questioned the consequences to using a non-certified PREA facility. The Executive Committee discussed and concluded the liability would fall to the sending state.
- The Executive Committee concurred to the recommendation by A. Lippert that the National Office draft an ICJ Resolution for review at the next meeting.

### *Dispute*

- A. Lippert reported a dispute between the states of Pennsylvania and Hawaii and the involvement of the National Office and Legal Counsel.
- R. Masters, Legal Counsel, reported he anticipates a resolution soon. Further, he cautioned that states ensure compliancy prior to seeking assistance with the enforcement of the rules.

### *Tax Status*

- A. Lippert presented a memorandum from R. Masters, Legal Counsel, regarding the IRS tax status for ICJ.

- R. Masters reported that during a Council of State Governments routine audit, it was discovered that the IRS tax reporting status for ICJ is as a “private non-profit organization”. He clarified the legal liability and advantages to having the proper exemption status. R. Masters advised that ICJ would be better served if identified as a “government entity.”
- The Executive Committee agreed that Rick Masters should research the tax status identification and report to the Executive Committee any costs prior to moving forward.
- **F. White (MA) made a motion to authorize R. Masters, Legal Counsel, to research the IRS tax status for ICJ and report findings and costs to the Executive Committee. P. Pendergast (AL) seconded. The motion passed.**

## **Committee Reports**

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

#### *Approve Victims Representative*

- Chair Clark presented Trudy Gregorie to the ICJ Executive Committee for another term as the ICJ Victims Representative.
- Trudy Gregorie presented her professional experience relative to ICJ and accepted the opportunity to serve another term.
- **S. Foxworth (CO) made a motion to accept Trudy Gregorie to the position of Victims Representative, Ex-Officio to the Executive Committee. J. Hall (FL) seconded. The motion passed.**

#### *Executive Committee Face-to-Face Meeting*

- Chair Clark proposed a 2-day meeting March 11-14, 2013 in Lexington, Kentucky for the 2013 Executive Committee Face-to-Face Executive Committee Meeting and to invite a strategic business consultant. The Executive Committee discussed the date, location, and strategic planning consultant and agreed with the recommendation of Chair Clark.

### **Finance Committee** (presented by Patrick Pendergast)

- Chair Pendergast reported that the Finance Committee met November 13, 2012 to review the actual expenditures of the Fiscal Year 2013 Budget through September 30, 2012.
- Chair Pendergast reported the budget to be on track noting the following items:
  - Dues from two states have not been received
  - Potential increases to Legal Counsel expenses due to legal requests from the ICPC/ICJ MOU Work Group
  - 2012 Annual Business Meeting expenses are on target to finish under budget
  - Third payment to InStream for JIDS has been made
- Chair Pendergast reported on discussions about the JIDS enhancements, on-demand training, and the dues structure.

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

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

### **Rules Committee** (presented by Rose Ann Bisch)

- Chair Bisch updated on the structure of the Rules Committee membership comprised of two Commissioners from each region and Ex-Officios.

- Chair Bisch reported the Rules Committee held its first meeting November 14 to develop a business calendar and develop assignments. Major assignments include reviewing the ICJ rules for inconsistencies and flow.

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

- In the absence of Chair Harrigfeld, A. Lippert reported on the action taken by the Compliance Committee at their November 14, 2012 meeting.
  - Wyoming was found in non-compliant for the non-payment of dues. The Compliance Committee agreed to issue a letter from legal counsel to be mailed in 45-days. WY submitted a purchase order that indicates the check is being processed.
  - The District of Columbia received a 30-day past due letter for the non-payment of FY 13 dues and will be referred to the Compliance Committee after 120-days should payment not be received.

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

##### *JIDS Training*

- Chair Marchand reported the following stats on JIDS Training:
  - Over 350 attended the live sessions
  - Over 273 viewed the online recording
  - Five states utilized the “sandbox”
- The Executive Committee shared positive responses to the interactive training and requested additional live training sessions.
- J. Branum clarified the next live training to be November 29 with December dates forthcoming. The next live training sessions will be for field staff and will be modified to demonstrate the referral process rather than travel permits.

##### *JIDS Launch*

- Chair Marchand updated the following stats in one week:
  - Legacy load cases: 4,715
  - User load cases: 7,910
  - Delaware did not submit a legacy load but is currently entering their cases
- S. Foxworth (CO) requested additional time to the November 16 deadline for entering *gap cases* due to the many technical issues and the inability for all states to work successfully in JIDS.
- **S. Foxworth (CO) made a motion to extend the date to December 21 to enter the “gap cases” into JIDS. J. Miller (AR) seconded. The motion was withdrawn.**
- At the request of the Executive Committee, A. Lippert will contact InStream to request a second legacy load.
- The Executive Committee discussed and agreed to extend the deadline to January 1, 2013 to load *gap cases* in JIDS.

##### *Outstanding Issues*

- Chair Marchand and the Executive Committee discussed the following JIDS issues:
  - Browser error - preventing search and addition of content
  - User Management error - IE 6 and IE 7 are no longer supported
  - Login/Registration/Password questions
  - Security
  - Older versions of software such as Explorer and Flash Player
  - Slow speed in the afternoon

- A. Lippert categorized the issues to be either training issues or system errors.
- R. Bisch (MN) shared states' frustration with "global assignments" and the suggestion by one state to stop JIDS until it is repaired. A. Lippert suggested the National Office contact InStream to develop training on "global assignments." R. Bisch (MN) explained the "global assignments" to be a design issue. Chair Clark clarified that "global assignments" was designed as requested and would become a JIDS enhancement. Chair Marchand updated that a JIDS enhancement request list has been developed. F. White (MA) noted the launch of a new system nationwide will have kinks.
- The Executive Committee discussed and the general consensus was to continue working through JIDS and resolve issues as incurred.

#### *First Week Stats*

- Chair Marchand reported the first week in JIDS:
  - 619 people logged into JIDS
  - 283 new cases added
  - 125 tickets filed
  - 11% tickets resolved in under 2 hours
  - 19% tickets resolved in under 8 hours
  - 20% tickets resolved in under 24 hours
- The Executive Committee complimented J. Branum, A. Lippert, and InStream for their responsiveness to resolve issues.

### **Region Reports**

#### **East Region** (presented by Fred White)

- Representative White reported the East Region met October 16, 2012 and the National Office is polling for a meeting in November.

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

- Representative Bisch reported the Midwest Region met October 16, 2012 and recommended the Rules Committee review all the rules for clarity. The National office is polling for a meeting date in January.

#### *AAICPC/ICJ MOU Work Group*

- Co-Chair Bisch reported the AAICPC/ICJ MOU Work Group has a meeting scheduled November 29 to review the legal responses by Legal Counsel and Carla Fults.

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

- Representative Miller reported the South Region met October 16, 2012 and frustrations implementing JIDS.

#### **West Region** (presented by Anne Connor)

- In the absence of A. Connor (NV), S. Foxworth (CO) reported that the West Region met October 16, 2012 and has nothing new to report.

#### **Victims Representative** (presented by Trudy Gregorie)

- T. Gregorie reported that she and the ICAOS Victims Representative will host a round table discussion at the annual conference for Victim Service Providers and Corrections the first week in December.

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

- Chair Clark reported R. Masters exited the meeting early noting there was nothing to add to the information discussed earlier in the meeting.

**Old Business**

There was no old business.

**New Business**

A. Lippert announced she is expecting her second child in June.

**Adjourn**

- **S. Foxworth (CO) made a motion to adjourn. F. White (MA) seconded. The motion passed. Chair Clark adjourned the meeting at 1:32 p.m. EST.**