



INTERSTATE COMMISSION FOR JUVENILES

EXECUTIVE COMMITTEE

Minutes

Thursday, December 20, 2012

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. Sharon Harrigfeld (ID) Commissioner
6. Fred White (MA) Designee
7. Rose Ann Bisch (MN) Commissioner
8. Anne Connor (NV) Commissioner
9. Traci Marchand (NC) Commissioner
10. Rick Masters, Legal Counsel

Committee Members Not in Attendance:

1. Judy Miller (AR) Designee
2. Jean Hall (FL) Commissioner
3. Trudy Gregorie (DC) Victims Representative, Ex-Officio

Guests in Attendance:

None

Staff in Attendance:

1. Ashley Lippert, ICJ Executive Director
 2. Jack Branum, JIDS 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 11:18 a.m. EST.

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

P. Pendergast (AL) made a motion to approve the agenda, R. Bisch (MN) seconded. The motion passed to approve the agenda as presented.

Minutes

P. Pendergast (AL) made a motion to approve the November 15, 2012 meeting minutes, F. White (MA) seconded. The motion passed to approve the minutes as presented.

Executive Director Report (presented by Ashley Lippert)

Website Upgrade

- A. Lippert reported that the framework for ICJ's website (DotNetNuke) will be upgraded next month. The upgrade will provide more functionality with subtle screen modifications. The update will be performed after hours and will not impact usage, user log-ins/passwords, or JIDS. ICJ's estimated cost for this update is \$300.
- The Executive Committee discussed and concurred with the upgrade and expenditure.

State Council Review

- A. Lippert reported that the National Office will issue reminder letters in January requesting state council information updates in accordance with the ICJ State Council Policy.

2014 Annual Business Meeting

- A. Lippert updated that the National Office is researching sites for the 2014 Annual Business Meeting.

National Runaway Switchboard name change

- A. Lippert reported that effective January 15, 2013, ICJ Ex-Officio member, National Runaway Switchboard, will begin doing business as **National Runaway Safeline**. The National Office will update relative materials and links on the Commission's website.

Strategic Consultant Update

- A. Lippert updated on the search for a strategic business consultant to attend the Executive Committee face-to-face meeting in March. She reported that the expertise and costs from her contact with three consultants and recommended Fahy Mullaney with the PaceSetter Group.
- A. Lippert highlighted Mr. Mullaney's presentation practices and methods. R. Masters supported the recommendation.
- The Executive Committee agreed with the recommendation based on his experience with similar organizations, presentation style, and cost competitiveness.

PREA Resolution

- A. Lippert presented a Prison Rape Elimination Act (PREA) Resolution for consideration based on previous discussions by the Committee.
- P. Pendergast (AL) spoke in favor of the resolution and language as presented. He expressed concern to the limited support from OJJDP and lag in PREA training for detention centers.
- The Executive Committee discussed the large undertaking and agreed the resolution to be the extent of an appropriate action by ICJ at this time.
- S. Harrigfeld (ID) shared the work by Idaho to move PREA compliance forward. She updated that Idaho received a grant to produce a PREA training video and agreed to share the video with the Executive Committee upon completion.

- S. Foxworth (CO) shared an online training resource and agreed to forward the information to the National Office to disseminate as appropriate.
- **S. Foxworth (CO) made a motion to approve the Prison Rape Elimination Act (PREA) Resolution as presented. P. Cox (OR) seconded. The motion passed.**

Advisory Opinion 04-2012

- A. Lippert noted the amendment to the travel permit rule and its conflict with Advisory Opinion #04-2012. R. Masters recommended retaining the advisory with a footnote which would supersede the opinion's conflict to the rule amendment.
- **P. Pendergast (AL) made a motion to approve the update to Advisory Opinion #04-2012 as presented. F. White (MA) seconded. The motion passed.**

Dispute HI v PA settled

- A. Lippert updated on the mediation of a dispute between HI and PA. A. Lippert reported the issue to no longer be an ICJ matter.

Georgia

- A. Lippert updated on communications with Carol Jackson and Tracy Masters from Georgia. She reported that no Compact legislation was pre-filed in Georgia and no further action has taken place in Georgia to move legislation forward.
- The Executive Committee expressed the concerns and available options. R. Masters, Legal Counsel, agreed to contact attorney Tracy Masters.

Committee Reports

Executive Committee (presented by Terry Clark)

- Chair Clark had nothing additional to report.

Finance Committee (presented by Patrick Pendergast)

- Chair Pendergast reported that the Finance Committee met December 18, 2012 to review the actual expenditures of the Fiscal Year 2013 Budget through October 31, 2012. He updated that dues from all states have been received; the annual report and half the annual business meeting expenditures have been posted. Chair Pendergast reported on the Committee's discussions regarding funds for JIDS enhancements and presented a recommendation by the Finance Committee to increase the funds for JIDS enhancements.
- The Executive Committee considered and agreed to the recommendation after hearing the Technology Committee report.
- **P. Pendergast (AL) made a motion to approve the recommendation of the Finance Committee to increase the funds for JIDS enhancements in the FY 2013 budget by \$50,000. S. Foxworth (CO) seconded. The motion passed.**

Training, Education & Public Relations Committee (presented by Ashley Lippert)

- In Chair Hall's absence, A. Lippert reported the Training Committee will meet January 9, 2013 to review all updated training materials and resources modified due to the rule amendments effective April 1, 2013.
- F. White (MA) questioned the scope of the training materials/resources under the direction of the Training Committee. A. Lippert clarified the scope reaches beyond rules training and would include JIDS training.

Rules Committee (presented by Rose Ann Bisch)

- Chair Bisch reported the December meeting was cancelled due to the lack of a quorum and reported the Rules Committee to be conducting a thorough review of the ICJ Rules as a whole for inconsistencies and flow.

Compliance Committee (presented by Sharon Harrigfeld)

- Chair Harrigfeld reported that the Compliance Committee met November 14, 2012 to discuss the non-payment of dues by Wyoming. Subsequently, payment was received November 26, 2012 and no further action was necessary.

Technology Committee (presented by Traci Marchand)

JIDS

- Chair Marchand reported the following JIDS statistics to date:
 - 2,539 registered users
 - 578 people attended the live WebEx training sessions
 - 638 people viewed the On-Demand Trainings
 - Ten states have utilized the JIDS Sandbox for intrastate training
- Chair Marchand reported the following ICJ work flow processes in JIDS since launch:
 - 7,547 juvenile files
 - 38 referral cases accepted
 - 365 travel permits issued
 - 17 juveniles returned
 - 12 requests for revocation/discharge
- Chair Marchand reported 384 support tickets resolved. F. White (MA) commended Jack Branum on the resolution of 384 support tickets in 45 days and commended Chair Marchand for taking on the task of Technology Committee Chair.
- P. Cox (OR) questioned the *38 referral cases accepted* statistic. J. Branum clarified the number represents the entire workflow processed in JIDS for 38 files and does not include cases in process or legacy loads. R. Bisch (MN) clarified the discussion that to include all cases in that number would require the original sending state to enter the information into JIDS to start the work flow process.
- Chair Marchand updated on the global assignments training and shared feedback that the training attendees deviated to other areas of JIDS rather than staying focused on the topic of global assignments.
- A. Lippert updated the Executive Committee approved extending the date to enter cases in JIDS to December 31, 2012. Only one state has utilized the second case load option by InStream.
- R. Bisch (MN) requested clarity on the cases to be included in the second case load. Chair Marchand confirmed the cases to be those not accepted in JIDS between November 5 and December 31 and the gap cases.
- Chair Marchand reported the Technology Committee is reviewing for approval in January a duplicate case resolution policy and form. She explained the three-step process in the resolution for the deletion of duplicate cases.
- Chair Marchand reported the Technology Committee approved the JIDS Enhancement Request form. The online form is available via the Commission's website and several requests have been submitted. A. Lippert updated that the National Office is organizing the requests to present to the Technology Committee in January.

- Chair Marchand praised the helpful quick tips issued in the JIDS newsletter denoting the latest quick tip on submitting a JIDS enhancement request. J. Branum demonstrated submitting an online JIDS Enhancement request.
- A. Lippert reported on the monthly service hours contracted with InStream and provided a balance of service hours and funds available for enhancements.
- A. Lippert reported the remaining fund balance limits additional enhancements during FY 2013. The Finance Committee approved a recommendation to increase the JIDS enhancements budget line item.
- Chair Marchand expanded on the collaboration between the Technology and Training Committees to identify an ICJ practitioner to conduct JIDS trainings.

Blocked email notifications

- Chair Marchand updated the blocked email notification errors have subsided in most states.

Internet Explorer 7 patch

- Chair Marchand reported a delay in issuing the Internet Explorer 7 patch to field users. A. Lippert updated on what processes the IE 7 patch will resolve.

System speed

- Chair Marchand reported North Carolina system speed improved.
- R. Bisch (MN) reported slow system speed by Minnesota field users.
- Midwest Region Representative Bisch (MN) shared frustrations from the Midwest region. R. Bisch (MN) complimented J. Branum on his expedited responses to JIDS issues and recommended training materials depicting the transfer processes from beginning to end.
- Chair Clark empathized with the frustrations responding that in many instances the root issues stem from newness to the system.

Region Reports

East Region (presented by Fred White)

- Representative White reported on topics discussed during the East Region meeting on December 6, 2012. He reported that the East Region agreed the JIDS training and newsletter tips currently offered to be sufficient and therefore did not request additional JIDS training for the East Region.
- Chair Clark shared on the findings by the Pennsylvania IT Department that downloads, videos, and music impact the system's speed.

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

- Representative Bisch reported the Midwest Region will meet in January 2013.
- Representative Bisch received a request to amend the by-laws by adding term limits for elected officers.

AAICPC/ICJ MOU Work Group

- Co-Chair Bisch reported the AAICPC/ICJ MOU Work Group met November 29. Upon receipt of the responses for legal guidance, the Work Group will meet January 8, 2013 and move forward with scenarios of compact overlap.

South Region (presented by Ashley Lippert)

- In Representative Miller's absence, A. Lippert updated that the South Region has not met since their October meeting.

West Region (presented by Anne Connor)

- Representative Connor reported the West Region met December 19, 2012. She updated on the personnel changes in Utah and the request by Hawaii for additional time slots for JIDS training. The next meeting of the West Region is scheduled for February 20, 2013.

Victims Representative (presented by Trudy Gregorie)

- There was no victim's representative report.

Legal Counsel (presented by Rick Masters)

- R. Masters updated on the status of the AAICPC/ICJ MOU Work Group legal responses reporting the painstaking efforts by both parties to prepare a comprehensive response to avoid future ambiguities. He reported the response to be three-fold: (1) legal guidance relative to boundaries; (2) series of proposed rule amendments; and (3) an advisory opinion.
- R. Masters updated on the meeting with CSG regarding the IRS tax status of ICJ. He will move forward with CSG to formulate a request for an IRS private letter ruling and will update the Executive Committee as the request progresses.

Old Business

- F. White (MA) requested an update regarding the AJCA dissolution and transfer of remaining funds to ICJ. R. Masters updated on the attempts to contact the last known AJCA Chair, Ron Lefler. The Executive Committee discussed the concerns. F. White (MA) as a past AJCA Chair volunteered to reach out to Mr. Lefler.

New Business

- A. Connor (NV) supported the JIDS training by a daily practitioner and her willingness to volunteer to develop and perform JIDS training.

Adjourn

- **F. White (MA) made a motion to adjourn. A. Connor (NV) seconded. The motion passed. Chair Clark adjourned the meeting by acclamation at 1:21 p.m. EST.**