

**Interstate Commission for Juveniles  
Executive Committee Conference Call  
4/23/2009**

**In Attendance:**

- 1) Donna Bonner (TX) Commissioner – Chair
- 2) Larry Callicutt (ID) Commissioner – Vice Chair
- 3) Jean Hall (FL) Commissioner – Training, Education, and PR Committee Chair
- 4) Lisa Bjergaard (ND) Commissioner – Finance Committee Chair, Midwestern Region Representative
- 5) Dale Dodd (NM) – Commissioner, Western Region Representative
- 6) Terry Clark (PA) Designee, Eastern Region Representative
- 7) Judy Miller (AR) Designee, Southern Region Representative
- 8) Summer Foxworth (CO) Commissioner – Compliance Committee Chair (joined the call after appointment.)
- 9) Rick Masters, CSG
- 10) Keith Scott, CSG
- 11) Amy Vandervort-Clark, CSG
- 12) Crady deGolian, CSG

**Absent:**

- 1) Dennis Casarona (KS) Commissioner – Treasurer
- 2) Gary Hartman (WY) Commissioner – Rules Committee Chair
- 3) Ray Wahl (UT) Commissioner – IT Committee Chair

**Roll Call – Keith Scott, CSG**

- Keith Scott called the roll. There were seven committee members present ensuring there was a quorum.

**Approval of Agenda – Keith Scott, CSG**

- Keith Scott raised a question about the approval of Summer Foxworth as Chair of the Compliance Committee. He deferred the timing of that to Chair Bonner, but wanted to notify the group that Summer's appointment would be discussed. Chair Bonner notified the group that Summer is planning to join the call if she is appointed.
  - Lisa Bjergaard moved to approve the agenda and Jean Hall seconded. The agenda was approved.

**Approval of Minutes – Donna Bonner, Chair**

- Dale Dodd motioned to approve the minutes from 3/26/09 and Larry Callicutt seconded.
  - Judy Miller noted that Arkansas should be listed as AR instead of AK on the first page.
  - On page five under the IT committee report Judy noted “is working on” is duplicated.
  - Judy also asked that we add “Masters” to Rick's name on page 6.
- The amended minutes were approved and will be updated accordingly on the Web site.

## **Committee Reports – Committee Chairs**

### *Executive Committee Report – Donna Bonner*

- Chair Bonner stated that Summer Foxworth was appointed to serve as the Colorado Commissioner by Governor Ritter on April 13, 2009.
  - Chair Bonner recommended the committee appoint Summer Foxworth as the Compliance Committee Chair.
    - Dale Dodd made the motion and Lisa Bjergaard seconded. Summer was appointed Compliance Committee Chair.
- Chair Bonner advised that Judy Miller received her full designee status from Governor Beebe on April 7, 2009.
- Michele Holden in DE is still working to get her designee status, but hopes to have that cleared up very soon.
- Donna also noted that Andrea McMahon has left the Virginia ICJ office. Commissioner Howard has asked Angela Valentine to advise Chair Bonner of the new official designee for the state once the appointment occurs.
- Clarence Powell in Mississippi is working to get a commissioner appointed. He has already started discussions with the Governor's Office.
- Rick Masters added that Alaska has approved the compact and likely will be appointing somebody soon.
- Donna asked that we have a discussion about who has the appointing authority in each state.
  - Rick thought it may be best to issue an advisory opinion about this issue to provide Donna some protection.
    - Rick also noted that the compact is purposely vague on the matter. In some cases, the appointment may need to come from the governor and in other cases, it may be appropriate to simply have an agency head make the appointment.
  - Donna thought this was an excellent idea because of the ambiguous nature of the compact language. She asked the committee to approve this.
    - Dale Dodd noted that in his opinion the language was left ambiguous purposely so that each member state could simply comply with their statute.
      - Rick agreed with this, but he did think some clarification for Donna was appropriate.
    - Judy Miller made the motion and Summer Foxworth seconded. The motion carried.
- Chair Bonner next noted that the Ex-Officio letters were mailed out last week.
  - The executive committee should have received an e-mail and web-link from Crady deGolian indicating where the invitations could be viewed.
  - Donna asked that the committee approve the official letterhead.
    - Terry Clark made the motion and Dale Dodd seconded. The letterhead was approved for official commission use.
- Donna next raised the issue of an ex-officio policy regarding reimbursement. Crady had previously distributed ICAOS' policy and scholarship form regarding Ex-Officio members to the commission.

- Ashley Hassan of ICAOS indicated to Rick and Crady that ICAOS has now rescinded their policy and pays for all ex-officio members to attend their annual meeting.
- Given that the policy worked well for ICAOS during their formative years, Donna thought there was validity to adopting a policy for now similar to the rescinded ICAOS policy.
  - Rick agreed and pointed out that ICAOS has reached a level of understanding and involvement which allows them to know who will be a valuable resource at annual meetings. Rick thought we should not adopt the new ICAOS policy until we have a clearer idea of what to expect moving forward. Because of that, he suggested we adopt a scholarship program for the time being that can be changed over time.
  - Donna stated that she should start receiving responses from potential ex-officios in the next couple of weeks. She would like to have this issue formalized so that she can provide a clearer picture of what potential ex-officio members should expect.
  - Terry thought this was an excellent idea for the time being. There are just too many uncertainties to provide funding immediately.
  - Judy sought clarification about what we were offering. She wanted to ensure we were not guaranteeing funding that ultimately may not be available.
  - Keith Scott noted it may be worthwhile to get a clear picture from Rick about how ICAOS addressed this issue in early stages of the commission, and find out how many ex-officios they invited. Terry agreed that there are too many unknowns at this point.
  - Judy suggested we do not put a scholarship policy in place until the next annual meeting. She thought by delaying until that time we would have a clearer picture of the finances.
    - Donna suggested we adopt the policy and also set some kind of date when it will become effective.
    - Summer stated that she understood we were talking about putting a policy in place that would provide scholarships only if funding was available.
- ~~○ Keith stated that any potential ex-officios who inquire about the policy would be patient. He suggested letting them know that a policy is currently being developed.~~
  - Keith thought the best way to proceed was to acknowledge that we are working on a policy and spend the next month developing some draft policies for review at the next meeting. Keith will provide the draft policies to the committee.
    - Donna asked for a motion to adopt Keith's proposed course of action. Summer made the motion and Dale seconded. The motion carried
- The Executive Director Search Sub-Committee met earlier this month and will be reporting later in the call.
  - Donna requested that the committee appoint Larry Callicutt as chair.

- Dale made the motion and Judy seconded. Motion carried.
- The Regional Reps had their first meeting on April 9<sup>th</sup>. Donna asked the committee to approve Terry Clark as chair of that committee.
  - Judy made the motion and Larry seconded. Motion carried.
- Donna continues working closely with Crady deGolian and Amy Vandervort-Clark to ensure the Web site is updated regularly.
- Donna advised that the ICJ presentation at the AAICPC's annual meeting in San Antonio was very well received. The biggest hurdle remaining for ICPC is finding a funding source.
- Indiana Parole is still carrying on business as usual. There have been no significant changes in their existing policies.
- Donna concluded by noting the date of the second annual meeting, the first week in November, conflicted with the ICAOS annual meeting in Reno, NV.
  - Donna suggested we review some additional dates, keeping in mind that we do not compress our time too much.
  - Keith noted that CSG's annual meeting in Palm Springs is the second week in November as is the Interstate Compact for Educational Opportunity for Military Children. It would be very difficult logistically from CSG's perspective to also have the ICJ's annual meeting that week.
    - He acknowledged that there were several issues that needed to be finished in advance of the meeting
  - Group did think the first week of December probably would be the best we can do. No matter when we settle on there will be conflicts.
    - Donna asked for a motion to move the meeting to the first week of December. Summer made the motion, and Terry seconded. Motion carried by a vote of 6-2.

*Finance Committee Report – Lisa Bjergaard, Chair*

- Lisa Bjergaard stated that the Finance Committee has met twice, but work has been somewhat limited due to illness in Dennis Casarona's family, the legislature and the weather in North Dakota
  - Lisa would like to develop a process for circulating a survey about what the budgetary needs of each committee might be.
  - Lisa will also be talking to Keith about how dues are coming in.
  - Finally, would like to take a pretty close look at existing CSG auditing policies.
  - Keith Scott noted that Crady deGolian produced the first monthly report about dues and will circulate those to Dennis, Lisa, and Donna.

*Training, Education, and PR Committee – Jean Hall, Training, Chair*

- Jean Hall noted that the Committee is in the process of trying to develop a budget. Once that is finalized she will circulate it to Dennis Casarona, Lisa Bjergaard, and Donna Bonner for review.
- The committee is also in the process of developing power point slides for training. Jean hopes that the committee will have a working draft that the Executive Committee can review very soon.
- Jean raised a question about ex-officios making motions.

- Keith noted that because they cannot vote, they probably should not support or second a motion either. He suggested we ask Rick Masters' opinion as well.
  - Keith will ask Rick to provide an opinion regarding this matter.

*Rules Committee – Gary Hartman, Chair*

- Chair Bonner noted that Gary Hartman was not on the call. The Rules Committee's report was tabled until next month.

*Compliance Committee – Summer Foxworth, Chair*

- Summer Foxworth was appointed chair during this call. She agreed to host the first Compliance Committee call in advance of the next Executive Committee call and will provide a report then.

*IT Committee Report – Dale Dodd, reporting for Chair Ray Wahl*

- Dale Dodd noted that the goal of the IT committee survey is to determine what kind of technology states are using.
  - Dale added that the body of the survey is ready for approval. Ray is going to provide some kind of introduction, but that is not ready yet.
    - He also noted there was a typo in statement one. The statement should read "My state is a member of the new compact."
    - Chair Bonner thought it would be a good idea to ask what version of Microsoft Office your state is using in question five.
    - Terry Clark thought question 11 should also ask about scanning software to ensure everyone is on the same page.
- Dale also noted that the survey will be circulated using survey monkey so that responses can be electronically tallied.
- Donna asked for a motion to approve the survey with the modifications.
  - Judy Miller requested that the committee be able to review the final version of the survey before voting. Keith Scott stated that the final version could be circulated to the committee for approval via e-mail so that the IT committee is not held up any longer than necessary.
    - As parliamentarian, Keith stated that the Executive Committee could formally adopt the survey on their next call to formalize the email vote.
    - Donna tabled the issue until the IT committee provides a final draft.

*Executive Director Search Sub-committee – Larry Callicutt, Chair*

- Larry reported that the executive director search sub-committee met for the first time on 4/10/09.
  - During that call, the sub-committee began working on a job description template. Larry noted that the group agreed to work from the ICAOS template Keith Scott provided. He also acknowledged that substantial changes are likely to be made to the existing template
- The sub-committee's next call is scheduled for April 30, but this is going to have to be postponed due to a scheduling conflict.

## **Regional Report – Regional Representatives**

### *Eastern Region – Terry Clark, Regional Representative Chair*

- Terry Clark provided an overview of the first regional representatives call, which was held on 04/09/09.
  - The purpose of the call was to more clearly define the roles of the regional representatives and to uniformly present those roles to each region.
    - Chair Bonner advised that there are two objectives for the regional representatives at this time. Those objectives are to assist states in state council development and to provide assistance to non-member states of the new compact in their regions.
    - Terry also thought regional reps could serve as a clearinghouse of information about the compact for their respective regions.
  - Terry is also working specifically with the eastern region. He has developed a power point to circulate to each state in the eastern region and is also working to develop contact sheets.
  - The Regional Representatives will continue to have conference calls to provide a consistent message.
  - Judy Miller stated that Chair Bonner was to ask Keith for an opinion on the use of proxies. Donna advised that she had not had the opportunity to do so but invited Keith to provide advice on the matter.
    - Keith stated that proxies have no voting privileges. He advised the Chairs to make note at the beginning of each meeting and to make an announcement concerning proxies in attendance. A proxy can be on a call to take notes.

### *Southern Region – Judy Miller*

- Judy Miller noted in her report that the call was extremely helpful and that she will be trying to convene a call of southern region member states very soon.

### *Midwestern Region – Lisa Bjergaard*

- Lisa Bjergaard did not have anything pressing at this time to report.

### *Western Region – Dale Dodd*

- Dale Dodd noted that legislation in Alaska has passed both houses, and the compact has been sent to the governor's office.
  - He remains optimistic about Hawaii and Oregon as well.
  - He didn't have anything new to report on California.
- Dale also requested a state council update from each of the states in his region.
  - Ray Wahl responded, but for the most part Dale thought this was going to be a slow process for all states.
  - Dale thought it may be appropriate for Rick Masters or somebody else to stress that the state council is a requirement of the compact.

### **NCIC Report – Keith Scott**

- Keith Scott did not have anything new to report on the Executive Director hiring process (see above for additional detail).
  - He is hoping to have something to present to the group on the next call and also is hoping we can begin discussing how we will advertise the position.
- Keith next asked Crady deGolian to provide a brief update on the member state dues.
  - Crady noted that the Commission has received \$80,000.00 in dues so far and several other states have notified him when they expect to pay.
- Keith also raised the issue of bringing specific members of the executive committee and finance committee to Lexington to meet with various CSG staff and tour the facility.
  - Donna Bonner and Lisa Bjergaard agreed to discuss this with Dennis Casarona moving forward.
- Amy Vandervort-Clark next provided a status update of non-member states.
  - As previously mentioned, Alaska has already sent the bill to Governor Palin's desk
  - Legislation in Hawaii has passed both chambers, but there is some disagreement between the House and Senate that is holding up the process.
    - Amy is not sure what the disagreement is over, but promised to keep the group updated.

### **Legal Counsel Report – Rick Masters, CSG**

- Keith Scott noted that he would prefer to wait for Rick Masters to be present to provide an update on the MOU status. Everything is ready to go, but Keith wants to allow Rick to make a formal recommendation to the entire Executive Committee.
  - Chair Bonner asked that Keith circulate the various documents. Keith agreed to do so assuming Rick had no issues with it.

### **Old Business – Crady deGolian and Keith Scott, CSG**

- Crady deGolian provided an update about the approximate costs of hotel and airfare for the next annual meeting.
  - The Commission has several viable options in each of the three cities.
  - It was agreed that since the date of the meeting was changed (see above for more detail) Crady would do some additional research and provide a more detailed update the committee in advance of the next call.
- Keith Scott provided the committee a brief update about the annual report. Rick Masters and Keith discussed this topic and determined that a report could be assembled for this first year. CSG will be putting together the annual report and will circulate it to the executive committee for review and approval.
  - Keith noted that he will closely follow ICAOS' annual report when developing the ICJ report.
  - Chair Bonner asked if this is something that could be developed by the next call.
    - Keith thought this was doable, though he acknowledged certain things such as the Executive Director's report will be left out.

### **New Business – Donna Bonner, Chair**

- Chair Bonner noted that the next meeting is scheduled for May 28.

- Larry Callicutt also noted that he would work with CSG to get the Executive Director Search Sub-committee call rescheduled.
- Hearing no other old or new business, Chair Bonner adjourned the call.