

Interstate Commission for Juveniles
Executive Committee Call
7/23/2009

In Attendance:

- 1) Donna Bonner (TX) Commissioner – Chair
- 2) Ray Wahl (UT) Commissioner – Vice Chair, IT Committee Chair, Executive Director Search Sub-Committee Chair
- 3) Dennis Casarona (KS) Commissioner – Treasurer
- 4) Gary Hartman (WY) Commissioner – Rules Committee Chair
- 5) Jean Hall (FL) Commissioner – Training, Education, and PR Committee Chair
- 6) Lisa Bjergaard (ND) Commissioner – Finance Committee Chair, Midwest Regional Representative
- 7) Terry Clark (PA) Designee – Eastern Regional Representative
- 8) Judy Miller (AR) Designee – Southern Regional Representative
- 9) Dale Dodd (NM) Commissioner – Western Regional Representative
- 10) Rick Masters, CSG
- 11) Keith Scott, CSG
- 12) Crady deGolian, CSG

Absent:

- 1) Summer Foxworth (CO) Commissioner, Compliance Committee Chair

Roll Call – Keith Scott, CSG

- Keith Scott called the roll. Nine of ten Committee members were present, ensuring there was a quorum.

Approval of Agenda – Donna Bonner, Chair

- Ray Wahl motioned to approve the agenda and Jean Hall seconded.
 - The agenda as amended was approved.

Approval of Minutes – Donna Bonner, Chair

- Gary Hartman motioned to approve the minutes from the June 25, 2009 call. Ray Wahl seconded and the minutes as amended were approved.
- Judy Miller next motioned to approve the minutes from the June 30, 2009 call. Dale Dodd seconded the motion and the minutes were approved.
 - Both sets of minutes will be updated accordingly on the Commission's webpage.

Committee Reports

Executive Committee – Donna Bonner, Chair

- Chair Bonner notified the Committee that she has signed the MOU and has sent it to CSG for their signature. Chair Bonner will forward the completed signed MOU to the Committee once she receives it.
- Chair Bonner has also signed and executed the legal agreement with Rick Masters.

- The engagement agreement will not be posted on the webpage, but Chair Bonner will forward the engagement to the full Commission for their records.
- Chair Bonner next notified the Committee that several potential Ex-Officios are waiting for clarification regarding ICJ's Ex-Officio travel policy.
- Chair Bonner next discussed the webpage. Crady deGolian is continuing to update the webpage regularly. Donna requested that when the Committee members get a chance, they review the site to make sure it is up to date.
- Chair Bonner has not received any new information on Indiana Parole. Donna is planning to follow-up with them in the next few days.
- Chair Bonner also noted that she will follow-up with the new member states about appointing a Commissioner.
 - At this point, none of the four new states have appointed their Commissioner.
- Donna also requested that we discuss the agenda for the Lexington meeting during CSG's report to ensure it is realistic given the time constraints of the meeting.

Executive Director Search Sub-Committee – Ray Wahl, Committee Chair

- Chair Wahl notified the Committee that the Executive Director job description was posted the second week of July.
 - CSG is continuing the initial review of applications and passing on select ones to the Committee for additional consideration.
 - The Committee did utilize CareerBuilder, which cost \$300.00.
- Chair Wahl also let the Committee know that interview questions are being developed. The Committee will continue refining the questions in preparation for the first round of interviews.
- Ray would like to have an Executive Director hired two months prior to the annual meeting. He thinks the Sub-Committee is making progress toward that goal.

Finance Committee Report – Lisa Bjergaard, Committee Chair

- Treasurer Casarona led the group through a discussion about the re-forecasted budget.
 - Dennis first discussed the formatting changes he made to the budget. Dennis added a number of new line items, including legal and professional services and other operating costs. He also added a reserve fund. Dues captured from the new member states will be added into the reserve fund.
 - Dennis next addressed the specific line items that he altered from the original budget.
 - He added a line item for the Executive Director Search Sub-Committee and added another line item for additional meeting expenses.
 - He also included lines to capture such items as the annual report, training and education costs, a technology fund, and other operating expenses.
 - Treasurer Casarona noted that the budget can be reconciled as is necessary.
 - Dennis next motioned that we approve the format of the budget. He noted that this motion pertains only to the format and not to specific line items within the budget.
 - Ray Wahl seconded the motion and it carried.
 - Treasurer Casarona next clarified for the Committee the reserve fund. Dennis developed the reserve fund based on the addition of new states this year. Dues for

the states that joined the compact during this legislative session cannot be spent during the current fiscal year. Instead dues captured from those states will be added into the reserve fund.

- Dennis next motioned that the revised budget be added to the agenda and considered during the Executive Committee's trip to Lexington.
 - Ray Wahl seconded the motion and it carried.
- Treasurer Casarona next discussed some of the known factors he is aware of that will impact the budget
 - The first area he covered was reducing salary and benefits for Commission staff.
 - Dennis based this decision on the fact the Commission staff would not work the entire fiscal year.
 - The redistribution of funds ensures the Commission will have roughly \$75,000 to reallocate to other areas.
- Dennis concluded his presentation by noting that the budget likely will have to be revisited again. It is not uncommon to have to revisit budgets during the early stages of an organization.
- Chair Bjergaard brought two additional business items before the Committee.
 - The first matter was to authorize Crady deGolian to issue a \$2500 deposit to the Hyatt for the second annual meeting. Chair Bjergaard made the motion and Terry Clark seconded it.
 - The motion carried.
 - The second business item that Chair Bjergaard discussed pertained to two ICAOS Executive Committee members attending the Lexington meeting.
 - The Finance Committee recommended that ICJ cover the expenses for both ICAOS members to participate in the Lexington meeting. Lisa made the motion and Ray Wahl seconded.
 - Donna Bonner noted that she thought having the two representatives from ICAOS in attendance would be a real asset to the meeting. It would allow ICJ and ICAOS to begin discussing potential opportunities for partnership.
 - Rick added that he also thought this was a good idea.
 - The motion made by Lisa and seconded by Ray carried.

Rules Committee – Gary Hartman, Committee Chair

- Chair Hartman next provided a brief update about the progress of the Rules Committee.
 - He noted that both meetings scheduled for July did not have a quorum.
 - Chair Hartman is optimistic that the Committee will finish the forms during the August 5 conference call.
 - During mid-August, a first draft of the rules will be sent to the full Commission for review.
 - After the full Commission reviews the draft for the first time, Chair Hartman will bring the Rules Committee back together to incorporate the changes and is then planning to resubmit a second draft to the full Commission for additional consideration in early October.

- By October 30th, the final draft will be submitted and posted to the webpage in advance of the annual meeting.

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

- Chair Hall briefly discussed the field staff power point presentation she submitted to the Executive Committee for their consideration.
 - She will also be circulating the ICJ Commissioner and State Council presentation in advance of the meeting in Kentucky.
 - She would like to discuss all three of these presentations during the Lexington meeting.
- The Training, Education, and PR Committee also is in the process of developing a newsletter. Chair Hall would like for each Committee Chair to submit updates to be included in the newsletter.
 - She thought a newsletter would provide the Commission with regular updates about each Committee’s progress.

Compliance Committee – Donna Bonner, Chair for Summer Foxworth

- Chair Bonner informed the Executive Committee that the Compliance Committee met on 7/15/09.
 - Chair Foxworth provided a set of draft compliance guidelines in advance of the call. These guidelines were developed from ICAOS’ standards.
 - During the call, several questions were raised about the need for independent investigators. Several Committee members did not understand why ICAOS relied on independent investigators instead of using the Compliance Committee.
 - As a result, an emergency meeting of the Compliance Committee has been called for 7/29/09 to discuss these matters in greater detail with Rick Masters.
 - Chair Bonner also announced that Mark Boger, Commissioner for the State of Maine, agreed to join the Compliance Committee.

IT Committee Report – Ray Wahl, Committee Chair

- Chair Wahl informed the Executive Committee that the IT Committee has finished their survey.
 - Ray provided a brief summary of the survey and also asked that Crady deGolian post the survey results on the IT Committee’s web site.
 - Ray also informed the Executive Committee that Harry Hageman is planning to participate on the next IT Committee call to discuss next steps.

Regional Reports – Regional Representatives

Eastern Region – Terry Clark

- Terry Clark noted that the Regional Representatives met 7/2/09. During that call, the Regional Representatives continued their discussions on how they can assist both member and non-member states.

- Terry also agreed to circulate the bylaws from Idaho’s State Council to each of the Regional Representatives so they can circulate them to their respective regions.
- The next Regional Representative call is scheduled for September 11.
- Terry next discussed what is happening in the Eastern Region.
 - Pennsylvania has postponed their first state council meeting and will meet in a couple of months instead.

Southern Region – Judy Miller

- Judy Miller noted that Arkansas is planning to hold their first State Council meeting by the end of the month.
 - She is planning to use the Bylaws from Idaho for the meeting.
- Judy has not had any contact from any of the other members in her region.

Midwestern Region – Lisa Bjergaard

- Lisa Bjergaard continues to hear regularly from Nebraska.
- She is also planning to distribute the materials Terry Clark referenced above to each of the states in her region.

Western Region – Dale Dodd

- Dale Dodd received a call from Bill Campos in CA recently. CA had several questions about the new compact. Dale joined Bill Campos and Rachel Rios on a conference call and answered their questions as best he could.
- Dale has also had some discussions with Hawaii. They are in the process of naming a Commissioner.
- Dale added that he has not heard anything new about Oregon. The last he heard was that the legislation was on the Governor’s desk awaiting signature.

CSG/NCIC Report – Keith Scott and Crady deGolian, CSG

- Keith Scott briefly discussed the additional OJJDP funding request.
 - Keith noted that CSG will rely on the Executive Committee for guidance in drafting a proposal.
 - He added that it may be appropriate to begin considering what a proposal should look like.
 - Any proposal would also likely include some information about the Executive Committee members and a draft budget.
- Keith Scott next discussed the Lexington visit.
 - He asked if the Committee had any specific items to include on the agenda that have not already been discussed.
 - Keith also notified the Committee that CSG staff is going to transport the Committee members from the airport to the hotel.
- Crady deGolian next provided the Committee a dues status overview.
 - Currently, the Commission has received dues from 23 states, which totals \$401,000. The Commission is still owed an additional \$300,000.
 - Treasurer Casarona asked if any states had their dues prorated. Crady informed the Committee that Nebraska’s dues were prorated. Crady also notified the

Committee that Nebraska was the only new member state where this was appropriate.

- Dennis also asked Crady if the spread sheet included the dues owed from the new member states. Crady noted that it does.
- Crady deGolian concluded the CSG/NCIC report by discussing the status of non-member states.
 - Oregon has sent the legislation to the Governor. He is expected to sign shortly, which would bring the total number of states to 40.
 - Crady also informed the Committee that Massachusetts and California have both introduced the legislation and are optimistic of passage this session.

Legal Counsel Report – Rick Masters, CSG

- Rick Master noted that he has two items to discuss with the Committee.
 - The first concerns how the Committee should deal with states that are delinquent in paying their dues.
 - ICAOS has developed a policy that Rick thought ICJ should consider as well.
 - Rick is planning to discuss this issue in greater detail during the Lexington visit.
 - He did think it would be a good idea for the Commission to establish a legal action reserve fund should the Commission be required to take legal action to collect dues.
 - Rick has also drafted a letter that he is planning to send to Idaho regarding a couple of local counties that are not adhering to the compact.
 - Rick noted that he would like the Executive Committee to review the letter before he forwards it to Idaho.

Old Business

- Crady deGolian provided a brief report about the second annual meeting.
 - Crady agreed to have the check for the deposit cut and mailed to the hotel.
- Keith Scott next asked if there were any questions regarding additional liability insurance.
 - Keith is still waiting to receive quotes from Wade Littrell. Once he receives them, he will forward a copy to the Committee for consideration.
- Keith Scott next briefly discussed the Annual Report. The only outstanding issue was the timing of the report.
 - Rick Masters noted that ICAOS now develops their Annual Report in conjunction with their fiscal year.
 - Ray Wahl made a motion to produce the first Annual Report in conjunction with the second annual meeting. From that point, he motioned to develop the Annual Report in conjunction with the fiscal year.
 - Jean Hall seconded the motion and it carried.
- Chair Bonner next discussed the development of an Ex-Officio policy.
 - Rick Masters noted that ICAOS invited approximately seven Ex-Officio members to their second annual meeting. Of those seven, four attended the meeting. ICAOS paid travel expenses for each of those members to attend.

- Following the second annual meeting ICAOS developed a policy that allowed Ex-Officio members to apply for scholarships to attend the annual meeting.
 - Rick circulated a similar policy for the Executive Committee to consider.
 - Ray Wahl motioned to move forward with the travel policy that Rick developed. Dale Dodd seconded and the motion carried.
 - Chair Bonner added that the Committee will need to decide which Ex-Officio members should receive travel scholarships.
 - This will be considered on a case by case basis.

New Business

- Chair Bonner noted that the next Executive Committee meeting will be in Lexington August 3 and 4.
 - The Committee's next scheduled call is on 8/27/09 at 11:00 AM.
- Hearing no additional old or new business, Chair Bonner adjourned the call.