

**Interstate Commission for Juveniles  
Executive Committee Meeting  
CSG Headquarters -- Lexington, KY  
August 3-4, 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 (via phone)
- 3) Dennis Casarona (KS) Commissioner – Treasurer
- 4) Gary Hartman (WY) Commissioner – Rules Committee Chair (via phone)
- 5) Summer Foxworth (CO) Commissioner, Compliance Committee Chair (via phone)
- 6) Jean Hall (FL) Commissioner – Training, Education, and PR Committee Chair
- 7) Lisa Bjergaard (ND) Commissioner – Finance Committee Chair, Midwest Regional Representative
- 8) Terry Clark (PA) Designee – Eastern Regional Representative
- 9) Judy Miller (AR) Designee – Southern Regional Representative
- 10) Dale Dodd (NM) Commissioner – Western Regional Representative
- 11) Rick Masters, CSG
- 12) John Mountjoy, CSG
- 13) Keith Scott, CSG
- 14) Crady deGolian, CSG
- 15) Ken Merz, ICAOS Chair
- 16) Harry Hageman, ICAOS Executive Director

**Roll Call – Crady deGolian, CSG**

- Crady deGolian called the roll. All the Committee members were present, ensuring a quorum.

**Committee Reports**

*Finance Committee – Dennis Casarona, Treasurer and Lisa Bjergaard, Committee Chair*

- Treasurer Casarona provided the Committee an update on the budget revisions he has made. He noted that he would like to have the revised budget approved during the meeting.
- Treasurer Casarona asked if any committee chairs knew of additional expenses they had not previously mentioned.
  - Ray Wahl noted that the Executive Director Search Sub-Committee will incur some expenses during the search process. Those include listing the position on CareerBuilder and travel for the final round of interviews.
  - Dennis Casarona made a motion to include \$2750.00 in the line item for the Executive Director Sub-Committee. Ray Wahl seconded the motion and it carried.

- Treasurer Casarona next motioned that the remaining budget questions be deferred until more information about the financial needs of specific committees can be obtained.
  - Lisa Bjergaard seconded the motion and it carried.
- Harry Hageman informed the Committee that ICAOS found that many of the things they expected to purchase in the first year were deferred until later dates. This occurred primarily because no staff were in place to justify additional expenditures.
  - John Mountjoy added that it may be appropriate to begin thinking about developing a reserve technology fund.
- Judy Miller asked Treasurer Casarona if the states that joined the compact this legislative session were included in the budget. Dennis noted they were not. Instead he has developed a reserve fund that includes money collected from new member states.
  - Rick Masters suggested developing a reserve fund for legal costs.
- Chair Bjergaard next provided an additional update from the Finance Committee.
  - She noted the Committee needs to develop a policy for states that are delinquent in paying their dues.
    - ICAOS has a policy in place that Harry Hageman agreed to circulate to Chair Bonner and the Finance Committee.
- In addition, the Executive Committee requested that CSG send out a third invoice to the original member states that have not paid their dues. It was also requested that a second invoice be sent to each of the new member states.
  - Lisa Bjergaard made the motion and Ray Wahl seconded.
  - Ray noted that it may be appropriate to discuss if the Commission will fund travel to the annual meeting if a state has not yet paid its dues.
    - After some discussion the issue was tabled until the Legal Counsel report scheduled for 8/4/2009.

*Regional Reports – Terry Clark*

- The Regional Representatives last met on 7/2/2009. They have another call scheduled for 9/11/09.
  - Terry added that he sent a detailed e-mail to the states in his region. In the e-mail Terry requested information about State Council developments, the status of non-member states, and any outstanding issues that the Commission needs to be aware of.
    - Terry has also requested that the other Regional Representatives send a similar e-mail to the states in their region.

*Compliance Committee – Summer Foxworth, Committee Chair*

- Chair Foxworth informed the group that the Compliance Committee held an emergency meeting with Rick Masters on 7/26/2009.
  - During that call, Rick outlined the responsibilities he envisioned for the Compliance Committee. He also led a discussion about the need for independent auditors to conduct investigations when compliance issues escalate.
  - Summer was pleased with how the call went and anticipates having additional updates and recommendations for the full Executive Committee during the next call.

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

- Chair Hall presented each of the Training, Education, and PR Committee’s power point presentations to the Committee.
  - Judy Miller made a motion to table a vote on each of the presentations until tomorrow to allow the Executive Committee further opportunity to review each set of slides. Summer Foxworth seconded the motion and it carried.
- Chair Hall next discussed the ICAOS website. Jean noted that she receives ICAOS news via web weekly updates from ICAOS. She thought ICJ may be able to develop a similar system.
  - Harry Hageman informed the group that it took a long time before ICAOS reached the point of sending out weekly updates.
- Chair Hall next provided a quick overview of the web link from “Promo Place” that she provided to the Committee in advance of today’s meeting. The site allows meeting materials to be purchased for “give-a-ways” at the second annual meeting.
  - Harry Hageman noted that ICAOS gave materials away at their first couple of annual meetings, but has since stopped.
    - Jean Hall made a motion to allow the Training, Education, and PR Committee to research this issue further. Judy Miller seconded the motion.
      - Treasurer Casarona asked if materials would be given to speakers and attendees or just attendees.
        - Chair Bonner noted that it would be attendees and speakers.
      - The motion made by Chair Hall carried. Jean will meet with Dennis to discuss items and associated costs.
- The remaining presentations were tabled until after the presentations from CSG staff were finished.

### **General Discussion of Secretariat Relationship – CSG Staff**

- John Mountjoy introduced all the CSG staff that were in attendance.

### *Wade Littrell – Chief Financial Officer, CSG*

- Wade Littrell provided a brief overview of what kind of accounting services the Commission can expect to receive from CSG.
  - Wade noted that the indirect costs cover a variety of business services.
- Rick Masters asked Wade to discuss briefly the Directors and Officers (D&O) and Errors and Omissions (E&O) policies that were available to the Commission.
  - Wade noted that every organization within CSG has (D&O) coverage.
  - He added that most affiliates do not have (E&O) coverage. E&O coverage is considerably more expensive than D&O coverage.
    - Wade also added that the Commission’s property and casualty and general liability insurance are already provided by CSG’s policy.
- Rick Masters also asked Wade if the Executive Committee should develop an alcohol policy. Wade noted that there is already a rider in CSG’s existing coverage addressing the service of alcohol at functions.
  - Steve Gregory of CSG added that this is already part of the MOU because the Commission will be staffed by CSG employees.

- Rick added that ICAOS adopted an alcohol policy. He stated it might be appropriate for ICJ to adopt something similar, as long as it does not conflict with CSG’s policy.
- Wade also briefly discussed audits and grants.
  - Wade noted that the Commission will fall under CSG’s general audit. He added that ICJ could request an additional audit. The additional audit would be at the Commission’s expense; however CSG will assist in any way possible.
  - Wade informed the Executive Committee that many affiliates apply for grants under CSG’s name. Doing so often provides greater name recognition and it also allows the grant to fall under CSG’s audits.

*Stephanie Burke – Facilities Manager, CSG*

- Stephanie Burke provided an overview of the facilities.
  - She noted that there is a security system in place to protect employees.
    - The “fob” system is capable of tracking those who are in either of the buildings.
  - In addition, all employees receive a parking pass.
  - CSG has six conference rooms that are available to all employees on a first come, first serve basis.
  - There is a small wellness center onsite that is available for all staff.
- Stephanie informed the Committee that the facilities team will assist with space and office planning once an Executive Director is hired.

*Steve Gregory – Chief Legal and Compliance Officer, CSG*

- Steve Gregory informed the Committee that the legal team at CSG primarily assists affiliates by reviewing and negotiating contracts and ensuring the terms of various grants are honored.
  - Steve also noted that the CSG legal staff work closely with outside counsel to address any legal issues that come up.
- Terry Clark asked how Steve’s group and Rick Masters work together.
  - Rick noted that he provides legal counsel for all substantive compact issues, including specific provisions of the ICJ compact.
    - He added that there is some overlap on occasion.

*Matt Tewksbary – Systems Administrator, CSG*

- Matt Tewksbary provided an overview of the services the IT team provides to affiliates.
  - IT provides help desk services, training, server back-up, and on-site technical assistance.
    - They essentially serve as a one-stop shop for the CSG organization and affiliates.
  - IT is also able to purchase Microsoft products at a discounted rate through non-profit pricing. These products can then be offered to affiliates for a much cheaper price.

*Jack Penchoff – Director of Communications, CSG*

- Jack Penchoff gave the group an update about what the Communications staff does.

- CSG's Communications team is responsible for all printed publications, media relations, and website content management.
- They are capable of assisting in the development and circulation of press releases and e-newsletters.

*Naomi Hume – Human Resources, CSG*

- Naomi Hume noted that CSG is a non-profit organization. As a result, the benefits packages offered to employees are outstanding.
- CSG employees receive health and dental insurance, retirement, long term disability insurance and life insurance.
  - Chair Bonner asked if CSG's health benefits are tied into the state of Kentucky's insurance program.
    - Naomi noted that they are not. CSG employees receive health insurance through Blue Cross, Blue Shield.
- Chair Bonner added that she thought this information would be beneficial to provide to perspective candidates for the Executive Director position.
  - Naomi agreed to provide the Executive Committee with an overview of benefits.

**Committee Reports – Cont'd**

*IT Committee Report – Ray Wahl, Chair*

- Chair Wahl informed the Executive Committee that the IT survey is complete. The IT Committee is in the process of determining how to best use the results from the survey in developing a data sharing system.
  - Ray noted that Harry Hageman from ICAOS has agreed to participate during the IT Committee's next call to discuss next steps. That call is scheduled for 8/18/09 at 3:00 PM.
- Chair Wahl advised that Mark Boger of Maine has withdrawn from the Committee because of a scheduling conflict. He was pleased to announce that Terry Clark of Pennsylvania has volunteered to serve on the committee. The committee welcomes Terry's knowledge and expertise.
- Ray also gave a very brief update on the Executive Director hiring process.
  - The announcement closes 8/5/09. At that point, the Sub-Committee will begin the interview process. Ray added that he has been extremely impressed with the quality of resumes received thus far.

*Rules Committee – Gary Hartman, Chair*

- Chair Hartman provided a brief overview of the Rules Committee. He is optimistic that the Committee will have a working draft to submit to the full Commission for review by the end of the month.
  - He added that the Committee has followed the proposed time line pretty closely.
  - Gary is optimistic that the full Commission will have two opportunities to review the rules draft in advance of the second annual meeting.

*Training Committee – Jean Hall, Chair (cont'd)*

- A motion was made by Terry Clark and seconded by Judy Miller for Jean to re-circulate the training power points upon return to the office with a due date of Friday, August 14 for comment. The motion carried. Jean will incorporate changes and resubmit to the Executive Committee as well as Crady for posting on the webpage.

**ICAOS/ICJ Relationship – Harry Hageman, ICAOS Executive Director**

- Harry Hageman discussed opportunities for cooperation between ICJ and ICAOS.
  - He thought opportunities existed to share conference planning and technology resources.
    - Harry stated that ICJ should consider developing a website that is similar to the one ICAOS uses. He thought it would be possible to use the same vendor for both sites, which would allow the two Commissions to leverage resources.
- Harry discussed ICOTS. The system went live in October and currently has over 200,000 cases in the system.
  - Harry stated that ICAOS could assist with the development of ICJ's offender management system. He added that the development of an offender management system is a slow process. The system more than likely will have to be built from scratch.
    - Terry Clark asked how the bid process for ICOTS worked.
    - Harry noted that the first time ICAOS put out a straight bid, hosted a bid meeting, and made their selection based on the bids they received.
      - The first vendor ICAOS selected tried to tweak an existing piece of software. This did not work.
    - During the second round of bidding, ICAOS reached out to companies in advance to see who was willing and able to develop the ICOTS system. As a result they only took bids from two companies.
  - Harry added that it is essential that ICJ know exactly what the requirements of the tracking system are in advance. That is the only way to effectively solicit bids.
  - Ken Merz noted that the biggest problem ICAOS faced when it rolled out ICOTS was resistance from the member states.
  - Harry informed the Executive Committee that the development of the data tracking system will be a long process.

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

- Rick Masters first discussed the Ex-Officio Travel Policy. This policy was based closely on the one that ICAOS developed several years ago. The policy allowed ICAOS to determine who should receive travel stipends to attend annual meetings.
  - Rick reviewed each policy with the Committee and recommended they act on them.
    - Judy Miller made the motion to accept the policies and Jean Hall seconded it. The motion carried.
- Rick addressed the dues enforcement draft policy that he developed. It is also based on a similar policy used by ICAOS.

- Rick reviewed the policy with the Executive Committee. He noted that the policy is based on a state's fiscal year. Rick recommended not changing that.
  - John Mountjoy noted that CSG already has a system in place that allows the organization to receive dues that correspond with a state's fiscal year.
  - Terry Clark made the motion to accept the dues enforcement draft policy and Judy Miller seconded it. The motion carried.
- Rick spoke briefly about insurance. He thought the Commission would need to purchase Directors and Officers insurance to provide adequate protection to its officers and staff. At this time Rick did not think the Commission needed Errors and Omissions insurance.

### **ICJ Planning for the Future**

- The Executive Committee discussed the second annual meeting and considered which items should be included on the agenda.
  - Rick Masters noted that the proposed rules will have to be considered. He added that officers need to be elected and Committee reports need to be given.
  - Ray Wahl suggested a presentation from a state with a functioning state council. The Committee specifically mentioned Idaho.
  - Chair Bonner thought it may also be appropriate to allow time for presentations from the Ex-Officios present at the meeting.
  - The group discussed a public comment period. Harry Hageman noted that ICAOS no longer includes one on their annual meeting agenda.
    - Rick noted that the primary question that was going to be raised was how the 'old' compact states are going to continue to conduct business following the second annual meeting. He added that the Executive Committee needs to be prepared to answer that question.
      - Terry Clark suggested continuing business only if a state is making a good faith effort to adopt the new compact.
      - John Mountjoy also suggested that the sister states surrounding a non-member state intervene on the Commission's behalf.
        - He thought having the conversation at the agency level may encourage non-member states to join the Commission.
    - Rick suggested letting AJCA know that ICJ may be willing to grant an extension if a non-member state can show that they are making a good faith effort to join the new compact.
      - The Committee agreed to this suggestion.
  - Crady deGolian also noted that there will be time on the agenda for Regional breakouts. The nomination of officers will likely occur at this point of the meeting.
  - John Mountjoy and Rick Masters noted that the majority of this meeting will likely mirror the ICAOS's second annual meeting.
    - The adoption of rules consumed the majority of that meeting.

- Harry Hageman suggested requiring officers to be selected from the Executive Committee.
    - Harry thought that by requiring this, the transition of leadership was smoother and more organized.
      - Rick noted that bylaws can be adjusted as needed to accommodate this.
  - ICAOS also includes time on the agenda for a DCA session.
  - Harry noted that it was really important for the Chair to know and enforce Robert's Rules. Doing so will allow the meeting to run more smoothly.
  - Harry suggested allowing for a day and a half for rules and half a day for the business portion of the meeting.
- The Executive Committee discussed which Ex-Officio groups should receive travel stipends to attend the annual meeting.
    - Chair Bonner thought it would be very beneficial to have a Victims' Representative in attendance at the meeting.
    - Rick Masters suggested developing a group of Ex-Officios that are intricately involved with the compact and have a direct reason to be in attendance.
      - He thought this might include NCJFCJ, ICAOS, ICPC, the Chief Justices, & Attorneys Generals.
    - Rick added that Ex-Officio membership goes both ways. It also allows ICJ an avenue to participate and spread their message at different meetings and to different groups.
    - Ray Wahl raised a question about presenting at the National Conference of Juvenile Court Justices.
      - Ray noted he is going to be at the conference presenting on a different topic. He thought it might be beneficial for ICJ to present at the conference as well.
      - Terry motioned to pay travel for the six Ex-Officios listed above and to provide scholarships if funding is available for the remaining Ex-Officios.
        - Judy Miller seconded and the motion carried.
  - The Committee next discussed its Mission, Vision, and Values.
    - John Mountjoy informed the group that the mission statement is why you exist. The vision statement discusses what the organization is striving to be and the value statement outlines what the Committee considers important.
  - Ray Wahl thought the vision statement should be concise. He added that the mission statement can be used to further develop the vision statement.
    - The Committee considered both the mission statement that Chair Bonner circulated in advance of the meeting and also the one that John Mountjoy circulated this morning.
      - Terry Clark recommended following Donna's draft and motioned to send this out to the full Commission.
        - Ken Merz noted that ICAOS utilized the regions to review the mission statement.
        - Group thought this was a very good idea.

- Terry Clark motioned the regional reps circulate the draft Mission, Vision, and Values to their respective regions for review and comment.
    - Dennis Casarona seconded the motion and it carried.
- The final business item Chair Bonner brought to the Committee's attention was the strategic plan that she drafted.
  - Chair Bonner noted that the document outlines the goals of each committee, who is responsible for accomplishing each goal, and when it should be accomplished.
    - Donna noted that timelines need to be inserted into the document by each Committee Chair. She suggested that once timelines are inserted into the document the strategic plan should be circulated to the full Commission.
- Chair Bonner noted that the next Executive Committee call was scheduled for 8/27/09 at 11:00 AM.
  - Hearing not additional old or new business, she adjourned the meeting.