

**Interstate Commission for Juveniles
Executive Committee Meeting
10/22/09**

In Attendance:

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

Absent:

- 1) Gary Hartman (WY) Commissioner – Rules Committee Chair

Roll Call – Ashley Lipper, Executive Director, ICJ

- Executive Director Lippert called the roll. Nine of ten Committee members were present, ensuring a quorum.

Approval of Agenda – Donna Bonner, Chair

- Commissioner Wahl motioned to approve the agenda and Commissioner Hall seconded.
 - Chair Bonner added that both Rick Masters and Commissioner Wahl need to leave the meeting early. She would like each of their reports moved up on the agenda.
 - The agenda was approved as amended.

Approval of Minutes – Donna Bonner, Chair

- Commissioner Foxworth motioned to approve the minutes from the 9/24/09 call and Judy Miller seconded.
 - The minutes were approved as amended.
- Commissioner Hall motioned to approve the minutes from the 9/30/09 call and Commissioner Foxworth seconded
 - The minutes were approved as amended.

Committee Reports

Ray Wahl – IT Committee Chair

- Commissioner Wahl noted that the IT Committee met on 10/20/09. The Committee discussed meeting with APPRISS in Albuquerque.

- The IT Committee felt this would be the most cost effective way to meet with APPRISS.
 - Commissioner Wahl would also like Harry Hageman to participate in this meeting.
- Commissioner Wahl asked that the Executive Committee allow the members of the IT Committee to arrive a day early for the Annual Meeting to participate in the proposed meeting with APPRISS.
 - Terry Clark made the motion and Commissioner Foxworth seconded. The motion carried.
- Commissioner Wahl motioned for the Executive Committee to consider paying the expenses for Harry Hageman to participate in the meeting with APPRISS.
 - Terry Clark seconded and the motion carried.
- Commissioner Wahl also noted that the IT Committee would develop questions for the meeting with APPRISS during their next conference call.
- Commissioner Wahl asked to discuss a potential compliance issue with the Committee.
 - Rick Masters thought this was appropriate, but recommended the Committee enter into executive session.
 - Judy Miller motioned for the Executive Committee to enter into executive session and Commissioner Foxworth seconded.
 - At this point, Crady deGolian stopped the recording.

Legal Counsel Report – Rick Masters, CSG

- Rick Masters noted that he reviewed the Compliance policies that Commissioner Foxworth will discuss during the call.
 - Rick Masters recommended approving each of the three policies.
- Rick Masters also noted that Committee has two MOUs before it for consideration.
 - The first MOU allows the Commission to enter into an agreement with the National Council of Juvenile and Family Court Judges
 - The MOU allows ICJ to work with NCJFCJ in much the same way that AJCA worked with NCJFCJ.
 - Rick Masters recommended signing the agreement.
 - The second MOU allows ICJ to contract with ICAOS to share staffing and support services.
 - Rick Masters suggested allowing Executive Director Lippert to move forward with signing this MOU.

Committee Reports (Continued)

Donna Bonner, Chair

- Chair Bonner noted that the Ex-Officio letters and policies were mailed out last week.
 - She would like Executive Director Lippert to discuss this in more detail during her report.
- Chair Bonner confirmed that Mary McGhee is willing to serve as ICJ's Victims Representative.
 - She asked that the Committee consider Ms. McGhee as the ICJ Victim's Representative. The Committee agreed to invite Mary McGhee to serve as the ICJ Victims Representative.

- Chair Bonner proposed hosting Ex-Officio training at the Annual Meeting on December 1.
- Chair Bonner next discussed the disaster recovery plan Sherry Bolden Rivers developed.
 - Commissioner Wahl thought it would be appropriate for the Rules Committee, the Training, Education, and PR Committee, and the IT Committee to each review the plan.
 - Executive Director Lippert expressed concern regarding the current commitments the Committees mentioned above are undertaking.
 - Judy Miller did think it was appropriate to develop a disaster plan in the event of an emergency, but was unsure if the Executive Committee had time to develop a plan right now. She suggested Sherry Bolden Rivers develop a Sub-Committee to discuss this in more detail.
 - Executive Director Lippert agreed to begin a draft for the Executive Committee to review moving forward. She also agreed to speak to Sherry about what a plan should look like.
 - The Committee agreed with this suggestion.

Lisa Bjergaard, Finance Committee Chair

- Commissioner Bjergaard noted that she was unable to attend the last Finance Committee. She asked Treasurer Casarona to report on her behalf.
 - Treasurer Casarona noted that the Finance Committee met on 10/20/09, but did not have a quorum.
 - The Committee reviewed Executive Director Lippert's proposed budget, but deferred action on it until today's Executive Committee call. Treasurer Casarona asked Executive Director Lippert to discuss the budget in more detail.
 - Executive Director Lippert stated that her primary goal in establishing the budget was to keep operating costs at a minimum.
 - Executive Director Lippert next walked the Committee through the changes she made to the budget.
 - Executive Director Lippert added that she would like to hear from the Committee Chairs about their expected expenditures for the remainder of the current fiscal year and the upcoming fiscal year.
 - Treasurer Casarona asked if the revised FY '10 budget and the proposed FY' 11 budget would need to be posted 30 in advance of the Annual Meeting.
 - Executive Director Lippert noted that she has reviewed the bylaws, and they do not call for the budget to be posted in advance.
 - Treasurer Casarona also added that he supports the changes Executive Director Lippert made to the budget. He thought it would allow her to reconcile the Commission's expenses more easily with CSG's balance sheets.
- Commissioner Bjergaard and Treasurer Casarona both recommended moving the next Finance Committee call to 11/17/09. This would avoid a conflict with Thanksgiving and allow the Finance Committee to meet prior to the next Executive Committee meeting.
 - During this call, the Finance Committee could review the updated FY '10 budget and the proposed FY 11' budget.

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

- Commissioner Hall briefly discussed the portfolios that will be distributed at the meeting.
 - The portfolios are not dated, and remaining portfolios can be given to new Commissioners or speakers at a later date.
 - The portfolios will be shipped directly to Commissioner Dodd's office.
- Commissioner Hall next discussed the draft newsletter. She is waiting on the link to the new webpage from Crady deGolian and will circulate the newsletter to the Commissioners.
- Commissioner Hall also noted that the three power points that the Training, Education, and PR Committee developed are posted on the webpage.
 - She encouraged the Executive Committee to review and share these presentations with their staff.

Rules Committee – Ashley Lippert, ICJ Executive Director

- Executive Director Lippert reported for Commissioner Hartman. She noted that the Rules Committee is continuing to review the second set of comments on the proposed rules.
 - Commissioner Hartman and the Rules Committee are planning to finish their work in the next few days so Crady deGolian can post and circulate the draft rules 30 days prior to the Annual Meeting.

Compliance Committee – Summer Foxworth, Chair

- Commissioner Foxworth noted that the Compliance Committee met on 10/21/09 and finalized each of the three compliance policies.
 - With the permission of the Executive Committee, Commissioner Foxworth would like to present each policy to the full Commission in December for their approval.
 - The Executive Committee agreed with this recommendation.

Regional Reports – Regional Representatives

- Terry Clark let the Committee know that the next regional representative call is scheduled for October 30, 2009

Eastern Regional Report – Terry Clark, Eastern Regional Representative

- Mr. Clark noted that he has not heard anything new from the non-member states in his region.
- Mr. Clark informed the Executive Committee that the Pennsylvania's State Council met in person for the first time.
 - During that meeting, Pennsylvania's State Council discussed the draft rules, specifically areas where the existing rules and the newly drafted rules significantly varied.

Southern Regional Report – Judy Miller, Southern Regional Representative

- Judy Miller is working with South Carolina and Mississippi on their Commissioner appointments.
- She also noted that Arkansas has officially appointed their State Council.

Midwest Regional Report – Lisa Bjergaard, Midwest Regional Representative

- Commissioner Bjergaard circulated the draft rules to each of the states in her region.
 - She received several sets of changes during the first comment period, but none during the second comment period.
- Commissioner Bjergaard also noted North Dakota recently held its first State Council meeting.
 - She is unaware of any other State Council meetings in her region.

Western Regional Report – Dale Dodd, Western Regional Chair

- Commissioner Dodd noted that he scheduled a Western Regional call.
 - Chair Bonner informed the group that the call occurred and went well.
- Commissioner Dodd has not heard any news on appointments from the new states in his region.
- Commissioner Dodd further reported that he is still trying to get a state council appointed in his state.

Executive Director Report – Ashley Lippert, ICJ Executive Director

- Executive Director Lippert began by providing a brief overview of the development of the National Office.
 - She is still trying to finalize office space. It is her goal to remain in the same building as ICAOS. Executive Director Lippert added that she purchased all of her existing office equipment from ICAOS for a fraction of the cost when purchased new earlier in the year.
 - Executive Director Lippert would like to begin hiring staff. Ms. Lippert mentioned that if ICJ and ICAOS enter into the MOU, ICJ would not need the amount of staff budgeted. At present, Ms. Lippert anticipates the need for two staff members. One would be an administrative position, and the other would be a higher level project manager.
 - Executive Director Lippert asked for the Committee’s permission to begin the hiring process for each of these positions.
 - Terry Clark motioned to accept Executive Director Lippert’s recommendation and Commissioner Hall seconded. The motion carried.
- Executive Director Lippert next discussed the budget for the Annual Meeting.
 - She noted that the original budget for the Annual Meeting was a little more than \$65,000. Executive Director Lippert’s newly updated budget for the meeting is closer to \$77,000.
 - She provided the Committee with two options to address the difference noted above. The first was to take dollars from the reserve fund to cover the additional estimated costs for the meeting. The second option was to reduce the number of meals provided at the meeting.
 - Chair Bonner noted that the estimate does not include any scholarship requests from Ex-Officio members.
 - Crady deGolian has received scholarship applications from APPA, The National Runaway Switchboard, and The National Juvenile Detention Association.

- Treasurer Casarona recommended adjusting the budget to reflect the additional costs noted by Executive Director Lippert.
 - He would prefer do this than cut meals and/or Ex-Officio scholarships.
 - Commissioner Foxworth agreed with this recommendation and motioned to adjust the budget accordingly to include the additional costs. Terry Clark seconded and the motion carried.
- Crady deGolian next provided a brief summary of each of the scholarship applications he received.
 - ICJ received three scholarship applications. They were from APPA, The National Runaway Switchboard, and The National Juvenile Detention Association.
 - Commissioner Dodd motioned to accept each of the three scholarship applications and pay travel expenses for each organization's representative to attend the meeting. Commissioner Hall seconded and the motion carried.
 - Commissioner Foxworth made a motion for the Committee to pay travel expenses for Representative Bob Damron of the National Conference of State Legislatures to attend the meeting and Judy Miller seconded. The motion carried.
- Chair Bonner asked if it would be possible to also have a training session for Ex-Officio members at the Annual Meeting.
 - Executive Director Lippert noted that she thought this would be difficult because of staff limitations. Instead, she suggested drafting an orientation manual for Ex-Officio members. Crady deGolian reminded the Committee that the docket book includes information regarding the Ex Officio's role.
- Executive Director Lippert next discussed the possibility of holding ICJ's 2011 Annual Business Meeting in conjunction with that of ICAOS. The host hotel for ICAOS did not have space to accommodate ICJ in 2010, but she thought this would be worth considering in the future. The Committee agreed with this suggestion.
- Executive Director Lippert next provided a dues update. Currently, eight states have not paid dues. Executive Director Lippert has heard from two of these states and is planning to make contact with the other six states in the next several days.
- Executive Director Lippert is also in the process of developing an outreach strategy for the remaining non-member states.
 - She has already spoken with Chair Bonner and John Mountjoy about this issue.
 - She is planning to send a letter to each of the non-member states and will follow-up with a phone call before the beginning of the next legislative session.
 - Executive Director Lippert also spoke with John Mountjoy about receiving additional funding from OJJDP. At this point additional funding is not available.
- Executive Director Lippert next outlined the proposed MOU with ICAOS.
 - Harry Hageman will present the MOU to ICAOS' Executive Committee at their Annual Meeting in early November.
 - Chair Bonner added that she fully supported entering into such an agreement. Commissioner Clark agreed.
 - Hearing no objection, Executive Director Lippert agreed to continue moving forward with the MOU.

- Executive Director Lippert next asked the Committee to consider the alcohol policy she developed.
 - The policy states that the Commission will not reimburse or purchase alcohol at the Annual Meeting or any other Commission event.
 - Commissioner Dodd motioned to accept the policy and Terry Clark seconded. The motion carried.
- Executive Director Lippert next briefly discussed Directors and Officers insurance.
 - CSG's insurance already provides coverage. Executive Director Lippert noted that the Commission could purchase more after the organization has been in existence for one year.
 - Executive Director Lippert will send the policy for Chair Bonner's signature.
- Executive Director Lippert concluded by discussing ICJ's letterhead.
 - Executive Director Lippert thought it would be appropriate to redesign the letterhead without the executive committee listed. This would avoid a need to reprint new letterhead each time new officers are elected.
 - Judy Miller motioned to redesign the letterhead and Commissioner Hall seconded. The motion carried.

New Business – Donna Bonner, Chair

- Chair Bonner noted that the only item of new business for consideration was the proposed MOU between The National Council of Juvenile and Family Court Judges and ICJ.
 - Terry Clark motioned to enter into the MOU and Commissioner Foxworth seconded. The motion carried.
- Chair Bonner noted that the next regular scheduled conference call is scheduled for Thanksgiving. She recommended moving the next Executive Committee to November 19, 2009.
 - The Committee agreed with this recommendation.
- Hearing no additional old or new business, Chair Bonner adjourned the call