



INTERSTATE COMMISSION FOR JUVENILES

EXECUTIVE COMMITTEE

Minutes

January 29, 2015

2:00 p.m. EST

Committee Members in Attendance:

1. Patrick J. Pendergast (AL) Chair
2. Anne Connor (NV) Vice Chair
3. Phil Cox (OR) Treasurer
4. Judy Miller (AR) South Region Representative
5. Rose Ann Bisch (MN) Rules Committee Chair, AAICPC/ICJ Work Group Co-Chair
6. Dale Dodd (NM) West Region Representative
7. Traci Marchand (NC) Training Committee Chair
8. Nina Belli (OH) Midwest Region Representative
9. Terry Clark (PA) Finance Committee Chair
10. Patricia Welcome (VI) East Region Representative
11. Michael Lacy (WV) Compliance Committee Chair
12. Shelley Hagan (WI) Technology Committee Chair
13. Trudy Gregorie, Victims Representative
14. Rick Masters, Legal Counsel

Committee Members Not in Attendance:

None

Guests in Attendance:

None

ICJ National Office Staff in Attendance:

1. Ashley Lippert, Executive Director
2. Jenny Adkins, Project Manager
3. Morgan Rhodes, Training and Administrative Coordinator
4. Emma Goode, Administrative and Logistics Coordinator

Call to Order

Chair Pendergast called the meeting to order at 11:17 a.m. EST.

Roll Call

A. Lippert called the roll. Twelve of the twelve voting members were present, establishing a quorum.

Agenda

S. Hagan (WI) made a motion to approve the agenda. P. Welcome (VI) seconded. The motion passed.

Minutes

- J. Miller (AR) made a motion to approve the December 11, 2014 meeting minutes.**
- P. Cox (OR) seconded. The motion passed.**

Executive Director Report (presented by Ashley Lippert)

Commissioner Update

- A. Lippert announced new Commissioner Appointments for Nebraska (Jacey Nordmeyer) and Maine (David Barrett). Virginia appointed former Designee Natalie Dalton as Commissioner and North Dakota appointed Lea Quam as their part-time Designee to Commissioner Bjergaard.
- A. Lippert reported that a few states with full-time Designees await official Commissioner Appointments.

JIDS Vendor

- A. Lippert renewed ICJ's annual agreement with InStream. A. Lippert reported a positive working relationship with InStream; however, advised the Commission to allow at least six months if they wish to consider changing vendors.

Criminal Justice Information Services (CJIS) Standards

- A. Lippert reported that the Criminal Justice Information Services (CJIS) updated their Information Technology Policy. ICJ follows CJIS standards in the areas of password protection, privacy policy, and user agreements. In reviewing the updates, one area of potential security risk was inactive user accounts. A. Lippert recommended deleting the 4,300 inactive JIDS users presumably created during the mass user load at the launch of JIDS. States received a notice that InStream will conduct a mass deletion on January 30.

Performance Measurement Plan – 1st Quarter

- A. Lippert updated that the National Office is finalizing the first quarter Performance Measurement Plan Reports. The concerns will be included in the reports, but will not influence the compliance score:
 1. use of outdated forms;
 2. incorrect completion of the correct forms;
 3. non-completion of the e-forms; and
 4. incorrect filing of forms and documents.
- P. Cox (OR) suggested, and A. Lippert confirmed, that the National Office note commonalities across the nation, which could serve as a basis for training.
- J. Miller (AR) questioned the number of states being reviewed. A. Lippert clarified there are 13 states each quarter.

CJJ Affiliate Membership

- A. Lippert updated the application for ICJ to become an affiliate member of the Coalition of Juvenile Justice (CJJ) is in the final review phase.

State Council Report Update

- A. Lippert updated that according to the State Council Policy states are to report the State Council meetings and updated roster for the previous year by January 31. To date, thirteen states have not reported. A reminder letter will be issued the first of February

and the Compliance Committee will receive a list of states who have not reported by the end of February.

2016 Annual Business Meeting Site

- A. Lippert updated that Boston, Massachusetts received the most responses from Commission members on the 2016 ABM site location survey. The National Office conducted a site visit and presented the findings. The Executive Committee discussed and agreed with the first choice as presented.
- **P. Welcome (VI) made a motion to approve the 2016 Annual Business Meeting at the Boston Sheraton Hotel in Boston, Massachusetts on August 21-24, 2016 with a budget of \$149,000. M. Lacy (WV) seconded. The motion passed.**

Committee Reports

Executive Committee (presented by Patrick Pendergast)

Region Meetings

- Chair Pendergast encouraged all region representatives to conduct a region meeting between May 8 and June 8 to discuss the 2015 Rules Proposals.

Records Check

- Chair Pendergast revisited the discussion from the last meeting regarding the sharing of juvenile records check information. Chair Pendergast announced A. Connor (NV) agreed to work on the subject as it relates to ICJ. A. Connor (NV) noted that J. Hawkins (MO) suggested the Rules Committee consider acknowledging ICJ's stand regarding records check in the Rules.
- R. Masters advised that records check falls under the general category of legal issues controlled by Interstate Compact Law referenced the Crime Control Act. R. Bisch (MN) commented that law enforcement officials could share information for non-Compact juveniles without involving the Compact offices.
- The Executive Committee debated the sharing of information between Compact offices for all juveniles and agreed to defer the topic to the next meeting.

Finance Committee (presented by Terry Clark)

Chair Clark reported the Finance Committee met on January 27 for a budget update.

Chair Clark added that the Finance Committee is meeting on a quarterly basis.

Training, Education & Public Relations Committee (presented by Traci Marchand)

Training

- Chair Marchand reported that A. Lippert gave a presentation on ICJ Returns at the American Probation and Parole Association (APPA) Winter Institute in Tampa, Florida.
- The National Council of Juvenile and Family Court Judges (NCJFCJ) accepted ICJ's request to be included on the NCJFCJ Annual Conference Agenda in July 2015 in Austin, Texas. NCJFCJ has also requested a face-to-face meeting at that time to discuss our collaboration with them.
- The ICJ Rules Trainings will kick off in February and the JIDS trainings are ongoing. The weekly newsletter extended an invitation to Commission members who may be interested in volunteering as a trainer.

Human Trafficking

- Chair Marchand reported responses to the 2014 ABM Survey included requests for additional information on the topic of human trafficking. In response, more resources are now linked to the Commission's website and a Human Trafficking Training Sub-Committee was formed and will be chaired by A. Connor (NV).
- R. Bisch (MN) cautioned to the sensitivity of this special population and recommended the Executive Committee discuss any proposed Human Trafficking Trainings.

Judicial Resources

- Chair Marchand announced a toolkit for Judges will be available on the Commission's website in February. Additionally the Training Committee continues to discuss methods to improve judicial trainings.

Interactive Training Software- Storyline Articulate

- Chair Marchand reported that the National Office researched various software programs to enhance the current on-demand training offerings. The software would incorporate JIDS into the Rules Training for a practical approach through scenario-based learning.
- Chair Marchand presented the Training Committee's recommendation to purchase Storyline Articulate 2 Training Software (platinum level) for a one-time purchase of \$1,957.
- A. Lippert highlighted the benefits of the software program while the Executive Committee viewed an online demonstration.
- **R. Bisch (MN) made a motion to purchase the Storyline Articulate 2 Training Software (platinum level) in the amount of \$1,957.00. P. Cox (OR) seconded. The motion passed.**

Compliance Committee (presented by Traci Marchand)

- Chair Lacy updated that Compliance Committee has no compliance issues under review and had nothing new to report.

Technology Committee (presented by Shelley Hagan)

- Chair Hagan reported the Technology Committee met on January 20. Recommendations to the forms from the Rules Committee and the West Region were discussed as follows:

Juvenile Rights Form (Rules Committee)

- The Technology Committee disagreed with the recommendation to eliminate the Juvenile Rights Form and supported retaining the form as an option for states that choose to use it and modify the language.

Final Travel Plan (Rules Committee)

- The Technology Committee reached a consensus to consolidate the two proposed versions of the Final Travel Plan into one form, which will be reviewed at the next meeting.

Form IA/VI (Rules Committee)

- The Technology Committee agreed with the proposed edits with one additional change. The amended form has been circulated to the Rules and Executive Committees in accordance with the ICJ Forms Responsibility Policy #01-2014. The cost to implement the change in JIDS is \$500.

Home Evaluation Report (West Region)

- The Technology Committee reviewed the West Region's recommendation to replace *placement* with *supervision* at the end of the form, and agreed to table discussion to affirm there is no conflict with the rules. Chair Hagan has since conferred with Chair Bisch and there appears to be no rules conflict.

Case Closure Form (The Technology Committee)

- The Technology Committee agreed the form could be improved to be more informative and uniform to the rules. A mock form will be reviewed at the next meeting.
- Chair Hagan reported the Technology Committee discussed the issue of field offices not using the current forms and subsequently providing inadequate information. Chair Hagan presented the Technology Committee's recommendation that the portion of the Commission's website containing the Compact forms have the password protection lifted. Initially, the password protection was applied to address concerns of fraudulent use by the public. With states now required to use JIDS, the misuse of forms is minimized.
- **A. Connor (NV) made a motion to lift the password protection of all current forms on the Commission's website. J. Miller (AR) seconded. D. Dodd (NM) opposed. The motion passed.**

Rules Committee and AAICPC/ICJ Work Group (presented by Rose Ann Bisch)

Rules Committee

- Chair Bisch reported the Rules Committee met on January 7. The Rules Committee discussed the new probable cause rule and referred it back to the work group. The work group has redrafted the proposed new rule for the full Rules Committee to finalize at their February meeting. The Rules Committee began their review of the Midwest Region and South Region proposals. Chair Bisch noted that all rule proposals should be submitted to the Rules Committee by March 1 and all 2015 rule proposals will be posted for comment May 8 – June 8.

AAICPC/ICJ MOU Work Group

- Co-Chair Bisch reported that the AAICPC/ICJ MOU Work Group will meet next week. Co-Chair Rudberg is working to obtain approval for the case scenarios from ICPC.

Region Reports

East Region (presented by Patricia Welcome)

- Representative Welcome reported the East Region met on January 27 without a quorum.
- States in attendance updated on the following activities:
 - Maine appointed a new Commissioner.
 - New York has an interest in human trafficking information.
 - New Jersey reported on their ICJ State Council involvement.
 - Pennsylvania reported their State Supreme Court declared the lifetime sex offender registry for juveniles to be unconstitutional.
 - The Virgin Islands continues to work with Judges to adhere to the ICJ Rules and Policies.
- The next East Region meeting is May 27.

Midwest Region (presented by Nina Belli)

- Representative Belli announced the Midwest Region would meet for the first time under her tenure on February 5, 2015.

South Region (presented by Judy Miller)

- Representative Miller reported the South Region has not met since the annual meeting and will schedule a meeting to discuss the rule proposals. State updates included Virginia's appointment of Natalie Dalton as Commissioner and that the Arkansas Commissioner position is vacant due to the retirement of the agency director.

West Region (presented by Dale Dodd)

- Representative Dodd reported the West Region met on January 6 to review the West Region Work Group's proposal regarding the term *placement* throughout the rules. The West Region will meet again February 12 to finalize the proposal(s).

Legal Counsel Report (presented by Rick Masters)

Nebraska

- R. Masters updated on the Nebraska – Minnesota supervision case involving a civil rights action that was filed by a family on behalf of a juvenile challenging the sex offender registration requirement. The Nebraska Assistant Attorney General challenged the order of the U.S. District Court which enjoined ICJ, and argues that because ICJ trumps state law, the sex offender registration should be enforced in Nebraska because it is required in Minnesota. R. Masters questioned the registration being considered a part of the supervision and will update on the Court's ruling.

Oregon

- R. Masters updated on the confusion of an Oregon Judge and prosecutor with regard to the transfer of jurisdiction from the sending state (California) to the receiving state (Oregon) and reported that the issue has been rectified.
- P. Cox (OR) updated that the Rules Committee will consider an amendment to clarify in the rules that ICJ transfers supervision not jurisdiction.

Victim's Report (presented by Trudy Gregorie)

- T. Gregorie welcomed the opportunity to serve another term as the ICJ Victim's Representative.

Old Business

There was no old business.

New Business

There was no new business.

Adjourn

- **P. Welcome (VI) made a motion to adjourn. S. Hagan (WI) seconded. Chair Pendergast adjourned the meeting by acclamation at 12:51 p.m. EST.**