



**INTERSTATE COMMISSION FOR JUVENILES
EXECUTIVE COMMITTEE**

Minutes
February 23, 2017
11:30 a.m. EST

Committee Members in Attendance:

1. Traci Marchand (NC) Chair
2. Michael Lacy (WV) Vice Chair
3. Jeff Cowger (KS) Treasurer
4. Michael Farmer (CA) Compliance Committee Chair
5. David Barrett (ME) Finance Committee Chair
6. Julie Hawkins (MO) Rules Committee Chair
7. Shelley Hagan (WI) Technology Committee Chair
8. Anne Connor (NV) Training and Human Trafficking Ad Hoc Committees Chair
9. Maria Genca (CT) East Region Representative
10. Nina Belli (OH) Midwest Region Representative
11. Mia Pressley (SC) South Region Representative
12. Jessica Eldredge (UT) West Region Representative
13. Trudy Gregorie, Victims Representative
14. Rick Masters, Legal Counsel

Committee Members Not in Attendance:

1. None

Guests in Attendance:

1. Ashley Lippert, immediate past Executive Director

ICJ National Office Staff in Attendance:

1. Emma Goode, Administrative and Logistics Coordinator
 2. Jenny Adkins, Project Manager
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Call to Order

Chair Marchand called the meeting to order at 11:31 a.m. EST.

Roll Call

The National Office called the roll and a quorum was established.

Agenda

- **A. Connor (NV) made a motion to approve the agenda. S. Hagan (WI) seconded. The motion passed.**

Minutes

- **A. Connor (NV) made a motion to approve the January 26, 2017 meeting minutes. N. Belli (OH) seconded. The motion passed.**

National Office Report

- E. Goode updated on the following actions since the last meeting as follows:
 - The 2016 State Council Reports were due to the national office by January 30, 2017. Six states were issued notice letters. To date, five states remain outstanding.
 - One state remains outstanding for the fiscal year 2017 dues and has now gone to the Compliance Committee.
 - March 28, 2017 is the face-to-face meeting of the Executive Committee in Louisville, Kentucky. The information was emailed to the members this week. ICJ has contracted with the Altour Travel Authority for the purchase of airline tickets in 2017.
 - The contract has been finalized with The Brown Hotel in Louisville, Kentucky for June 13, 2017 for the face-to-face meeting of the Rules Committee.
 - The contract has been fully executed for the 2018 Annual Business Meeting for September 10-12, 2018 at the Marriott New Orleans on Canal Street.
 - The airline matrix was updated with a note to check with the airlines before purchasing indirect flights for runaways. Delta and perhaps others allow only direct flights for non-accompanied runaways.

Commission Chair Report (presented by Traci Marchand)

- Chair Marchand reported she will bring forward the Search Committee's recommended candidate to fill the position of Executive Director under New Business.

Committee Updates

Compliance Committee (presented by Michael Farmer)

- Chair Farmer reported that the Compliance Committee has not met since the last Executive Committee meeting. The next meeting is March 22, 2017. Discussion items will include outstanding FY 2017 dues, results from the first quarter Performance Measurement Assessment (PMA), and the PMA standards.

Finance Committee (presented by Dave Barrett)

- Chair Barrett reported that the Finance Committee has not met since the last Executive Committee meeting. The February meeting was re-scheduled to February 28, 2017.
- Chair Barrett updated on the financial statements through January 31, 2017 reporting that with five months remaining in the 2017 fiscal year, ICJ is on track to complete under budget.

Technology Committee (presented by Shelley Hagan)

- Chair Hagan reported that the Technology Committee did not meet in February. The next meeting is March 21, 2017. Modifications to forms I, II, IV, and VII were reviewed by the Executive and Rules Committees during the 30-day

comment period. The approved modifications included adding “brown” as a hair color option and an optional email address field on the form IV. These form changes will be implemented with the next round of JIDS enhancements.

- Chair Hagan updated that the national office continues to test the JIDS upgrade. The update is scheduled to go live April 10.
- M. Pressley (SC) shared an issue regarding the sporadic influx of JIDS emails. Others shared the same issue explaining that the JIDS emails are being received in batches once or twice a day. J. Adkins updated that Anne Connor (NV) reported the issue. The issue was reported to InStream and awaits resolve. A. Connor (NV) reminded the group to file JIDS helpdesk tickets for each instance to better determine the problem and bring resolution.

Rules Committee (presented by Julie Hawkins)

- Chair Hawkins reported that the Rules Committee met February 8. To date there are 21 proposed rule amendments to correct inconsistencies and clarify the rules.
- Chair Hawkins briefed on an incident reported by Virginia and discussed at the last Executive Committee. Legal Counsel provided guidance in a memorandum to Virginia regarding an interpretation of Rule 7-103. The matter was referred to the Rules Committee. The Rules Committee proposed a rule amendment to provide more discretion to the demanding state as to when the juvenile is available for return. Assuming passage of the rule proposal in September with an effective date in February 2018, the Rules Committee recommends that the Executive Committee authorize Rick Masters to draft a Legal Advisory opinion. The advisory opinion would provide assistance to states as needed until the proposal would become effective.
- The Executive Committee reviewed the proposal, discussed the request, and agreed to authorize legal counsel to draft an advisory opinion. R. Masters, Legal Counsel, will present a draft to the Executive Committee at the face-to-face meeting March 28, 2017.
- The next meeting of the Rules Committee is March 8 and the face-to-face Rules Committee meeting is June 13 in Louisville, Kentucky.

Training, Education & Public Relations Committee and Human Trafficking Ad Hoc Committee (presented by Anne Connor)

Training Committee

- Chair Connor reported there to be 10 remaining ICJ Rules trainings through August 2017. The upcoming training dates are March 1-2 and March 14-15. Participants for the February 14-15 training with presenter Cathlyn Samuel and co-presenter Anne Connor totaled 31. The Training Committee will discuss adding case scenarios to the existing rules training at the next meeting.
- Chair Connor reported 15 attendees for the JIDS Training on February 21 presented by Abbie Christian. The next JIDS training is March 7.
- The Training Sub-Committee developed a State Transition Plan template. The template was approved by the Training Committee and the recommendation will be presented to the Executive Committee at the face-to-face meeting.
- The Training Committee is working to develop the curriculums for the 2017 Annual Business Meeting trainings sessions.

Public Relations

- Chair Connor updated that she awaits a response from the National Council of Juvenile and Family Court Judges (NCJFCJ) regarding ICJ’s call for presenters’

submission for the NCJFC 80th Annual Conference July 16-19, 2017 in Washington, DC.

- ICJ has submitted an application to the call for presenters for the APPA 42nd Annual Training Institute August 27-30, 2017 in New York, New York.

Regional Updates

East Region (presented by Maria Genca)

- Representative Genca updated that Damian Seymour is leaving the Delaware ICJ Compact office effective March 3, 2017.
- The East Region held an emergency meeting on February 14, 2017, to clarify the East Region's proposed amendment to Rule 4-103. The East Region has proposed three rule amendments (1-101, 4-103, and 8-101) regarding *reporting instructions*. The reporting instructions are being requested to assist in the supervision of the youth during the gap of time between the referral and the completion of the home evaluation.

Midwest Region (presented by Nina Belli)

- Representative Belli reported the Midwest Region met January 31, 2017. The Midwest Region approved a proposed amendment to Rule 4-101 Eligibility Requirements for the Transfer of Supervision. The Midwest Region states updated on their state's trainings, state council meetings, and state council membership rosters. States updated on Compact office staff changes and discussed the intrastate relocation process within their state.
- S. Hagan (WI) announced that effective March 8, Tracy Hudrlik, Wisconsin ICAOS Compact office, will fill the position in Minnesota formerly held by Rose Ann Bisch.

South Region (presented by Mia R. Pressley)

- Representative Pressley reported that the South Region met February 15, 2017.
- The South Region discussed intrastate relocation processes as requested by the Rules Committee. Amy Howell is the new Kentucky Commissioner and Louisiana is in the process of filling the DCA vacancy. Texas cautioned to using DFW airport for surveillance until the vendor contract has been renewed.

West Region (presented by Jessica Eldredge)

- Representative Eldredge updated that the West Region has not met since the last Executive Committee Meeting.

Legal Counsel Report (presented by Rick Masters)

- R. Masters updated that in addition to the legal advisory opinion discussed under the Rules Committee report, he plans to discuss the definition of runaway at the face-to-face Executive Committee Meeting.

Victims Representative Report (presented by Trudy Gregorie)

- T. Gregorie updated that last year the Reauthorization of the Juvenile Justice Delinquency Prevention Act passed the house and not the senate in the 114th U.S. Congress. This year the 115th U.S. Congress will re-consider the legislation and she will update accordingly.

Old Business

There was no old business.

New Business

ICJ Executive Director Position

- Chair Marchand reported the Search Committee is ready to present their recommendation regarding the ICJ Executive Director position.
- R. Masters advised the Executive Committee to go into a closed session to discuss personnel.
- **M. Lacy (WV) made a motion to move into closed session to discuss personnel. J. Cowger (KS) seconded. The motion passed.**
{ Closed Session }
- **M. Lacy (WV) made a motion to move out of closed session. S. Hagan (WI) seconded. The motion passed.**
- **M. Lacy (WV) made a motion to offer the ICJ Executive Director position to MaryLee Underwood and agreed to a salary. S. Hagan (WI) seconded. The motion passed unanimously.**

Adjourn

- **Chair Marchand adjourned the meeting by unanimous consent at 12:30 p.m. EST.**