



**INTERSTATE COMMISSION FOR JUVENILES**  
**EXECUTIVE COMMITTEE**

*Minutes*

**February 24, 2015**

**8:00 a.m. EST**

**Taft Ballroom**

**The Westin Cincinnati**

---

**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. Traci Marchand (NC) Training Committee Chair
7. Nina Belli (OH) Midwest Region Representative
8. Patricia Welcome (VI) East Region Representative
9. Michael Lacy (WV) Compliance Committee Chair
10. Shelley Hagan (WI) Technology Committee Chair
11. Trudy Gregorie, Victims Representative
12. Rick Masters, Legal Counsel

**Committee Members Not in Attendance:**

1. Dale Dodd (NM) West Region Representative
2. Terry Clark (PA) Finance Committee Chair

**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 8:00 a.m. EST.

**Roll Call**

A. Lippert called the roll and a quorum was established.

**Agenda**

**M. Lacy (WV) made a motion to approve the agenda. S. Hagan (WI) seconded. The motion passed.**

## Minutes

**J. Miller (AR) made a motion to approve the January 29, 2015 meeting minutes. P. Cox (OR) seconded. The motion passed.**

## Executive Director Report (presented by Ashley Lippert)

### CJJ Affiliate Membership

- A. Lippert updated that the Coalition of Juvenile Justice (CJJ) accepted ICJ's application for an affiliate membership.

### First Quarter Performance Measurement Results

- A. Lippert reported that the thirteen states in the first quarter received their performance measurement reports and the overall results were positive with the exception of Rule 5-101(4) which challenged a majority of the states regarding the 90-day written progress reports. Should the results be similar after completion of the next two quarterly reports, A. Lippert recommended that the Commission determine whether to amend the rule requirement or work towards compliance to the current rule. Nevada, Alabama, and Ohio shared their state's performance measurement findings and action plans.
- The Executive Committee discussed the challenges of obtaining reports from local case workers that do not report directly to ICJ and reached a consensus that the best course of action at this time is to educate locals on the rule requirements and emphasize compliance.

### State Council Report Update

- A. Lippert updated that five states have not provided a 2014 State Council update and received a reminder letter the first of February. A. Lippert will follow-up with each state prior to March 30. In accordance with the State Council Policy, states that do not report by this date are referred to the Compliance Committee.

### 2016 Annual Business Meeting

- A. Lippert announced signing a contract with the Boston Sheraton in Boston, Massachusetts for the 2016 Annual Business Meeting.

### Non-Compliance Issues

#### *New Mexico*

- A. Lippert reported Dale Dodd, New Mexico Commissioner, filed an informal request for assistance regarding issues with a New Mexico County Sheriff's Office refusing to transport a juvenile runaway to the airport to return. In response, A. Lippert drafted a letter for Commissioner Dodd on the implications of non-compliance. In Dale Dodd's absence, A. Connor (NV) updated on the resolution of the matter.

#### *Illinois*

- A Lippert reported receiving an informal request for assistance from Wisconsin Commissioner, Shelley Hagan regarding prevailing concerns with the Illinois' parole office in areas of responsiveness, procedures, and staffing. A. Lippert updated on communications with Illinois Commissioner Jones and Designee Moore. Commissioner Jones affirmed Illinois' commitment to compliance and steadfast efforts to address these concerns. A. Connor (NV) commented that the Illinois Parole (aftercare) supervises parolees and returns non-delinquent runaways. The Executive Committee discussed the

past ICJ efforts, their concerns with temporary staffing, and the extensive training and support provided to Illinois parole last year.

- **M. Lacy (WV) made a motion to refer the Illinois Parole concerns to the ICJ Compliance Committee for review and recommendation. R. Bisch (MN) seconded. The motion passed.**

#### Strategic Plan Update

- A. Lippert presented the 2013-2016 Strategic Initiatives (*attached*) and provided an update on the Commission's progression and achievements. The Executive Committee reviewed each of the five initiatives and concurred with the progress and direction of the Commission.
- Chair Pendergast suggested the Executive Committee conduct another strategic planning session during the 2016 Executive Committee Face-to-Face Meeting and contract with the same consultant from 2013.

### **Committee Reports**

#### **Executive Committee** (presented by Patrick Pendergast)

##### *Records Check*

- In response to the discussion from the last meeting regarding the sharing of juvenile criminal records, Chair Pendergast presented an Advisory Opinion #01-2015 addressing ICJ's authority to conduct records checks for another state on juveniles not subject to ICJ. In summary, the opinion states that the ICJ Statute and Rules do not authorize the collection or sharing of information concerning juveniles who are not 'subject to' or 'supervised under' the ICJ.
- P. Cox (OR) noted that law enforcement has a network to exchange information without involving ICJ. S. Hagan (WI) cautioned to sharing juvenile information without parental consent and shared sample dialogue on how to ascertain ICJ's involvement to determine if information should be shared. T. Gregorie shared ongoing discussions with the National Juvenile Justice Network for a nationwide information database. J. Miller (AR) recommended the language be amended to clarify that ICJ may be involved when applicable. R. Masters agreed to prepare new language and present later in the day.

##### *Human Trafficking*

- Chair Pendergast opened the floor for discussion of ICJ's role in the issue of Human Trafficking and asked if ICJ should act as a clearinghouse of information on the issue of human trafficking as it relates to ICJ Compact offices.
- R. Bisch (MN) updated on Minnesota's decriminalization actions to hold "victims" in shelters and offer resources to them while awaiting their return, noting they are not returned through ICJ. Other members shared scenarios and experiences updating that several states have enacted Safe Harbor Laws and formed special task forces. The Executive Committee discussed the involvement by FBI and the difficulty of identifying human trafficking victims.
- A. Connor (NV) updated that the Training Committee has formed a Human Trafficking Work Group for the purpose of gathering, organizing, and developing a matrix to share relative information.

### *2015 ABM Agenda*

- Chair Pendergast presented a proposed draft agenda for the 2015 Annual Business Meeting. A. Lippert highlighted various time frames for agenda items.
- R. Bisch (MN) cautioned to the large number of rule proposals and asked for ample time to discuss amendments as agreed when the Commission moved to the two-year rule making cycle.
- A. Connor (NV) recommended offering a second training session in the afternoon.
- S. Hagan (WI) recommended offering optional tours of the State Capitol and a juvenile correctional facility both of which are located near the hotel.
- The Executive Committee discussed and reached a consensus to move the public hearing to Monday and the reception to Tuesday; on Tuesday to expand the rules training session until lunch and shorten the lunch timeframe; to move the region meetings to the afternoon and shortened the timeframe; to offer a second training session in the afternoon; and to offer two optional tours and an optional JIDS Clinic.
- **A. Connor (NV) made a motion to approve the 2015 Annual Business Meeting Agenda for August 24-26 as amended. R. Bisch (MN) seconded. The motion passed.**

### **Finance Committee**

In Chair Clark's absence, A. Lippert updated there was nothing new to report.

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

#### Training

- Chair Marchand reported scheduling two-day Rules Trainings in March and April. In response to requests from Compact Office Staff, one-day Rules Trainings will be offered starting with *Returns* on March 11 and the *Transfer of Supervision* on March 19. Additionally, Chair Marchand updated on JIDS Trainings.

#### 2015 Annual Business Meeting Agenda

- Chair Marchand updated that the Training Committee will make a recommendation for the second training session during the 2015 Annual Business Meeting. Topic(s) being considered are Human Trafficking and LGBT (Lesbians, Gays, Bisexual, and Transgender).

### **Compliance Committee** (presented by Mike Lacy)

- Chair Lacy reported there has been no compliance matters formally referred to the Compliance Committee to date. The Compliance Committee will schedule a meeting to discuss the Illinois Parole matter as agreed earlier in the meeting.

### **Technology Committee** (presented by Shelley Hagan)

- Chair Hagan reported the Technology Committee met on January 20 and is scheduled to meet in March. Work is being done to amend the Juvenile Rights, Travel Plan, Home Evaluation and Case Closure forms. The IA/VI Form will go forward as changed since no comments were received during the 30-day posting in accordance with the Forms Policy.
- Additionally, the National Office is following up on a validity check on some of the JIDS reports.

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

- Chair Bisch reported the Rules Committee met February 24 and will meet again March 4. Additionally, two meetings have been scheduled for March 18 and April 15 due to the large number of proposals and work to be completed.

- On March 4, the Rules Committee will begin a review of Section 100 Definitions. To date, proposals have been received from the regions as follows: South (2), Midwest (2), and West (11). All proposed rule amendments will be posted May 8<sup>th</sup> – June 8<sup>th</sup>. The Rules Committee will meet face-to-face June 16-17 to review all comments and finalize the proposals for vote at the 2015 Annual Business Meeting.

#### AAICPC/ICJ MOU Work Group

- Co-Chair Bisch reported the AAICPC Annual Conference will be held April 24-28 in Reno, Nevada. Co-Chair Rudberg is working to obtain the ICPC Executive Board approval for the case scenarios and best practice guidelines as recommended by the Work Group and approved by ICJ.
- Co-Chair Bisch shared a recommendation that the ICPC and ICJ relationship be included in judicial trainings.
- The next meeting of the Work Group is April 16.
- R. Masters commented on discussions of “federalizing” ICPC and recommended that ICJ consider taking a position in the future, as it may cause a ripple effect to other Compacts.

#### Region Reports

##### **East Region** (presented by Patricia Welcome)

- Representative Welcome reported the East Region has not met since the last Executive Committee meeting. The East Region will meet again in May during the comment period to discuss the rule proposals.

##### **Midwest Region** (presented by Nina Belli)

- Representative Belli welcomed everyone to Ohio and presented each member with a handmade basket from the youth at Cuyahoga Hills Juvenile Correctional Facility.
- Representative Belli reported the Midwest Region met on February 5 and will meet again on May 21 to discuss the rule proposals during the comment period.
- Representative Belli shared comments from the February meeting and that the Midwest Region supports receiving information and guidance on how to handle cases involving human trafficking victims. The Midwest Region modified and re-submitted to the Rules Committee its proposal to Rule 5-103 and proposed the Rules Committee add criteria to affirm the worker physically visited the home in Rule 4-102 regarding the home evaluation.

##### **South Region** (presented by Judy Miller)

- Representative Miller reported the South Region has not met since the last meeting. Additionally, Arkansas continues to wait appointment of a new Commissioner with the hire of a new Director of Youth Services.

##### **West Region** (presented by Anne Connor)

- In the absence of Representative Dale Dodd (NM), A. Connor (NV) reported that the West Region met in January and February to finalize the West Region’s rule proposals. The proposals were an accumulation from the West Region’s Washington Determinate Sentencing Work Group’s recommendation to replace the term *placement* with *supervision* throughout the rules. The West Region will meet again in May during the comment period to discuss the rule proposals.

## **Victim's Report** (presented by Trudy Gregorie)

- T. Gregorie updated there was nothing new to report.

## **Legal Counsel Report** (presented by Rick Masters)

### Advisory Opinion #01-2015

- R. Masters presented a new sentence: *However, these provisions do not preclude verification of whether a juvenile is subject to the ICJ* to add to the last paragraph of his advisory opinion as requested earlier in the meeting. J. Miller (AR) agreed the additional language provided clarity.
- **M. Lacy (WV) made a motion to approve the amended ICJ Advisory Opinion #01-2015 titled: *ICJ authority to conduct records checks for another state on juveniles not subject to ICJ*. P. Welcome (VI) seconded. The motion passed.**

### Nebraska

- R. Masters mentioned the Minnesota-Nebraska issue as reported in the past and posed the question for future consideration: *If a state imposes a condition in which the other state cannot comply, should that be considered an ICJ violation.*

## **Old Business**

There was no old business.

## **New Business**

### TSA Identification Requirements

- A. Connor (NV) updated on information shared at the last Training Committee Meeting regarding the "Real ID Act". Effective January 1, 2016, the Transportation Safety Agency (TSA) will require "Real ID" compliant forms of identification. The standard driver's license will no longer be considered an accepted form of identification for airport security without additional documentation such as a passport. R. Masters noted that some states have started issuing "Real ID" driver's licenses, requiring additional documentation and/or background checks when issued.
- The Executive Committee discussed the potential impact to ICJ. R. Masters suggested obtaining further information.

## **Adjourn**

- **P. Welcome (VI) made a motion to adjourn. S. Hagan (WI) seconded. Chair Pendergast adjourned the meeting by acclamation at 12:01 p.m. EST.**

## 2013-2016 Strategic Plan Update

### **Initiative #1** - Enhance both compliance and enforcement within ICJ.

#### *Goals:*

- A. Identify categories of non-compliance and prioritize enforcement efforts, including a deadline for sanction of states with no councils.  
Completed - summer 2013
- B. Development of audit plan including categories to be audited, audit procedure and selection criteria.  
Completed – October 2014
- C. Development of a plan to investigate enforcement cases including sources of information; procedure for investigating non-compliance and development of the criteria for imposing sanctions.  
On Going - Review current compliance policies.

#### *Additional measurements taken to achieve Initiative #1:*

- Encourage states to report non-Compliance

### **Initiative #2**

Minimize changes to the rules and increase understanding.

#### *Goals:*

- A. Close examination of the language, being consistent and making modifications standard, (this goal is to increase understanding).  
On Going - The Rules Committee continues a full review of all the rules for inconsistencies with an estimated completion August 2015.
- B. Move to a two-year rule making cycle.  
Completed - fall 2013 with the passage of Rule 7-101

#### *Additional measurements taken to achieve Initiative #2:*

- Provide session at the ABM on Rule Proposals and Amendments.
- Recommend Rules and Training Committee Chairs to conduct the amendment trainings post ABM.

### **Initiative #3**

Refine processes with stabilization of rules and forms along with enhancing features of JIDS.

#### *Goals:*

- A. Provide a quarterly training for each region, tailored to Region needs. Capitalize on excellent resources provided by the Commission.  
To be determined
- B. Keep states updated on priority enhancements (updated list on website).  
Encourage submitting helpdesk tickets.  
Completed - winter 2013 with the addition of the enhancements list and monthly update to the website
- C. Authorize JIDS access to users only after participation in live or recorded training.  
To be determined

#### *Additional measures taken to achieve Initiative #3:*

2014

- Conduct load test and on-going performance monitoring with third party vendor

- Added SLAs to agreement with InStream
- Provided additional and tailored training for JIDS
- Reviewed required fields
- Initiated enhancements for better user experience:
  - quarterly progress report
  - unrestricted email permissions
  - report access for field users
  - include county descriptor
  - expand fields and hide submenus
- Added the State of Georgia to JIDS
- Approved policy for managing Forms
- Technology and Rules Chair meet to discuss JIDS impact of Rule amendments

2015

- Delayed enhancements for one year
- Removed inactive users
- Removed password requirement for Forms on Commission’s website  
Instream optimized database and evaluated software to ensure optimal performance

**Initiative #4**

Enhance state ICJ staff participation in decision-making, meetings, missions, and goals.

*Goals:*

- A. Survey staff regarding staff’s perception of their involvement in the administration of ICJ.

Completed - winter 2013 with the survey administered to all Compact Office Staff

- B. Analyze survey results.

Completed - winter 2013 with the survey results posted to the website and letter issued to all Commissioners/Designees outlining areas for compact office staff involvement

*Additional measures taken to achieve Initiative #4:*

- Letters went to Commissioners outlining ways they can collaborate with DCAs and staff
- Provided a live stream option of the ABM
- Encouraged staff participation in regional meetings
- Committee sign-ups offered Commission-wide
- Polled all Commissioners and Designees on the ABM meeting location
- Created recognition award and leadership award

**Initiative #5:**

Enhance training and promote awareness of ICJ.

*Goals:*

- A. Develop and implement FAQs in six areas of ICJ.

Completed - summer 2013 with the posting of the FAQs on the Commission’s website

- B. Commissioner Training.



Partially completed in 2013

C. Promote resources by sending updates to staff.

Completed - spring 2013 with the expansion of newsletters and information broadcast to all email accounts additionally the upcoming trainings have solicited involvement from ex-officios

*Additional measures taken to achieve Initiative #5:*

- Developing on demand self-paced orientation training for Commissioners
- Purchased Storyline Articulate 2 software to enhance the current on-demand training
- Established a mentoring program for new Commissioners
- Involved Ex Officios in training efforts i.e. Human trafficking, ICPC, etc.
- Became an Ex Officio member of CJJ
- Established a collaboration with NCJFCJ
- Redesigned training resource page of the Commission's website
- Created a toolkit for Judges

DRAFT