



INTERSTATE COMMISSION FOR JUVENILES
EXECUTIVE COMMITTEE

Minutes
February 27, 2014
11:15 a.m. EST

Committee Members in Attendance:

1. Patrick J. Pendergast (AL) Chair
2. Anne Connor (NV) Vice Chair
3. Phil Cox (OR) Treasurer
4. Terry Clark (PA) Past Chair
5. Judy Miller (AR) Designee
6. Summer Foxworth (CO) Commissioner
7. Rose Ann Bisch (MN) Commissioner
8. Kari Rumbaugh (NE) Commissioner
9. Robyn Peterson (OH) Commissioner
10. Michael Lacy (WV) Commissioner
11. Shelley Hagan (WI) Commissioner
12. Trudy Gregorie, Victims Representative, Ex-Officio
13. Rick Masters, Legal Counsel

Committee Members Not in Attendance:

1. Traci Marchand (NC) Commissioner
2. Patricia Welcome (VI) Commissioner

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. Thirteen of the fifteen members were present and a quorum established.

Agenda

- **P. Cox (OR) made a motion to approve the agenda. M. Lacy (WV) seconded. The motion passed.**
-

Minutes

- **J. Miller (AR) made a motion to approve the January 23, 2014 meeting minutes as clerically amended. S. Hagan (WI) seconded. The motion passed.**

Executive Director Report (presented by Ashley Lippert)

Commissioner Update

- A. Lippert updated that the Commissioner positions for New York and Hawaii remain vacant. The National Office has issued letters to both States' Governors. A. Lippert reported the Commissioner positions for Illinois and Michigan are vacant and updated on communications with both states regarding new appointments.

Compact Office Staff and ICJ Involvement Survey Update

- A. Lippert reported that the Compacts Office Staff Survey results are posted to the website along with the letter issued to all Commissioners from Chair Pendergast as discussed in the previous meeting.

2014 Face-to-Face Committee Meeting

- A. Lippert reported the Executive Committee Face-to-Face Meeting registration and travel information was issued last month. She updated on a meeting with the travel agency, ALTOUR, on ways to better serve the Commission with regards to travel. ALTOUR has been instructed not to purchase airfare less than 14 days prior to travel. Airfare purchased or changed within 14 days of travel would be at the expense of the attendee and the appropriate reimbursements submitted following the event.

2014 State Council Reports

- A. Lippert reported that all but two states have submitted their 2014 State Council Reports, noting confidence in the two remaining states to comply with the March 30 deadline.

National Office Administrative Update

- A. Lippert reported the National Office website provider and telephone vendor contracts are up for renewal. The hosting for the website moved from a local provider to Amazon without any cost impact or service interruption. The National Office is researching alternate telephone options, which may result in a slight increase.
- A. Lippert reported the JIDS vendor contract has been fully executed with InStream for another year with terms as reported last month.

2013 Annual Business Meeting

- A. Lippert presented a draft of the 2013 Annual Business Meeting minutes for approval to post to the Commission's website.
- **S. Foxworth (CO) made the motion to approve the draft version of the 2013 Annual Business Meeting minutes for posting to the Commission's website. P. Cox (OR) seconded. The motion passed.**

Illinois Update

- A. Lippert reported on a request for assistance received by the state of Wisconsin regarding Illinois' failure to process a transfer case. A. Lippert further reported on the numerous requests she has received regarding the poor communication and response from Illinois parole. A. Lippert updated on communications with Candice Jones, the new Director for the Department of Juvenile Justice appointed to replace Arthur Bishop.

At this time, Illinois does not have a Commissioner or Designee appointed to represent the state on the Commission. Assistance has been offered to Candice Jones and Christopher Copeland.

- Executive Committee members attested to the lack of responsiveness by Illinois, as well as, contact with Chris Copeland and his supervisor. R. Bisch (MN) voiced concern to states conducting ICJ business directly with locals and by-passing the State Compact office.
- R. Peterson (OH) updated on Chris Copeland's contact with her regarding JIDS training.
- J. Miller (AR) stated that she regularly speaks with Chris Copeland. J. Miller (AR) shared her communication with Mr. Copeland the day before whereby Mr. Copeland stated that his supervisor has put him on some kind of special project and "he was told to put ICJ on the back burner and not do anything until he finished the project".
- R. Masters advised of the Commission's duty to monitor compliance with the ICJ rules and to initiate interventions to address and correct non-compliance. Further, he advised there to be probable cause of non-compliance and recommended referring the matter to the Compliance Committee for further review, investigation, and a recommendation of intervention.
- **P. Cox (OR) made a motion to refer the Illinois issue to the Compliance Committee. S. Hagan (WI) seconded. The motion passed.**

Committee Reports

Executive Committee (presented by Patrick Pendergast)

AJCA Dissolution

- Chair Pendergast reported on the finality of the dissolution of the AJCA. On behalf of AJCA, Ron Leffler signed the MOU Agreement and forwarded a check of their remaining funds to ICJ.

Outreach Update

- Chair Pendergast updated that Georgia Bill Number: HB 898 to enact legislation to join the Compact passed the committee level.
- R. Masters updated that according to Georgia's Website; HB 898 passed the House unanimously and now moves to the Senate.

Survey Letter

- Chair Pendergast acknowledged that Commissioners received his letter of encouragement for DCAs and staff participation as a result of the survey. To date, there has been no feedback regarding the letter.

Finance Committee (presented by Shelley Hagan)

- Chair Hagan reported that the Finance Committee met February 25, 2014. The fiscal year 2014 budget is on track and a new line item for investment income will begin March 2014.
- Chair Hagan presented the Finance Committee's 4-3 vote for a two-part recommendation that (1) the 2014 Annual Business Meeting training day and general session day be streamed live and recorded for later viewing at an estimated cost of \$5,000; and (2) the Commission not provide funding for a DCA/second representative from each state to attend the annual business meetings.
- Chair Hagan summarized the Finance Committee's discussion during the February meeting and noted the support by the Training Committee for the DCA attendance. The

opposition's primary concern was the potential for a dues increase. P. Cox (OR), S. Foxworth (CO), and Chair Pendergast (Finance Committee members) concurred with the summary and commended Chair Hagan on the facilitation of the debate.

- J. Miller (AR) questioned the level of participation by the viewers during the live streaming. A. Lippert updated that the National Office is researching the potential options.
- **P. Cox (OR) made a motion to accept the Finance Committee's recommendation as presented to provide a live-feed of the 2014 ABM and not to provide funding for a DCA/second representative from each state to attend the annual business meetings. A. Connor (NV) seconded. S. Hagan (WI) made a friendly amendment to reconsider the topic during the Executive Committee Face-to-Face Meeting April 1, 2014. The friendly amendment was accepted. P. Cox (OR) abstained. The motion passed.**

Training, Education & Public Relations Committee (presented by Ashley Lippert)

- In the absence of Chair Marchand, A. Lippert reported that the Training Committee postponed their meeting until next week. A. Lippert reported that two states requested technical and training assistance resulting in the following:
 - 134 persons completed ICJ Rules Training in Maryland
 - 122 persons completed JIDS Training in California.
- The National Office hosted two rule amendment training sessions which were completed by 57 compact office staff. The full rules training sessions are scheduled and posted on the Commission's Website.
- A. Lippert updated on collaboration between committees. She reported that as the Rules Committee and Technology Committee work through the rules document and JIDS, new items have been discovered to highlight in JIDS trainings. The new outline for JIDS training has gone to the Technology and Training Chairs for approval.
- The ICJ On-Demand Training Modules and the ICJ Bench Book are updated to reflect the rule amendments effective April 1, 2014, and are now available on the Commission's website.
- The training resource page on the Commission's website was updated to reflect the various resources available for a particular topic.
- The Training Committee approved the recommendation by the East Region for a session on human trafficking and they are looking at other topics for training at the annual meeting.
- Next week the Training Committee will consider approving a JIDS best practice guideline.

Compliance Committee (presented by Michael Lacy)

- Chair Lacy reported that the Compliance Committee has not met since the last meeting.
- The Compliance Committee will meet in March to address the recommendation of the Executive Committee approved earlier in the meeting.

Technology Committee (presented by Robyn Peterson)

- Chair Peterson reported the Technology Committee met February 25 and updated on the following activities:

ICJ Load Test – 2/26

- A. Lippert updated that the ICJ load test conducted on February 26, 2014 was inconclusive and will be rescheduled.

JIDS Duplicate Files

- Chair Peterson updated that Compact offices were instructed to clean-up JIDS duplicate files and inactive users noting that all annual statistics will be reported from JIDS beginning fiscal year 2015.

JIDS Enhancements

- Chair Peterson reported the Technology Committee completed its systematic review of the JIDS enhancements list. All persons submitting a request are notified of the Technology Committee's actions. Following each meeting, an updated enhancements spreadsheet is posted to the Commission's website.
- Chair Peterson updated that the Technology Committee approved the request to allow JPS/JPO email access in JIDS, as well as access to the Workflow Status & Custom Reports.
- Chair Peterson reported that modifications to JIDS resulting from the implementation of the rule amendments effective April 1, 2014 are ready. InStream recommended an early rollout of a few of the modifications as a precautionary measure.
- S. Foxworth (CO) questioned where closed case files are retained. Chair Peterson advised Compact offices may remove cases; however, the case files remain on the server.
- P. Cox (OR) questioned the JIDS protocol for expunged cases. A. Lippert referenced the policy regarding expunged cases located on the JIDS helpdesk site. Chair Pendergast questioned the impact of an expunged case to the annual reported statistics and the consensus was the cases would be included.

E-form Required Fields

- Chair Peterson updated that the Technology Committee is halfway through its review of the e-form fields to determine what information is necessary and what fields can be 'unlocked'.

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

Rules Committee

- Chair Bisch reported the Rules Committee met February 5. She voiced concern to the low attendance and lack of outside involvement by the committee members during this non-rules year. The Rules Committee vacancies for the East and Midwest Region have been filled by Brian Faraci (CT) and Kari Rumbaugh (NE) respectively.
- Chair Bisch updated on the Rules Committee's discussion regarding the definition of *custodial parent*. She reported that Rule 2-102: Data Collection will be recommended for expiration at the 2014 ABM.

AAICPC/ICJ MOU Work Group

- Co-Chair Bisch reported that the AAICPC/ICJ MOU Work Group met February 11. Runaway case scenarios and flow charts are being finalized. The work group will then continue with the family settings case scenarios. Co-Chair Bisch updated that a face-to-face work group meeting was proposed to expedite the development of the case scenarios. The option was not financially feasible for the ICPC members.

Region Reports

East Region

- In the absence of Representative Welcome, there was no East Region Report.

Midwest Region (presented by Kari Rumbaugh)

- Representative Rumbaugh reported the Midwest Region met January 28, 2014. Topics of discussion from the meeting included JIDS, committee selections, trainings, state council reports, and the HIPAA advisory opinion.

South Region (presented by Judy Miller)

- Representative Miller reported that the South Region met February 12, 2014. A. Lippert updated on the HIPAA advisory opinion, the compact office staff survey, the 2015 ABM location, and Georgia. The South Region discussed providing home evaluations for pre-adjudicated cases and acquiring all signatures on the Form IA/VI. Representative Miller reported the South Region will continue discussions on both topics and consider a recommendation.
- Rules Committee Chair Bisch commented to forward Form IA/VI recommendations to the Rules Committee as soon as possible.

West Region (presented by Summer Foxworth)

- Representative Foxworth reported the West Region has not met since the last Executive Committee Meeting. The next meeting of the West Region is April 16, 2014.

Victim's Representative (presented by Trudy Gregorie)

- T. Gregorie commended the professionalism and structure of the Commission and reinforced her commitment to ICJ as the Victim's Representative.

Legal Counsel Report (presented by Rick Masters)

- R. Masters reported a Memorandum of Understanding Agreement (with an indemnification clause) between The Interstate Commission for Juveniles and the Association of Juvenile Compact Administrators was executed and AJCA's check for the remaining funds was received.
- R. Masters commented to the positive information regarding Georgia House Bill #898. Nine states have not repealed the old compact language for the sole purpose of working with Georgia. He recommended that those states remove the old compact from legislation once Georgia becomes a member of the Compact.

Old Business

There was no old business.

New Business

- R. Peterson (OH) announced her promotion effective March 10, 2014. Commissioner Peterson will step down from all ICJ committees immediately. She offered assistance during the transition. The Executive Committee acknowledged her longevity and dedication to the Compact and wished her well in the new position.

Adjourn

- The Executive Committee agreed not to meet in March. The next meeting will be the Executive Committee Face-to-Face Meeting on April 1, 2014 in Louisville, Kentucky.
- **S. Foxworth (CO) made a motion to adjourn. M. Lacy (WV) seconded. The motion passed. Chair Pendergast adjourned the meeting at 12:44 p.m. EST.**