INTERSTATE COMMISSION FOR JUVENILES

EXECUTIVE COMMITTEE

Minutes
March 9, 2016
9:00 a.m. EST

Committee Members in Attendance:

1. Traci Marchand (NC) Chair
2. Michael Lacy (WV) Vice Chair
3. Jeff Cowger (KS) Treasurer
4. Patrick J. Pendergast (AL) Past Chair
5. Michael Farmer (CA) Compliance Committee Chair
6. Avery Niles (GA) Finance Committee Chair
7. Julie Hawkins (MO) Rules Committee Chair
8. Anne Connor (NV) Training Committee Chair
9. Dale Dodd (NM) West Region Representative
10. Lea Quam (ND) Information Technology Committee Chair
11. Nina Belli (OH) Midwest Region Representative
12. Mia Pressley (SC) South Region Representative
13. Patricia Welcome (VI) East Region Representative
14. Rick Masters, Legal Counsel
15. Trudy Gregorie, Victims Ex officio

Committee Members Not in Attendance:

None

Guests in Attendance:

None

ICJ National Office Staff in Attendance:

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

Call to Order

Chair Marchand called the meeting to order at 9:00 a.m. EST

Roll Call

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

Agenda

A. Niles (GA) made a motion to approve the agenda. N. Belli (OH) seconded. The motion passed.

Executive Director Report (presented by Ashley Lippert)

JIDS Software Update

- A. Lippert reported that the National Office received a preview of FileBound 7.0. The upgraded FileBound appearance is refreshed and user-friendly while the internal processes remain unchanged.
- J. Adkins demonstrated the updated FileBound software and highlighted the new and improved features such as Word document support, drop and drag, and optimized data indexing for improved performance.
- D. Dodd (NM) questioned the compatibility with the web browser, Internet Explorer (IE) 11. J. Adkins clarified that IE users will no longer need a compatibility setting.
- Technology Committee Chair Quam commented that the updated features address a portion of the requests on the JIDS enhancements list. Subsequently, the improvements will reduce a portion of enhancement requests and helpdesk tickets.
- The Executive Committee discussed the new look and upgrades affirming they anticipate users to be pleased.
- A. Lippert shared the testing and implementation timeframe with an anticipated go live date in early May.

Airline Changes: Unaccompanied Minor Fee

- A. Lippert updated that United Airlines recently implemented new policies regarding unaccompanied minors in the areas of the minority age, booking only non-stop flights, and a fee increase which often times must be paid at the airport.
- The Executive Committee discussed the issues and increased expenses being incurred by ICJ for the air transport of juveniles. N. Belli (OH) shared her proactive approach in Ohio of communicating and establishing a relationship with the airport police.

2016 ABM Agenda

- A. Lippert presented a draft agenda for the 2016 Annual Business Meeting in Boston, Massachusetts, August 22-24.
- D. Dodd (NM) suggested the regional meetings be held at the end of the day on Tuesday to allow attendees to dismiss at the completion of the region meeting.
- P. Welcome (VI) questioned potential local tours or site visits. A. Lippert clarified the two options offered last year in Madison, Wisconsin were arranged by the Commissioner of Wisconsin in part due to the proximity to the meeting location.
- The Executive Committee discussed and agreed with the format presented noting that the training and speaker details would be added closer to the meeting date.
- **M. Pressley (SC) made a motion to approve the 2016 Annual Business Meeting Agenda as amended. D. Dodd (NM) seconded. The motion passed**.
- A. Lippert affirmed that the agenda will be posted to the website and registration will open July 1, 2016.

ICJ National Office Staff

- R. Masters advised the Executive Committee to go into closed session to discuss personnel.

- **A. Niles (GA) made a motion to move into closed session to discuss personnel. M. Farmer (CA) seconded. The motion passed unanimously.**
  {Closed Session}
- **P. Welcome (VI) made a motion to move out of closed session. A. Niles (GA) seconded. The motion passed unanimously**.
- **A. Niles (GA) made a motion to allow a one percent cost of living raise to the National Office Staff effective July 1, 2016. L. Quam (ND) seconded. The motion passed unanimously.**

Committee Reports

Executive Committee (presented by Traci Marchand)

Debrief Strategic Planning Session

- Chair Marchand complimented the Executive Committee for the work accomplished during the Strategic Planning Session Tuesday (March 8, 2016) resulting in the following areas for developing initiatives:
  1. Training and professional development
  2. Communication and collaboration
  3. Compliance
  4. External awareness and state councils
- Chair Marchand clarified that the Executive Committee will develop the 2017-2020 Strategic Plans by formulating S.M.A.R.T. Goals to achieve the initiatives. The 2017-2020 Strategic Plans will be presented to the Commission for final approval during the 2016 Annual Business Meeting.
- The Executive Committee praised presenter Fahy Mullaney and the work accomplished while maintaining a high level of energy throughout the entire day.

Regional Goals and Strategies - States in Transition

- Chair Marchand acknowledged the efforts by each region for presenting goals and strategies to assist states in transition. Chair Marchand highlighted the suggestions from each region. The common thread from each region was the assignment of a mentor to new staff. D. Dodd (NM) added a suggestion by Idaho to denote all new staff on the Commission's website with an asterisk. A. Lippert addressed the workload required to continually update the website in addition to the current weekly newsletter updates and suggested a section of the newsletter be solely dedicated to new staff and remain in the newsletter for an extended period of time. The Executive Committee agreed with the ideas of assigning a mentor and a new staff section in the newsletter.

Compliance Committee (presented by Michael Farmer)

- Compliance Committee Chair Farmer reported that the Compliance Committee created a sub-committee to develop a *Matrix for Non-Compliance* that will serve as a guide when assessing states for non-compliance. The matrix will tier the types of default and provide examples of each level. Chair Famer encouraged members to submit examples of defaults to include in the matrix by the end of March.

Finance Committee (presented by Avery Niles)

- Finance Committee Chair Niles reported that the 2017 Dues Invoices will be issued April 1, 2016.

Technology Committee (presented by Lea Quam)

- Technology Committee Chair Quam reported working with J. Adkins to change a workflow that would allow users to retrieve quarterly report and violations data for specific date ranges in custom reports. The Technology Committee's goal is to complete its review of the enhancements list and include approved modifications in the summer bundle of enhancements projected for August. In conjunction with JIDS enhancements, forms are also being reviewed for use in JIDS, accuracy, and appropriate language. Chair Quam commented to the process in place to request enhancements to JIDS and the 30-day review period by the Executive and Rules Committees of any proposed changes.
- A. Lippert referred to the discussion during the strategic planning session on Tuesday regarding JIDS as the data management system versus moving to a case management system. Rick Masters made a recommendation to enter the discussion into the record during the Executive Committee's meeting.
- M. Farmer (CA) spoke to the evolution of JIDS and the improved performance year after year. L. Quam (ND) spoke to the improvements and customizable functions in the upgraded FileBound 7.0. The Executive Committee concurred that JIDS is a fully functional data information system that will continue to be reviewed and enhanced to maximize its functionality. The Executive Committee reached a consensus to continue with JIDS rather than moving to a case management system.
- **L. Quam (ND) made a motion to continue using JIDS as the ICJ electronic data management system. P. Pendergast (AL) seconded. The motion passed**.

Rules Committee (presented by Julie Hawkins)

- Rules Committee Chair Hawkins reported the Rules Committee met March 2 with lots of discussion around records requests. Six amendments have been proposed and the committee continues to work through the list of items for consideration.

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

Training Committee

- Training Chair Connor reported the Training Committee continues to meet every month. Topics for the 2016 Annual Business Meeting are being considered and several members may be asked to participate on a panel for one or more of the sessions.

Human Trafficking Ad Hoc Committee

- Human Trafficking Ad Hoc Committee Chair Connor updated that regions are working to locate and update their state's information for the matrix. The twelve categories were taken from the 2014 Polaris Project. States are being asked to update the matrix as Polaris is no longer collecting the information.
- P. Pendergast (AL) questioned how the matrix information will be used and the anticipated involvement by ICJ. A. Connor (NV) clarified the matrix of updated Polaris information will be available on the ICJ website as a resource. With the rise in human trafficking, ICJ is involved by association in a lot of states as a mechanism to return human trafficking victims. There is no consistency or standards across states or within most states for the handling of human trafficking victims. There is no plan to develop an ICJ rule only to provide resource information that will assist ICJ Compact offices as needed.

- L. Quam (ND) updated on legislation in North Dakota where human trafficking victims under 18 are being referred to social services when there is no one seeking their return.
- N. Belli (OH) updated on the trend in Ohio for ICJ to return human trafficking victims with ICJ funds, and once returned the FBI intervenes.
- T. Gregorie, Ex-officio, volunteered to research and report to the Human Trafficking Ad Hoc Committee on potential grant funding from the Victims of Crime Act (VOCA) to assist ICJ budgets for the return of human trafficking victims.

Regional Updates

East Region (presented by Patricia Welcome)

- Representative Welcome had nothing new to report; however, reminded that she will not seek re-election in 2016 as the East Region Representative to allow time for other East Region Commissioners to consider the nomination. The next meeting is May 10.
- P. Pendergast (AL) requested clarification to the suggestion during the strategic planning session for term limits. A. Connor (NV) clarified the suggestion to be a broad idea intended to solicit more involvement by Compact office staff. To consider amending the By-laws to allow Compact office staff to hold a leadership position in addition to Commissioners/Designees. D. Dodd (NM) noted that term limits are currently built into the By-laws one year terms for officers and two year terms for regional representatives.
- The next meeting is May 10, 2016 at 10:00 a.m. EDT.

Midwest Region (presented by Nina Belli)

- Representative Belli had nothing new to report. The next meeting is May 12, 2016 at 11:00 a.m. EDT.

South Region (presented by Mia Pressley)

- Representative Pressley had nothing new to report. The next meeting is May 18, 2016 at 10:00 a.m. EDT.

West Region (presented by Dale Dodd)

- Representative Dodd had nothing new to report. The next meeting is May 24, 2016 at 3:00 p.m. EDT.

Legal Counsel Report (presented by Rick Masters)

- R. Masters updated on a recent complaint from Tennessee regarding the return of their juvenile from Texas. A Texas Judge emancipated a youth after a petition for requisition was filed which appears to be in violation of the Compact. He recommended contacting the Texas Commissioner and acquiring a copy of the order while awaiting a formal complaint from Tennessee.

Victims Report (presented by Trudy Gregorie)

- T. Gregorie, Ex-officio, will report at the next meeting on the information regarding the earlier conversation on VOCA grant funding.

Old Business

There was no old business.

New Business

New Mexico Transportation

- D. Dodd (NM) reported that the New Mexico Sheriff's Departments are responsible for the transport of juveniles and presented an ongoing issue with one sheriff who refuses to transport juveniles to airports. The sheriff is also working with other county sheriffs and the Governor's office and gaining support. The ICJ Rules state that the holding states are not eligible for reimbursement for detention but do not include language regarding reimbursement for transportation costs. D. Dodd (NM) has proposed an emergency rule to have language added to the ICJ Rules to address the transportation costs.
- M. Pressley (SC) suggested reviewing New Mexico's internal policies. A. Lippert questioned the response to the legal memorandum issued by Rick Masters last year. D. Dodd (NM) updated there has been no response only refusal to transport.
- J. Hawkins (MO) questioned whether or not the rule proposal qualifies as an emergency. R. Masters advised that the issue does not pose an imminent threat to public health, safety, or welfare and therefore would not qualify.
- M. Lacy (WV) commented to the political standoff in New Mexico and emphasized that should ICJ impose a default and assess a fine, it would be to the State of New Mexico, not just one Sherriff or one county. R. Masters, Legal Counsel, advised the issue to be more of a local administrative problem impacting Dale's work than a rule violation.
- Chair Marchand suggested Dale's Supervisor meet with the Sheriff.

Blanket Travel Permit

- A. Connor (NV) highlighted the conversation from the last Training Committee Meeting regarding blanket travel permits. The discussion was in response to a question during field staff training regarding juveniles who travel across state lines regularly to the same location for multiple visits throughout the month(s).
- D. Dodd (NM) shared his method of pulling up the old travel permit, changing the dates, and re-sending. L. Quam (ND) shared her method of completing a new travel permit for each visit to track movement. The Executive Committee discussed both methods noting that JIDS' reports calculate one travel permit per file.
- M. Farmer (CA) questioned the Commission's requirement to collect the number of travel permits. A. Lippert clarified that the National Office does not collect this statistic; however the information is included in the annual report.
- L. Quam (ND) updated that the Technology Committee is improving the travel permit form. The space is available to add specific dates of travel if the Commission wishes to go with a blanket travel permit.
- M. Pressley (SC) suggested that two questions be addressed before moving forward:
    1. Does one juvenile need multiple records for travel permits?
    2. Can JIDS track travel through the workflow?
- J. Adkins clarified that currently JIDS reporting pulls one workflow per record.
- L. Quam (ND) affirmed that in JIDS a blanket travel permit would count as one record. The National Office will research and report findings to the Technology Committee and Chair Quam will provide an update at the April Executive Committee Meeting.

Sealed Records

- M. Farmer (CA) questioned juveniles being required to complete a sex offender registration in another state when the records have been sealed in the sending state.
- The Executive Committee shared what happens in their states and clarified sealed records to be handled differently than expunged records.

Adjourn

- The next meeting is April 28 2016 @ 11:30 a.m. EDT.
- **Chair Marchand adjourned the meeting by unanimous consent at 11:31 p.m. EST.**