



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

*Minutes*  
**July 24, 2014**  
**11:15 a.m. EDT**

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**Committee Members in Attendance:**

1. Patrick J. Pendergast (AL) Chair
2. Anne Connor (NV) Vice Chair, Technology 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. Kari Rumbaugh (NE) Midwest Region Representative
7. Traci Marchand (NC) Training Committee Chair
8. Patricia Welcome (VI) East Region Representative
9. Shelley Hagan (WI) Finance Committee Chair
10. Trudy Gregorie, Victims Representative, Ex-Officio
11. Rick Masters, Legal Counsel

**Committee Members Not in Attendance:**

1. Terry Clark (PA) Past Chair
2. Summer Foxworth (CO) West Region Representative
3. Michael Lacy (WV) Compliance 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
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**Call to Order**

Chair Pendergast called the meeting to order at 11:15 a.m. EDT.

**Roll Call**

A. Lippert called the roll. Eleven of the fourteen members were present, establishing a quorum.

**Agenda**

**A. Connor (NV) made a motion to approve the agenda. P. Cox (O) seconded. The motion passed.**

## Minutes

**J. Miller (AR) made a motion to approve the June 26, 2014 meeting minutes. S. Hagan (WI) seconded. The motion passed.**

## Executive Director Report (presented by Ashley Lippert)

### Commissioner Appointments

- A. Lippert reported Avery Niles will be named the Georgia Commissioner and awaits official appointment. A letter has been issued to the Governor of Michigan to fill the vacant Commissioner position due to the retirement of Ted Forrest.
- A. Lippert updated that California amended their statute housing ICJ under the California Board of State and Community Corrections. Effective January 1, 2015, California ICJ will move to the California Department of Corrections and Rehabilitation (CDCR). At that time the CDCR Director, Michael Minor, will be appointed the California Commissioner.

### Dues Update

- A. Lippert updated that 22 states operating on a July 1 – June 30 Fiscal Year are outstanding in the payment of FY 15 Dues and will receive a 30-day notice should dues not be received by the first of August.

### Rule Infraction Report

- A. Lippert reported that the National Office received a rule infraction report from the State of Nebraska regarding a return case whereby Illinois did not secure airport supervision in Minnesota. Illinois has not responded to the report.
- J. Miller (AR) questioned the conditions for a rule infraction to be referred to the Compliance Committee. A. Lippert clarified that rule infractions are not considered a complaint. The rule infraction report is forwarded to the offending state for a response and the Commission and Compliance Committee Chairs are copied. No further action is required unless the issue escalates. R. Masters advised that rule infraction reports may be reviewed at the discretion of the Compliance Committee.

### Audit Standards

- A. Lippert updated that the ICJ audit standards are being finalized and will be forwarded to the Executive Committee next month.

### 2014 Annual Business Meeting

- A. Lippert reported that the 2014 Annual Business Meeting online registration opened July 21.

### 2014 Annual Report

- A. Lippert updated that a chart containing annual statistics as reported in JIDS was forwarded to all states. To date few corrections have been received regarding airport supervision. The deadline to forward corrections to the National Office is August 4. The final budget figures and states' annual statistics will be added to the 2014 Annual Report and will be ready for review and approval by the Executive Committee next month.

## Committee Reports

### Executive Committee (presented by Patrick Pendergast)

### Award and Recognition Guideline

- Chair Pendergast presented criteria for two types of recognition awards: (1) Leadership Award; and (2) Staff Recognition.

### Leadership Award

- The Executive Committee discussed the annual Leadership Award and agreed with the criteria as presented. Candidates would be a Commissioner, Designee, Compact Administrator, Deputy Compact Administrator, or Compact Coordinator who exhibits outstanding leadership skills and dedication to the ICJ. The recipient would be presented the Leadership Award at the Annual Business Meeting and receive reimbursement to attend.

### Staff Recognition

- The Executive Committee discussed the Staff Recognition honor and agreed with the criteria as presented. The nomination recognizes staff completing the day-to-day work of the Compact who surpasses expectations to provide assistance. The nomination form is to be completed online. All staff receiving recognition will be displayed on the Commission's website during the year and remain year after year in the archived files. The list of recipients recognized each year will be read at the annual meeting and recognized should they be in attendance.
- **P. Cox (OR) made motion to approve both the Leadership Award and the Staff Recognition as presented, the Leadership Award will commence for the 2015 Annual Business Meeting. S. Hagan (WI) seconded. The motion passed.**

### Forms Work Group

- Chair Pendergast updated that the Forms Work Group met July 21. He presented for consideration a Forms Responsibility Policy drafted by the Work Group.
- The Executive Committee reviewed the proposed Forms Policy and debated retaining the list of forms within the ICJ Rules. R. Bisch (MN) briefed on the history of and confusion between the Technology and Rules Committees that led to the proposed amendments and the proposed Forms Policy. J. Miller (AR) questioned the validity of the Forms Policy should the Commission not adopt the proposed amendments to Rules 3-101 and 3-102. R. Masters recommended the Executive Committee approve the Forms Policy with an October effective date and revisit the Forms Policy as necessary. S. Hagan (WI) supported the Technology Committee maintaining the day-to-day operations of forms in JIDS and voiced concern to modifying forms solely by the Technology Committee. T. Marchand (NC) questioned the outcome of a *challenge* and spoke to the importance of all committees working collaboratively.
- P. Welcome (VI) suggested modifying the term *challenge*. The Executive Committee discussed and agreed to replace *challenge* with *objection* and to insert *subject to review and comment* in Section III. A.2.
- **P. Welcome (VI) made a motion to endorse the Forms Responsibility Policy as amended and to forward to the Commission for feedback and vote at the next meeting. R. Bisch (MN) seconded. T. Marchand (NC) and P. Cox (OR) abstained. The motion passed.**
- J. Miller (AR) suggested inserting Commissioner or Designee in the first paragraph to clarify that suggestions were not limited to standing committees and regions. The suggestion will be considered at the next meeting.

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

- Chair Hagan reported that the Finance Committee has not met since the last Executive Committee meeting.

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

#### Georgia Rules Trainings

- Chair Marchand reported a large number of Georgia staff completed the ICJ Rules Training in July. Georgia has deferred rolling out JIDS to field staff.
- Chair Marchand reported that eleven persons completed the nationwide ICJ Rules Trainings on July 16 and 17. Another 2-day session will be scheduled in August that is open to all states, including Georgia.

#### 2014 Annual Business Meeting Update

##### *Tuesday – Training Day*

- Chair Marchand highlighted the three training sessions scheduled during the 2014 Annual Business Meeting and acknowledged the contributions by each presenter and moderator.

##### *Wednesday – General Session Day*

- Chair Marchand highlighted the expertise of the panelists presenting the Human Trafficking Session during the 2014 Annual Business Meeting. All panelists will affirm their participation next week.

#### Other Presentations

- Chair Marchand reported that she is presenting the updated ICJ Runaway Presentation during a morning session at the APPA (American Probation and Parole Association) Summer Institute in New Orleans August 3-6, 2014.

### **Compliance Committee** (presented by Ashley Lippert)

- In the absence of Chair Lacy, A Lippert updated that the Compliance Committee has not met. The States-in-Transition Ad Hoc Committee met and will propose a guideline to the Compliance Committee next month. A recommendation is anticipated for the Executive Committee in August.

### **Technology Committee** (presented by Anne Connor)

- Chair Connor reported the Technology Committee met July 22, 2014. Since May 20, a total of 112 users have completed JIDS training. Both Compact office and field staff JIDS Trainings are scheduled in July and August in addition to the specific workflow trainings.
- Effective July 21, Georgia is live in JIDS. An email was issued to states regarding legacy cases. Georgia will manually enter all their outgoing cases and legacy cases.
- Chair Connor updated that the JIDS summer enhancements include a sandbox update and new custom reports for the Quarterly Progress Report and Transfer of Supervision cases.
- Next month the Technology Committee will discuss capturing airport supervision in JIDS from the Travel Plan as some states are not using the non-mandatory form.

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

#### Rules Committee

- Chair Bisch reported the Rules Committee held a Face-to-Face Meeting July 10 in Louisville, Kentucky. The 2014 Rule Proposals and comments were discussed. A

recommendation was made and accepted by the West Region regarding their proposal to the term *Sanction*. Other accomplishments included a clarification in the use of terms *parent/legal guardian* and *Compact Office vs. Sending/Receiving State*.

- The meeting discussions sparked the formation of two work groups to develop proposals to present to the full Rules Committee:
  - Probable Cause/ Form IA/VI/Juvenile Rights
  - Section 600 Rules
- The next meeting is August 6, 2014.

#### AAICPC/ICJ MOU Work Group

- Co-Chair Bisch reported the AAICPC/ICJ MOU Work Group met in July and stalled on discussions regarding one of the Family Settings Case Scenarios. The next meeting is August 7, 2014.

### **Region Reports**

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

- Representative Welcome reported that the East Region has not met since the last Executive Committee meeting and the next meeting is scheduled for July 30.

#### **Midwest Region** (presented by Kari Rumbaugh)

- Representative Rumbaugh reported that the Midwest Region has not met since the last Executive Committee meeting and the next meeting has been re-scheduled to August 12.

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

- Representative Miller reported that the South Region last met June 25 as reported at the last Executive Committee meeting. The next meeting will be in October during the 2014 Annual Business Meeting. The South Region welcomes Georgia to ICJ.

#### **West Region**

- In the absence of Representative Foxworth, A. Connor (NV) reported that the West Region has not met since the last Executive Committee meeting.
- A. Connor (NV) updated that the West Region Work Group for the Washington Determinate Sentencing/ Placement Authority Statute met July 22. The West Region Work Group agreed to work on assigned sections of the rules regarding placement and courtesy supervision. The next meeting is August 19.

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

- T. Gregorie agreed to forward a short video clip on Human Trafficking to the National Office for consideration as a visual introduction to the presentation during Wednesday's General Session during the 2014 Annual Business Meeting.

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

##### Michigan Supreme Court Case

- R. Masters updated on the Michigan Supreme Court case for which an Amicus Curiae Brief was filed on behalf of the Compact. The Brief stated ICJ's position against allowing a state authority to unilaterally amend the Compact. Recently, the opinion upheld in favor of the Compact's position and is available should anyone be interested in reviewing the full document.

## Old Business

There was no old business.

## New Business

### Council of State Government (CSG) Recommendation

- P. Cox (OR) suggested discussing staffing recommendations from the Council of State Government (CSG).
- R. Masters advised the Executive Committee to go into a closed session to discuss personnel matters.  
{ Closed Session Starts }  
{ Closed Session Ends }
- **J. Miller (AR) made a motion to table the discussion until the next meeting. A. Connor (NV) seconded. AL, OR, WI, NC, MN, and VI opposed. The motion failed.**
- **P. Cox (OR) made a motion to increase the ICJ salary schedule by 2 percent effective September 1, 2014 and by another 2 percent July 1, 2015. R. Bisch (MN) seconded. NV and AR abstained. The motion passed.**

## Adjourn

- The next Executive Committee meeting is August 21.
- **P. Welcome (VI) made a motion to adjourn. P. Cox (OR) seconded. Chair Pendergast adjourned the meeting by acclamation.**