



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

*Minutes*  
**November 21, 2013**

**11:15 a.m. EST**

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**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. Patricia Welcome (VI) Commissioner
10. Michael Lacy (WV) Commissioner
11. Shelley Hagan (WI) Commissioner
12. Rick Masters, Legal Counsel

**Committee Members Not in Attendance:**

1. Robyn Peterson (OH) Commissioner
2. Traci Marchand (NC) Commissioner
3. Trudy Gregorie, Victims Representative, Ex-Officio

**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. EST.

**Roll Call**

A. Lippert called the roll. Twelve of the fifteen members were present and a quorum established.

## Agenda

**A. Connor (NV) made a motion to approve the agenda. T. Clark (PA) seconded. The motion passed.**

## Minutes

- **J. Miller (AR) made a motion to approve the September 26, 2013 meeting minutes. A. Connor (NV) seconded. The motion passed.**
- **J. Miller (AR) made a motion to approve the October 7, 2013 meeting minutes. S. Foxworth (CO) seconded. The motion passed.**

## Executive Director Report (presented by Ashley Lippert)

### *National Office Update*

- A. Lippert reported that all committee rosters and distribution lists are up to date.
- P. Cox (OR) questioned the selection process for committee membership noting reports of dissatisfaction from individuals not being placed on a committee. A. Lippert clarified that upon appointment of the Committee Chairs by the Commission Chair, the Commission Chair and Committee Chair receive the roster of committee requests to be approved. Two committees had 18-20 sign up for membership.
- R. Masters spoke to the broad authority of Chairs as outlined in the ICJ By-laws.
- Chair Bisch commented that this year's Rules Committee membership followed the same practice as the previous year noting the process was explained during her report at the 2013 ABM. The goal was to achieve an equitable membership comprised of two members from each of the four regions. Chair Bisch shared her communication to members who were not selected due to the size of the committee.
- The Executive Committee discussed the concerns for committee selection. R. Masters suggested communicating the By-laws reference of the Chair's authority and A. Lippert recommended developing a policy. Chair Pendergast agreed to discuss the selection process with the Committee Chairs and ensure follow-up communication is made to those individuals who were not selected to be on a committee for which they signed up.

### *Commissioner Update*

- A. Lippert reported that the Connecticut Commissioner position is vacant. A letter was issued to the Governor regarding the vacancy and seeking a new appointment.

### *National Partnership for Juvenile Services Annual Conference*

- A. Lippert reported on the National Partnership for Juvenile Services Annual Conference she attended in Louisville, Kentucky. A. Lippert highlighted positive communications with attendees and a favorable response for judicial involvement regarding a training session at the next ICJ annual meeting

### *State Council*

- A. Lippert reported that in accordance with the State Council Policy, reminder letters will be issued in January to states who have not reported their annual state council updates.

### *Dispute Resolution*

- A. Lippert reported a dispute resolution request from Minnesota regarding a parole absconder in Illinois. A letter was issued to the Commissioner of Illinois requesting a response to Minnesota's claim by December 2, 2013 noting R. Masters and Compliance Chair Lacy were also included in the communication.

### *Advisory Opinion*

- A. Lippert reported an advisory opinion request was received from Rhode Island regarding clarification of the HIPAA requirements as they relate to ICJ communications. The request has been forwarded to R. Masters, Legal Counsel, and will be ready for review at the next meeting.

### *Ex-Officios*

- A. Lippert reported on her outreach to ICJ Ex-Officio organizations with limited ICJ involvement and annual meeting attendance. She updated that Diane Larson (ND), who attended the 2013 Annual Business Meeting, acknowledged her desire for an appointment as the National Council of State Legislators (NCSL) Ex-Officio. A. Lippert will follow-up with NCSL for confirmation.
- A. Lippert updated that the ICJ website and materials continues to list AJCA as an Ex-Officio. R. Masters advised that removing AJCA from the list of Ex-Officios would be appropriate, as it is a non-existent entity.
- **R. Bisch (MN) made a motion to remove AJCA as an ICJ Ex-Officio. P. Welcome (VI) seconded. The motion passed.**

### *Helpdesk Tickets and Training*

- A. Lippert updated the National Office developed a tracking spreadsheet for the JIDS Helpdesk Tickets and the correlation to training. The work revealed that trainings are occurring without being reported. The National Office will issue a reminder for states to update the National Office with names of all recipients who complete both JIDS and Rules Trainings.

### *2015 Annual Business Meeting*

- A. Lippert updated that the National Office reviewed the annual meeting responses and has begun the Request for Proposal (RFP) preliminaries. The targeted locations for the 2015 Annual Business Meeting by region will include:

#### EAST

- Portland, Maine
- Boston, Massachusetts
- Providence, Rhode Island

#### MIDWEST

- Indianapolis, Indiana
- Minneapolis, Minnesota
- Madison, Wisconsin

#### SOUTH

- Mobile, Alabama
- Orlando, Florida
- Memphis, Tennessee

#### WEST

- San Diego, California
- Portland, Oregon
- Tacoma or Seattle, Washington

## Committee Reports

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

- Chair Pendergast welcomed new and returning Executive Committee members.

#### *Budget Authorizations*

- Chair Pendergast updated that a formal request was submitted to the Council of State Governments for ICJ's participation in the CSG-sponsored Vanguard Investment portfolio and the new National Office pay scale as approved in October.

#### *Compact Staff Survey*

- Chair Pendergast presented a draft Compact Office Survey. The survey is an action item from the approved Strategic Initiatives Plan - Initiative #4. Enhance State ICJ Staff Participation in Decision-making, Meetings, Missions, and Goals.
- S. Hagan (WI), J. Miller (AR), and M. Lacy (WV) made suggestions, which the Executive Committee agreed to as they clarified or improved the survey.
- **P. Cox (OR) made a motion to approve the Compact Office Staff Survey as modified. A. Connor (NV) seconded. The motion passed.**
- The National Office will incorporate the modifications and email the final version to the Executive Committee for review and acknowledgement prior to releasing the survey.

#### *Executive Committee Meetings*

##### December Meeting

- Chair Pendergast proposed that due to the busy holiday season, the Executive Committee cancel the December meeting and meet January 23, 2014 as scheduled. The Executive Committee concurred.
- **M. Lacy (WV) made a motion that the Executive Committee not meet in December 2013. S. Hagan (WI) seconded. The motion passed.**

##### 2014 Face-to-Face Meeting

- Chair Pendergast proposed four dates in March and April, 2014 and three locations (Lexington, Louisville, and Indianapolis) for the Executive Committee Face-to-Face Meeting. The members reviewed their calendars, P. Cox (OR) and M. Lacy (WV) noted weeks they would not be available. J. Miller (AR) recommended Louisville over Lexington.
- **M. Lacy (WV) made a motion that the Face-to-Face Executive Committee Meeting be held in Louisville, Kentucky, March 31-April 2, 2014. S. Foxworth (CO) seconded. R. Bisch (MN) and P. Cox (OR) abstained. The motion passed.**

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

- Chair Hagan reported the Finance Committee met on November 19, 2013. She reported the overall FY 14 budget expenditures to be on track. The Vanguard Investment will begin December 2013 and the Finance Committee will review a report quarterly.
- Chair Hagan presented a Finance Committee recommendation to review the funding and options to allow a second representative from each state to attend the annual business meeting.
- R. Bisch (MN) supported the idea, with attendee specifications, indicating states have expressed an interest for the suggestion. K. Rumbaugh (NE) spoke to the value in knowledge and relationship building through attendance at the annual meeting.

- Chair Pendergast advised that the Compact Staff Survey includes questions regarding annual meeting involvement. He suggested further discussion be included at the Face-to-Face Executive Committee April 1, 2014 Meeting with the survey results in hand. Chair Pendergast shared other Compact staff participation ideas at lower costs such as staff attendance every other year during the rule amendment year, offering a teleconference option for the general session, and acquisition of a recorded copy of the general session.
- A. Lippert noted the decision would not change the 2014 Annual Business Meeting as the rooms are limited and the contract finalized. She cautioned to the timeliness of a decision as the proposals are currently going out for the 2015 meeting noting the estimated costs to fund a second person.
- The Executive Committee requested the National Office research availability with and without a second person for the 2015 ABM.
- P. Cox (OR) proposed discussion for the next meeting regarding the work load being placed on the National Office to oversee and manage all travel and lodging arrangements of attendees for the annual meetings. A. Lippert briefed on the issues that arise due to the National Office fronting the costs for attendees travel and lodging. She asked the committee to consider shifting the financial responsibility back to the attendees. Chair Pendergast agreed to discuss at the next meeting after acquiring more details.

### **Training, Education & Public Relations Committee**

- In the absence of Chair Marchand, A. Lippert updated that the Training Committee will meet December 3 to review updates to the training materials resulting from the rule amendments approved at the 2013 annual meeting.

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

- Chair Lacy reported the following recommendations by the Compliance Committee during the November 13, 2013 meeting.

#### California

- The Compliance Committee reviewed California's response to the Commission's request for clarification of their corrective action plan. Chair Lacy highlighted actions California is taking to come into compliance. He reported that the Compliance Committee affirmed that California adequately addressed all areas of concern and no further action would be necessary at this time.

#### Dues

- Chair Lacy reported that two states were issued 90-day delinquent letters. In accordance with the dues enforcement policy and historical practice, the Compliance Committee recommended that the Executive Committee authorize legal counsel to issue a notice of legal action for the non-payment of dues to two states (LA and MD) should their dues payment not be received by November 30, 2013. A. Lippert updated that Louisiana's dues were received and that the Maryland Commissioner is working to ensure payment.
- **M. Lacy (WV) made a motion that the Executive Committee authorize legal counsel to issue a notice of legal action for the non-payment of dues to Maryland should their dues payment not be received by November 30, 2013. S. Foxworth (CO) seconded. The motion passed.**

### **Technology Committee**

- In the absence of Chair Peterson, A. Lippert highlighted the Technology Committee's November 17, 2013 meeting.

### Helpdesk

- A. Lippert updated that the Helpdesk Tickets have decreased, averaging 34 new tickets per week which primarily consist of log-in issues. She also reported no tickets or speed issues have been reported since the addition of the application pools.

### Performance Testing

- A. Lippert briefed that InStream conducted their second load test on November 1, 2013. The results were 600 concurrent users, but not without error. InStream is analyzing the errors for a resolution.
- A. Lippert updated that the Compuware contract provides one more load test, and the negotiation of on-going performance monitoring. The monitoring allows the National Office to receive errors and address issues before reaching the end user. J. Miller (AR) attested to the improvement in JIDS.
- A. Lippert updated that the testing and monitoring have provided a wealth of analytical data to which many issues have been linked to the FileBound product.

### Enhancements

- A. Lippert outlined the approved JIDS enhancements. The Technology Committee agreed to discuss enhancements throughout the year; however, implement enhancements twice a year to minimize the destabilization of the system and unintended consequences.

### JIDS

- A. Lippert updated on the changes to JIDS as a result of the rule amendments. At the next meeting, the Technology Committee will review a user survey and a resolution regarding the completion of E-forms.
- A. Connor (NV) reported positive JIDS feedback during training sessions.

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

- Chair Bisch acknowledged the positive responses to the rules round table discussion at the annual business meeting and suggested continuing this practice in future meetings.
- Chair Bisch reported that although 2014 is a non-rule making year, the Rules Committee will meet monthly and once face-to-face to organize the rules and propose amendments to alleviate discrepancies. She encouraged regions to make proposals early.

#### *AAICPC/ICJ MOU Work Group*

- Co-Chair Bisch reported that the AAICPC/ICJ MOU Work Group would reconvene and set a meeting date upon receipt of their Work Group ICPC membership.

### **Region Reports**

#### **East Region**

- Representative Welcome exited the meeting prior to her report. Chair Pendergast updated that the East Region will meet on December 18, 2013.

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

- Representative Rumbaugh updated on her recent appointment as the Midwest Region Representative. She will work with the National Office to establish a meeting date.

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

- Representative Miller reported that the South Region plans to meet February 4, 2014.

### **West Region** (presented by Summer Foxworth)

- Representative Foxworth reported the West Region is scheduled to meet January 16, 2014.

### **Victim's Representative**

- There was no report.

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

- R. Masters confirmed the Legal Report consists of the four items addressed earlier in the meeting:
  - MN – IL Dispute Resolution
  - Advisory Opinion request by Rhode Island
  - California Resolution
  - Dues Delinquency

### **Old Business**

- K. Rumbaugh (NE) questioned the response to the request to modify the dates for the 2014 Annual Business Meeting due to Halloween. A. Lippert clarified that the new officers and regional representatives discussed in their meeting immediately following the annual meeting. The consensus was that due to the improbability of modifying the contract and that the meeting would conclude prior to Halloween, no further action was necessary.
- Chair Pendergast suggested denoting on the website the request was addressed and the decision was to maintain the contracted dates and location.

### **New Business**

- A. Lippert presented Trudy Gregorie for Victims Representative to the ICJ Executive Committee noting her willingness to accept the opportunity to serve another one-year term.
- **P. Pendergast (AL) made a motion to accept Trudy Gregorie to the position of Victims Representative, Ex-Officio to the Executive Committee. S. Hagan (WI) seconded. The motion passed.**

### **Adjourn**

- **J. Miller (AR) made a motion to adjourn. A. Connor (NV) seconded. The motion passed. Chair Pendergast adjourned the meeting at 1:30 p.m. EST.**