



## INTERSTATE COMMISSION FOR JUVENILES

### EXECUTIVE COMMITTEE MEETING

#### *Minutes*

Wednesday, March 13, 2013

#### **Committee Members in Attendance:**

1. Terry Clark (PA) Chair
2. Summer Foxworth (CO) Vice Chair
3. Phil Cox (OR) Treasurer
4. Patrick Pendergast (AL) Designee
5. Judy Miller (AR) Designee
6. Jean Hall (FL) Commissioner
7. Fred White (MA) Designee
8. Rose Ann Bisch (MN) Commissioner
9. Anne Connor (NV) Commissioner
10. Traci Marchand (NC) Commissioner
11. Trudy Gregorie (DC) Victims Representative, Ex-Officio
12. Rick Masters, Legal Counsel

#### **Committee Members Not in Attendance:**

1. Sharon Harrigfeld (ID) Commissioner

#### **Guests in Attendance:**

None

#### **Staff in Attendance:**

1. Ashley Lippert, ICJ Executive Director
2. Jennifer Adkins, Training and Administrative Coordinator
3. Emma Goode, Administrative and Logistics Coordinator

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#### **Call to Order**

Chair Clark called the meeting to order at 8:00 a.m. EDT.

#### **Roll Call**

A. Lippert called the roll. Twelve of the thirteen members were present; ten of the eleven voting members were present, establishing a quorum.

#### **Agenda**

**S. Foxworth (CO) made a motion to approve the agenda. J. Hall (FL) seconded. The motion passed to approve the agenda as presented.**

#### **Minutes**

**J. Miller (AR) made a motion to approve the January 24, 2013 meeting minutes, F. White (MA) seconded. The motion passed to approve the minutes as presented.**

## **Executive Director Report** (presented by Ashley Lippert)

### *Commissioners*

- A. Lippert updated that Jeff Cowger (KS) was appointed Kansas Commissioner.

### *InStream Contract*

- A. Lippert reported that the InStream contract was renewed for one year with two consecutive 12-month renewal options.

### *Georgia Outreach*

- A. Lippert updated on the continued opposition by the state of Georgia to join the ICJ. She highlighted the numerous attempts to assist Georgia over the past three years with no success.
- R. Masters acknowledged that states are exercising discretionary measures to work with Georgia and cautioned to the legal ramifications in doing so.
- The Executive Committee discussed and directed A. Lippert and R. Masters to draft a memorandum to member states, with a copy to Georgia, emphasizing Georgia's status as a non-member state and the legal ramifications of continuing to conduct business.

### *FY 14 Dues*

- A. Lippert will issue FY 14 dues invoices on April 1, 2013, noting that some states prefer to pay prior to the fiscal year end. She clarified that any necessary 30-day notice letters will be issued August 1 for states operating on a July 1 - June 30 fiscal year.

### *State Councils*

- A. Lippert reported that 44 states have established state councils and 7 states are in the process of developing a state council. In accordance with the state council policy, the deadline to report 2012 state council meeting dates and rosters is March 30. To date, 16 states have provided that information. Any states not responding by March 30 will be forwarded to the Compliance Committee.
- The Executive Committee acknowledged the difficulty of retaining state council membership due to annual legislative turnover.

### *Maternity Leave*

- A. Lippert updated on her anticipated maternity leave. She reported that Harry Hageman, ICAOS Executive Director, has agreed to provide support to the ICJ National Office during her maternity leave.
- **R. Bisch (MN) made a motion to approve utilizing ICAOS Executive Director, Harry Hageman, to provide 20-30 hours per week for the daily oversight of the ICJ National Office Staff and ICJ Committee and Regional Meetings as needed at a rate of \$2,000 per month to be paid directly to ICAOS. P. Cox (OR) seconded. The motion passed.**

### *ICJ Website*

- A. Lippert updated on the framework upgrade to the ICJ website scheduled to go live April 8, 2013. A. Lippert presented two charts depicting the increased use of mobile devices accessing the website; the significant increase in ICJ registered users; and the spiked usage between November 2012 and March 2013.

- A. Lippert provided a brief demonstration of the new site noting the changes to be subtle and more user friendly. The upgrade improves the flexibility to administer the website behind the scenes.
- A. Lippert reported that 5,824 registered users subscribe to the weekly ICJ newsletter and 387 registered users subscribe to the JIDS newsletter. As determined during the strategic planning session on Tuesday, the National Office will begin forwarding the JIDS newsletter to all ICJ registered users.

#### *2013 Annual Meeting Agenda*

- A. Lippert presented a draft of the 2013 Annual Business Meeting Agenda for review.
- P. Pendergast (AL) suggested 15 minutes for the Finance Committee report. R. Masters suggested moving the additional time to the Legal Report.
- **S. Foxworth (CO) made a motion to approve the 2013 Annual Business Meeting Agenda as proposed with the suggested change. F. White (MA) seconded. The motion passed.**

#### *2014 Annual Business Meeting*

- The National Office reported on the 2014 Annual Business Meeting site visit at the Francis Marion Hotel in Charleston, South Carolina. E. Goode advised on the adequate location, meeting space, and lodging, recommending the site for approval.
- The Executive Committee discussed the location and accommodations. T. Gregorie spoke in favor of the hotel. R. Bisch (MN) cautioned the limited flight times due to the smaller airport.
- **S. Foxworth (CO) made a motion to approve the Francis Marion Hotel in Charleston, South Carolina for the 2014 Annual Business Meeting. P. Pendergast (AL) seconded. R. Bisch (MN) abstained. The motion passed.**

#### *ICJ Initiatives and Accomplishments*

- A. Lippert reported the ICJ accomplishments for Fiscal Year 2013 highlighting the implementation of JIDS with minimal staff. The Executive Committee reviewed the accomplishments and mentioned the future initiatives for ICJ discussed in the strategic planning session on Tuesday.

#### *ICJ National Office Staff*

- R. Masters advised the Executive Committee to go into a closed session to discuss personnel.
- **S. Foxworth (CO) made a motion to move into closed session to discuss personnel. P. Cox (OR) seconded. The motion passed unanimously.**  
{ Closed Session }
- **F. White (MA) made a motion to move out of closed session. P. Cox (OR) seconded. The motion passed unanimously.**
- **F. White (MA) made a motion to approve a three percent salary increase for Jack Branum, Project Manager, and Emma Goode, Administrative and Logistics Coordinator to be effective July 1, 2013. S. Foxworth (CO) seconded.** Region Representatives and Committee Chairs discussed the economic concerns surrounding the country. **P. Pendergast (AL), R. Bisch (MN), A. Connor (NV), and T. Marchand (NC) opposed. The motion passed.**
- **P. Cox (OR) made a motion to approve a three percent salary increase for Jennifer Adkins, Training and Administrative Coordinator, to be effective upon completion**

of a successful six-month probationary period. F. White (MA) seconded. S. Foxworth (CO) and A. Connor (NV) opposed. The motion passed.

- F. White (MA) made a motion to approve a three percent salary increase for Ashley Lippert, ICJ Executive Director, to be effective July 1, 2013. R. Bisch (MN) seconded. The motion failed by a 4 - 6 vote.
- A. Connor (NV) made a motion to approve a two percent salary increase for Ashley Lippert, ICJ Executive Director, to be effective July 1, 2013. T. Marchand (NC) seconded. The motion passed, one opposed, two abstained.

## Committee Reports

### **Executive Committee** (presented by Terry Clark)

- Chair Clark commended the Executive Committee for the work accomplished during the Strategic Planning Session Tuesday (March 12, 2013).
- The Executive Committee discussed the next steps to assimilate and share the report with the full Commission. F. White (MA) suggested posting the strategic information on the Commission's website. R. Bisch (MN) suggested presenting the information during the region meetings. The Executive Committee discussed and agreed to both suggestions.
  - The National Office will post the approved Strategic Planning Report on the Commission's website.
  - The Region Chairs agreed to highlight the strategic planning activities and present the proposed initiatives in their regional meetings.
  - Chair Bisch agreed to attend each region meeting to present the proposed actions involving the Rules Committee.

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

- Chair Pendergast reported that the Finance Committee last met February 26, 2013 and reviewed three fiscal year budgets.
  - FY 13
    - The Finance Committee discussed the expenditures for software, legal services, JIDS, the annual meeting, and the decrease in dues assessment by \$6,000 as a result of implementing the new lower dues tier. Chair Pendergast reported the FY 13 Budget to be healthy, noting that front-end expenditures have begun to level out.
  - FY 14
    - Chair Pendergast reported an adjustment to the annual meeting line item. The 2012 Annual Business Meeting finished under budget primarily due to lower than anticipated attendance for the duration of the meeting.
    - The National Office averaged the attendance from the past three years and presented decreasing line item to \$93,000. The Finance Committee concurred.
  - FY 15
    - Chair Pendergast presented a proposed Fiscal Year 2015 Budget for recommendation by the Executive Committee. He noted the modification in line items salaries and benefits would be adjusted to reflect earlier actions by the Committee.
    - **S. Foxworth (CO) made a motion to recommend for approval the proposed Fiscal Year 2015 Budget proposed by the Finance Committee with the approved adjustment in salaries and benefits. J. Hall (FL) seconded. The motion passed.**
- Treasurer Cox presented a recommendation from a Finance Committee member to reimburse DCAs to attend the annual meeting or offer a video conference during the general session.

- The National Office presented an estimate using the 2014 annual meeting budget to reimburse one additional attendee per state. The estimate increased the total by 66 percent.
- The Executive Committee discussed the costs versus advantages in the areas of networking, commissioner support, DCA involvement, and video conferencing. The Executive Committee concurred with the idea of involving DCAs through inclusion at regional and committee meetings.

#### **Training, Education & Public Relations Committee** (presented by Jean Hall)

- Chair Hall reported the Training Committee last met February 21, 2013. New resources approved and available on the Commission's website are:
  - Training Bulletin for Rule 5-102: Travel Permits
  - JIDS Tutorial: Transfer of Supervision Process
- Chair Hall reported ICJ participation, dates, locations, and presenters to attend the following conferences: Interstate Compact on the Placement of Children, American Probation and Parole Association, and National Partnership for Juvenile Services.
- Chair Hall provided training statistics and upcoming training sessions for On-Demand modules, rule amendments, JIDS, ICJ rules, and JIDS reporting.
- Chair Hall reported that the National Office provided training and technical assistance for JIDS to the CO, FL, MN, and NE-Parole Compact offices
- Chair Hall updated the next meeting is scheduled for March 19, where she will present the strategic initiatives involving the Training Committee.
- R. Bisch (NM) suggested that the Training Committee consider conducting the JIDS training during the annual business meeting in different format than the large classroom style presented last year.

#### **Rules Committee** (presented by Rose Ann Bisch)

- Chair Bisch reported on five meetings to date by the Rules Committee. She briefed on the structure of the membership, which includes two Commissioners from each of the four regions.
- Chair Bisch updated on the progress of the Committee's review of the rules in their entirety for inconsistencies and location within the rules as proposed by the Midwest Region in addition to the new rules and proposals being considered. Due to time restraints, she proposed extending the rules review for inconsistencies into next year.
- The Executive Committee discussed the confusion caused by amending the rules annually. S. Foxworth (CO) commented that solidifying the rules is imperative to support a rule enforcement initiative. The Executive Committee concurred with the extension noting the importance of stabilizing the rules to be in alignment with the proposed long-term strategic plan of a two-year voting cycle and a limitation to proposing amendments from the floor.
- Chair Bisch updated that the West Region submitted a proposed form amendment. A. Lippert requested clarification whether to forward form proposals through the Rules Committee or the Technology Committee. The Executive Committee discussed and reached a consensus that a form is not a rule; however, it could impact the rules; therefore, form proposals should be vetted by the Rules Committee first for rule discrepancies. Once approved, the proposal would go to the Technology Committee as a JIDS enhancement request and exempt from the rule amendment process.

## **Compliance Committee**

- In the absence of Chair Harrigfeld there was no report.

## **Technology Committee** (presented by Traci Marchand)

- Chair Marchand reported 976 people attended live JIDS training and 1219 people viewed recorded JIDS training sessions. She noted that the number reflects 24 percent of the user base. Chair Marchand shared that North Carolina mandates all users to attend a recorded or live JIDS training session before gaining access to JIDS. She encouraged states to use the available training and technical assistance.
- Chair Marchand reported the favorable response from the JIDS trainers regarding the use of JIDS reporting tools. The JIDS report training will be offered to all Compact offices in late March and early April.
- Chair Marchand presented a chart depicting the volume of support tickets resolved and emphasized the importance of channeling all issues through the support ticket process.
- Chair Marchand updated on the following outstanding issues:
  - *Blocked Email Notifications*
    - Currently being addressed by J. Branum and the respective IT Departments.
  - *Blank Workflow*
    - The spotlight on JIDS newsletter reported that the quotation marks in the workflow notes to no longer be an issue.
  - *Out of Memory Error*
    - InStream is re-indexing the database and recycling the server 3 times per day while researching a permanent solution to the out of memory error.
  - *Erroneous 1/1/1990 Date*
    - The last view date on a juvenile file sometimes appears as 1/1/1990. InStream is working to resolve.
- Chair Marchand reported the Technology Committee met on February 28<sup>th</sup> and began a review and ranking of the JIDS Enhancement Requests. The following requests are being considered: expansion of field size on forms and sorting by last name in User Management.
- The Committee will meet March 26 to continue the enhancements review and rank the requests.
- P. Cox (OR) questioned the expunging of files. A. Lippert clarified a guideline is available outlining the process to permanently delete a file from JIDS.

## **Region Reports**

### **East Region** (presented by Fred White)

- Representative White reported the East Region has met twice. He updated on his outreach to East Region Commissioners due to a lack in quorum at the most recent meeting. During the East Region meetings, states updated on their State Council status; staff changes, JIDS, training, and juvenile law changes.

### **Midwest Region and AAICPC/ICJ Work Group** (presented by Rose Ann Bisch)

- Representative Bisch reported the Midwest Region has not met since the last Executive Committee. A meeting is scheduled for March 19, 2013 to discuss rule amendments and present an update from the strategic planning session.

### *ICJ/AAICPC MOU Work Group*

- Co-Chair Bisch reported the ICJ/AAICPC continues to develop case scenarios resulting from the legal memorandums received for the:
  - Return of juveniles that have run away from an ICPC placement and need to return to the sending state;
  - Clarification of Rule 6-101(1)(a): Release of Runaways to Parent or Legal Guardian; and
  - ICPC/ICJ “concurrent” jurisdiction cases
- Co-Chair Bisch shared a rule proposal and best practice guideline regarding runaways. The ICPC Executive Committee is currently reviewing the guideline. The next meeting of the Work Group is March 28, to continue the development of flow charts and best practice guidelines.

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

- Representative Miller reported the purpose of the South Region March 5 meeting was to share helpful tips and ask questions regarding JIDS. The meeting was productive and well received by the South Region. She updated that Missouri now has a state council established.

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

- Representative Connor reported the West Region met February 20 and discussed state councils, in addition to proposing a rule amendment and form change.
- The West Region meeting scheduled for June 19, 2013 will be moved to May to present the strategic planning report.

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

- T. Gregorie offered her assistance to develop a victim’s resource page on the ICJ website should the proposed strategic initiative be approved.
- T. Gregorie reported that she and Pat Tuthill, ICAOS Victim representative, were unable to present at the National Association of Victim Service Providers in Corrections. The presentation has been re-scheduled to next year’s agenda.
- T. Gregorie shared the success of quarterly WebEx teleconference meetings chaired by Pat Tuthill with ICOAS state council victims representatives. She offered to mirror the effort for ICJ should there be an interest.

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

- R. Masters reported the legal memorandums prepared for the AICPC/ICJ MOU Work Group to be complete.
- R. Masters updated that he met with Ron Leffler regarding the disbandment of AJCA and the failure of AJCA to file appropriate tax forms for the past three years. Mr. Leffler requested that R. Masters prepare any necessary paperwork for his signature.
- R. Masters reported meeting with CSG auditors and Wade Littrell, CSG Chief Financial Officer, regarding the tax status of ICJ. R. Masters recommended that ICJ change its tax status as a 501(c)(3) non-profit organization. The status change will eliminate filing a 990 tax form and pursue a new tax exemption status for government entities.
- The Executive Committee discussed and agreed that R. Masters file the appropriate documents regarding the dissolution of AJCA and change in tax status of ICJ.

- **P. Cox (OR) made a motion to approve R. Masters, Legal Counsel, to prepare an Article of Dissolution for AJCA; and to change the tax status for ICJ from 5013C non-profit organization to a government entity. P. Pendergast (AL) seconded. The motion passed.**

### **Old Business**

There was no old business.

### **New Business**

There was no new business.

### **Adjourn**

- **S. Foxworth (CO) made a motion to adjourn, P. Cox (OR) seconded. The motion passed. Chair Clark adjourned the meeting at 1:26 p.m. EDT.**