



**INTERSTATE COMMISSION FOR JUVENILES**  
**EXECUTIVE COMMITTEE MEETING**  
*Minutes*

**April 25, 2013**  
**11:15 a.m. EDT**

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**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. Jack Branum, Project Manager
  3. Jennifer Adkins, Training and Administrative Coordinator
  4. Emma Goode, Administrative and Logistics Coordinator
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**Call to Order**

Chair Clark called the meeting to order at 11:15 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**

**J. Hall (FL) made a motion to approve the agenda. P. Pendergast (AL) seconded. The motion passed to approve the agenda as presented.**

## Minutes

**J. Miller (AR) made a motion to approve the March 13, 2013 meeting minutes, J. Hall (FL) seconded. The motion passed to approve the minutes as clerically amended.**

## Executive Director Report (presented by Ashley Lippert)

### *Commissioner Vacancies*

- A. Lippert reported that Scott Frizzie (CA) was appointed California Commissioner. She updated that Paul Gibson (KY) will retire April 26, 2013 and Jeff Patnode (WA) was appointed Washington Acting Commissioner and awaits official appointment.

### *ICJ Website Upgrade*

- A. Lippert reported a successful transition to the upgraded ICJ website deployed April 8, 2013.

### *2014 Annual Business Meeting*

- A. Lippert reported executing a contract with the Francis Marion Hotel in Charleston, South Carolina for the 2014 Annual Business Meeting on October 27-29, 2013.

### *Georgia Outreach*

- A. Lippert forwarded the memorandum from R. Masters, Legal Counsel, regarding Georgia's status as a non-member state with a copy to Georgia.

### *FAQs*

- A. Lippert reported that FAQs to address general questions by the public were developed as part of the strategic planning outcomes. Training Committee Chair Hall approved the FAQs, which are posted on the Commission's website.

### *State Council Rosters*

- A. Lippert reported the National Office updated the Commission's website with the state council rosters as reported to date.

### *2013 Annual Meeting*

- A. Lippert reported registration for the 2013 Annual Business Meeting will open July 1, 2013.

### *2013 Annual Report*

- A. Lippert updated that the National Office is accumulating information for the 2013 Annual Report. Historically, states self-report statistical data which is compiled into a two-page table and included in the annual report. A. Lippert proposed taking supervision data from JIDS and having state self-report runaway data and airport supervision.
- R. Bisch (MN) questioned the accuracy of data that would be reported for cases incurred between July 1 and November 5, noting that some states stopped recording data manually at the onset of JIDS. A. Connor (NV) noted several states maintained the manual method in conjunction with JIDS and Nevada plans to pull the data from both for comparison.
- The Executive Committee discussed the best method to acquire accurate data for the report and reached a consensus that for 2013, the transition year into JIDS, states would self-report their data and can utilize JIDS reporting if no longer maintaining records manually.

- The National Office will issue the survey mid-June and request information be submitted by July 30, 2013.

## **Committee Reports**

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

#### *Strategic Plan*

- Chair Clark presented the Strategic Planning Session Report as submitted by Fahy G. Mullaney from the March 12, 2013 strategic planning session in Lexington, Kentucky.
- The Executive Committee expressed an appreciation for the report and the accurate summation of the day's accomplishments.
- **A. Connor (NV) made motion to approve the ICJ Strategic Planning Report dated March 12, 2013 as submitted by Fahy G. Mullaney, Consultant. F. White (MA) seconded. The motion passed.**
- The Executive Committee discussed the next steps to share the report with the full Commission and agreed to post the report on the Commission's website, include the report in the 2013 Annual Business Meeting Docket Book, and announce the report via email from Chair Clark.
- The Executive Committee further agreed that Chair Clark's email should summarize the March strategic planning session, highlight the five initiatives, and announce the plan of action to discuss and gain input from each region.

#### ***AJCA Update***

- R. Masters updated that he is in the process of verifying a document filed with the Georgia Secretary of State for the dissolution of AJCA. Upon verification, he will draft a document for signature by the former Chair of AJCA, Ron Leffler to bring closure to the organization and transfer any remaining funds to ICJ.

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

- Chair Pendergast reported that the Finance Committee met April 23, 2013 to review the FY 13 Budget. He reported the Executive Committee Face-to-Face meeting came in under budget, and the overall budget is anticipated to finish under budget by year end. He noted retiring Commissioner Paul Gibson (KY) bid the committee a nice farewell.

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

- Chair Hall reported the Training, Education, and Public Relations Committee met April 18, 2013 to review and approve additional JIDS workflow guides and annual meeting training sessions.

#### ***JIDS Workflow Guides***

1. Expedited Transfer of Supervision – Parole
  2. Expedited Transfer of Supervision – Sex Offender
  3. Absconder Violation Report
  4. Travel Permit – Residential Treatment Facility
- S. Foxworth (CO) questioned the spotlight on JIDS newsletter being sent to all JIDS users. A. Lippert clarified that the newsletter is a website mailing. Website users who subscribe to the weekly Wednesday newsletter and the JIDS newsletter receive the weekly 'Spotlight on JIDS.' A. Connor (NV) commented that the JIDS Training explains and recommends subscribing to the Spotlight on JIDS newsletter.

### 2013 Annual Business Meeting Training Sessions

- Chair Hall provided an overview of the following three training sessions approved for the 2013 Annual Business Meeting noting an optional JIDS Q&A session will also be offered.
  1. JIDS Training: “What can JIDS do for you?”
  2. Runaways and the ICJ
  3. Rules Round-Table Discussion
- J. Miller (AR) and Chair Clark spoke in favor of the training topics and presentation methods outlined by Chair Hall.

### Website FAQs

- Chair Hall reported FAQs were developed as part of the strategic plan to promote awareness of ICJ.
- Chair Hall reported the following training statistics for March and April:
  - 50 participants completed Rules Training
  - 96 participants completed 3 live JIDS Trainings
  - 39 participants completed JIDS Enhancement Training
- Chair Hall reported offering the next 2-day rules training for compact office and field staff May 22-23 at 2:00 p.m. EDT; June and July training dates are posted on the Commission’s website.

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

- Chair Bisch updated on the proposed rule amendments for consideration by the Rules Committee. She presented a new rule proposal recognizing ICPC’s authority and a proposed amendment to Rule 4-101, paragraphs 3 and 4 recommended by the AAICPC/ICJ MOU Work Group.
- Chair Bisch noted the Rules Committee did not receive an anticipated rule proposal from the Out-of-State Ad Hoc Detention Committee. F. White (MA) former Out-of-State Detention Ad Hoc Committee Chair updated that a report of the Committee’s recommendation is being prepared which may or may not include a rule amendment.

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

- In absence of Chair Harrigfeld, A. Lippert reported that the Compliance Committee met April 24 to discuss the status of state councils and presented a State Council Report summary. The report showed 39 states with established councils, 10 states in progress, 1 state not in progress, and 1 state exempt.
- A. Lippert reported that four states were delinquent in submitting State Council information for 2012 in accordance with the State Council Enforcement Policy. The Compliance Committee recommends the Executive Committee find 11 states in default for not having a state council established and recommended that R. Masters, Legal Counsel, issue a default letter requesting a response within 60 days.
- A. Lippert reported on the recommendation that the Compliance Committee Chair, Executive Director, and Legal Counsel communicate with Texas to determine their intentions to take action towards included state council language in their statute.
- R. Masters briefed that another advisory group was to serve as the Texas State Council during D. Bonner’s tenure as Texas Commissioner. The recommendation was to research and communicate with Texas to determine the status of that Council.
- **P. Cox (OR) made a motion to accept the recommendation from the Compliance Committee that Legal Counsel issue a letter to the Commissioners of the eleven states (California, Colorado, District of Columbia, Florida, Illinois, Massachusetts,**

New York, Ohio, Oklahoma, Rhode Island, and Virgin Islands) found to be in default for failing to establish a state council requesting a response within 60 days of receipt of the letter; and to issue a separate letter to the Commissioner of Texas regarding the omission of the state council language in the Texas Statute. P. Pendergast (AL) seconded. F. White (MA) opposed. S. Foxworth (CO), R. Bisch (MN), and A. Connor (NV) abstained. The motion passed.

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

- Chair Marchand updated that the Technology Committee will meet April 29, 2013. She highlighted the Spotlight on JIDS topics and announced a change in the North Carolina office staff.
- Chair Marchand reported the following JIDS activity since the last Executive Committee meeting:
  - Over 185 people attended the live WebEx trainings sessions;
  - Over 50 people viewed the recorded training sessions;
  - Field staff trainings are scheduled for May 9 and May 16; and
  - Four new workflow guides are available on the website.
- Chair Marchand reported J. Branum provided remote desktop assistance to four states and outlined the reduction in JIDS helpdesk tickets created with an average of 98 tickets created per month.
  - February: 123 tickets created, 133 resolved
  - March: 101 tickets created, 98 resolved
  - April 18: 70 tickets created, 72 resolved

**Region Reports**

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

- Representative White updated on the reorganization within the Massachusetts Probation offices. The ICJ East Region will meet in June to discuss the proposed rule amendments and the strategic plan.

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

- Representative Bisch reported the Midwest Region met March 19. Items discussed were JIDS, State Council updates, and the Strategic Plan.
- Chair Bisch reported that the Midwest Region was supportive of the strategic plan to stabilize the rules. The Midwest Region suggested the Rules Committee re-introduce last year's proposal to eliminate rule amendments from the floor; and consider moving to a two-year rule amendment cycle allowing states time to train and "live with" the rules before re-entering the cycle to amend, change, and re-train. Representative Bisch updated that she as the Rules Committee Chair will attend all the region meetings sharing the Strategic Plan and seeking input beginning with the West Region meeting on May 1.

*AAICPC/ICJ Work Group*

- Co-Chair Bisch reported the AAICPC/ICJ Work Group met on April 16. She reported that she will attend the AAICPC Annual Business Meeting in a couple weeks in Colorado. Draft documents of the ICJ proposed new rule and proposed amendment to Rule 4-101 (as reported above in the Rules Committee report) will be included in the AAICPC conference materials. Both Co-Chair Bisch and Co-Chair Rudberg will be available to address questions.

- The Work Group agreed to delay publishing the best practice guideline regarding runaways until both organizations have held their annual meetings and a decision is reached on the ICJ rule proposals to avoid confusion.
- The Work Group continues to meet to examine case scenarios. The next meeting is May 21, 2013.

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

- Representative Miller reported the South Region will meet in June (date to be determined) to discuss the strategic plan and rule proposals. She reported that the Arkansas Division of Youth Services Director plans to retire June 1, 2013.

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

- Representative Connor reported the West Region will meet May 1. Discussion items will include the 2014 officer's slate and a presentation by Rules Committee Chair Bisch regarding the strategic initiative to stabilize the rules.
- Representative Connor updated on the redirection of personnel in California and the impact to ICJ due to the elimination of the California Juvenile Parole Division, which housed ICJ.
- Representative Connor shared the three new contacts in the California ICJ office and the onsite assistance and training she recently provided. Representative Connor shared that she is supporting the California ICJ operations by processing cases for the state through JIDS remotely.
- A. Lippert cautioned this practice and the Committee discussed the implications of states having access to another states JIDS' files.
- The Executive Committee voiced concerns to California's situation, the impact to member states, and the confidentiality of the JIDS User Agreement and Privacy Policy. The Executive Committee agreed that California be made aware of the available ICJ training resources.

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

- T. Gregorie had nothing new to report since the last Executive Committee meeting.

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

- The legal items were addressed earlier in the meeting under the Compliance Committee report.

**Old Business**

There was no old business.

**New Business**

- F. White (MA) commented that PREA audits have commenced across the nation and states are being cited for non-compliance.

**Adjourn**

- **A. Connor (NV) made a motion to adjourn, F. White (MA) seconded. The motion passed. Chair Clark adjourned the meeting at 2:03 p.m. EDT.**