



INTERSTATE COMMISSION FOR JUVENILES

EXECUTIVE COMMITTEE MEETING

Minutes

June 27, 2013

11:15 a.m. EDT

Committee Members in Attendance:

1. Terry Clark (PA) Chair
2. Phil Cox (OR) Treasurer
3. Patrick Pendergast (AL) Designee
4. Judy Miller (AR) Designee
5. Damian Seymour (DE) Designee
6. Jean Hall (FL) Commissioner
7. Rose Ann Bisch (MN) Commissioner
8. Anne Connor (NV) Commissioner
9. Traci Marchand (NC) Commissioner
10. Rick Masters, Legal Counsel

Committee Members Not in Attendance:

1. Summer Foxworth (CO) Vice Chair
2. Trudy Gregorie, Victims Representative, Ex-Officio

Guests in Attendance:

1. Rose Marie Holmquist (DE) Compact Administrator

Staff in Attendance:

1. Harry Hageman, ICAOS 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 11:16 a.m. EDT.

Roll Call

H. Hageman called the roll. Ten of the twelve members were present; nine of the ten voting members were present, establishing a quorum.

Agenda

- Chair Clark modified the order of the regional reports to accommodate East Region Representative Seymour.

- **R. Bisch (MN) made a motion to approve the agenda as amended. J. Hall (FL) seconded. The motion passed.**

Minutes

- **J. Miller (AR) made a motion to approve the May 30, 2013 meeting minutes. P. Cox (OR) seconded. The motion passed to approve as clerically amended.**

Executive Director Report (presented by Harry Hageman)

- H. Hageman updated that the ICJ National Office would close at noon July 3 and reopen Monday, July 8, in observance of the 4th of July holiday. The 2013 Annual Business Meeting Registration will open July 1. The rule amendments comment period will close July 3.
- H. Hageman updated that should dues not be received by July 1, a 90 day dues notice will be issued to one state with a fiscal year beginning April 1. The Executive Committee questioned how a state could be 90 days delinquent at the onset of the ICJ fiscal year. H. Hageman clarified that according to the ICJ Dues Policy, the enforcement guidelines for collection are based on each state's fiscal year.

Committee Reports

Executive Committee (presented by Terry Clark)

East Region

- Chair Clark welcomed Damian Seymour (DE) to the Executive Committee as the new East Region Representative.

Finance Committee (presented by Pat Pendergast)

- Chair Pendergast reported the Finance Committee met June 25 informally due to the lack of a quorum; however, noted the fiscal year 2013 to be on track to complete under projection.
- Chair Pendergast updated on concerns from S. Hagan (WI) shared during the May Finance Committee Meeting regarding the surplus in the ICJ budget reserves. Chair Pendergast summarized the surplus to be in alignment with the CSG recommendation to maintain a one year operating budget in reserves. Further, he briefed on the original plan to build a robust national data system and the Commission's decision to move to a forms management system (JIDS) due to costs.
- Chair Clark noted the ongoing, unknown costs to enhance JIDS. H. Hageman spoke to the high costs to update and maintain a national data system. P. Cox (OR) summarized the budget considerations to be two-fold: revenue (dues structure) and expenses (actual operating costs to the Commission). He referenced previous discussions regarding the reimbursement of two persons per state to attend the annual business meeting. R. Bisch (MN) referenced a previous consensus to revisit the dues structure at an appropriate time using JIDS reports.

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

- Chair Hall reported the Training, Education, and Public Relations Committee met June 20 informally due to the lack of a quorum. The Training Committee reviewed and discussed two new JIDS workflow guides, an annual meeting training session, and an APPA presentation. At the conclusion of the meeting, the National Office forwarded the discussion items to the full committee for approval via email and the following items were approved:

- Two additional JIDS workflow guides:
 - Case Closure
 - Quarterly Progress/Violation Report
- 2013 Annual Business Meeting Training Session
 - Runaway Scenarios
- APPA Annual Training Institute Presentation
- Chair Hall provided an update on the Rules Training sessions:
 - June 19-20: 29 people participated in rules training sessions
 - July 17-18: last rules training session offered prior to the 2013 Annual Business Meeting
 - May 1 – June 27: 113 people completed the on-demand Modules 1 – 5 and the JIDS report training.
 - R. Bisch (MN) questioned why there were no rules training scheduled after July 18. The National Office clarified that historically training is suspended during the summer months due to low attendance.

Rules Committee (presented by Rose Ann Bisch)

- Chair Bisch reported the Rules Committee has not met since the last Executive Committee meeting. The proposed rule and form amendments are posted for comment. The Rules Committee will meet July 23 in Lexington, Kentucky to review all the comments and finalize the proposals for review prior the annual business meeting.
- Chair Bisch reported presenting the Strategic Initiative #2: Stabilization of Rules to the Midwest, West, and East Regions and will present to the South Region in July.

Compliance Committee

- In the absence of Chair Foxworth, Chair Clark presented the Compliance Committee Report.
- Chair Clark updated the following responses to a letter from Rick Masters regarding the formation of state councils. Five written responses have been received from states that their state councils have been formed: Colorado, District of Columbia, New York, Ohio, and Oklahoma. Florida awaits two appointments.
- R. Masters updated that the Compliance Committee will meet July 17 to review all responses.
- J. Miller (AR) questioned how bifurcated states handle state council formation/ appointments. R. Masters advised that each state must implement a minimum of one state council. R. Bisch (MN) commented that typically probation or parole takes the lead and both are represented on the membership roster.

Technology Committee (presented Traci Marchand)

- Chair Marchand reported the following Technology Committee activities since the last Executive Committee Meeting:

JIDS Training

- 80 people attended the WebEx training sessions.
- 54 viewed the recorded on-demand training sessions.
- Utah held a state-specific training and reported 127 persons completed training.
- Michigan, Minnesota, and Utah have reserved access to the JIDS Sandbox for upcoming state-specific trainings.

JIDS Support Stats

- The helpdesk resolved tickets outnumbered the new tickets 266 - 257 through June 26, 2013. J. Branum provided JIDS support through the remote desktop assistance to eleven states.

Outstanding Issues

- *Blocked email notifications.* The issue was reported by: Illinois (probation), Mississippi, New Jersey (probation), Nevada, and New York (probation). J. Branum updated that the resolution to be the state's local security settings, and he continues to follow up with each state's IT Departments.
- *Kick-out.* Several states continue to experience being "kicked out" by JIDS during usage. Users experiencing the problem are sharing explicit details of the work environment when the "kick-out" occurs to assist the National Office and InStream with a resolution.

JIDS Enhancements

- The National Office is testing required additional modifications by InStream. The vendor is finalizing the field expansions on Forms I, II, IV, IA/VI, VIII, and IX and anticipate availability soon.

Region Reports

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

- Representative Bisch reported the Midwest Region met June 18 and discussed the proposed rule amendments. Representative Bisch posted the collective comments on behalf of the Midwest Region noting the support by the Midwest for the stabilization of the rules.

AAICPC/ICJ Work Group

- Co-Chair Bisch reported the Work Group has not met since the last meeting. The next meeting is scheduled July 11, 2013. She updated on the membership roster, noting ICPC has a couple of vacancies to fill and Mia Richardson-Pressley (SC) will replace retired Commissioner Dawne Gannon (SC) for ICJ.

South Region (presented by Judy Miller)

- Representative Miller reported the South Region will meet July 16. The Rules Committee Chair will present the strategic initiative regarding the stabilization of the rules. Additionally, the region will discuss the proposed rule amendments and the 2014 officers' slate. She reported encouraging the region to submit comments online.
- T. Marchand (NC) updated new hires Mia Richardson-Pressley (SC) and Natalie Dalton (VA) have reached out for assistance.

West Region (presented by Anne Connor)

- Representative Connor reported the West Region met June 12, 2013 and reviewed all the proposed rule and form amendments. Representative Connor will post the collective comments on behalf of the West Region. The next meeting of the West Region is August 21.

East Region (presented by Damian Seymour)

- Representative Seymour updated that the East Region met June 18 and elected him as the East Region Representative. He reported that Rules Committee Chair Bisch presented

the strategic initiatives, emphasizing the need to stabilize the rules and welcoming input from the region for suggestions.

- R. Bisch (MN) shared the East Region's suggestion to expand the face-to-face regional meetings at the annual business meeting every other year should the Commission move to a 2-year rule amendment cycle.

Victim's Representative

- In Trudy Gregorie's absence, there was no victim's representative report.

Legal Counsel Report (presented by Rick Masters)

Coalition for Juvenile Justice – SOS Project

- R. Masters reported contacting Marie Williams, Deputy Executive Director, Coalition for Juvenile Justice (CJJ) regarding ICJ's concern with the SOS Project. He reported her willingness to schedule a conference call in a couple weeks to explore suitable options for ICJ to voice the concern to the short-term detainment of non-delinquent juveniles in secure detention.

State Councils

- R. Master reported he will attend the Compliance Committee on July 17 as reported earlier in the meeting.

AJCA

- R. Masters reported submitting copies of documents regarding the dissolution of AJCA to Ron Leffler. R. Masters provided an address to mail the check to the ICJ National Office. To date, neither the check nor a confirmation has been received.

Old Business

There was no old business.

New Business

California Sunset Clause

- On behalf of the West Region, A. Connor (NV) updated that the California Sunset Legislation expires January 2014 at which time California would no longer be a member of ICJ.
- R. Masters recommended reaching out to the Director of the Department of Juvenile Justice and/or appropriate agencies to ascertain the status of the legislation.
- The Executive Committee discussed the recent agency changes in California and agreed that Legal Counsel, the Executive Director, and Chair Clark should make appropriate inquiries, communications, and recommendations to expedite the process and offer assistance to California.
- A. Connor (NV) updated that the California Commissioner Curtis Hill is the Executive Director of the Board of Community Corrections until September 1. She suggested copying any correspondence to former Commissioner Scott Frizzie.
- Chair Clark requested that A. Connor (NV) also be copied on any correspondence.

Adjourn

- **P. Cox (OR) made a motion to adjourn. A. Connor (NV) seconded. The motion passed. Chair Clark adjourned the meeting at 12:36 p.m. EDT.**