



## **Preliminary Business**

### **Call to Order**

Commission Chair N. Belli (OR) called the meeting to order at 12:00 p.m. ET.

### **Roll Call**

Director Underwood called the roll, and a quorum was established.

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

1. Nina Belli (OR), Commission Chair
2. Julie Hawkins (MO), Commission Vice Chair
3. Sherry Jones (MD), Commission Treasurer and Racial Diversity, Equity, and Inclusion (RDEI) Committee Chair
4. Jacey Rader (NE), Compliance Committee Chair
5. Dale Dodd (NM), Finance Committee Chair
6. Kellianne Torres (IA), Information Technology Committee Chair
7. Stephen Horton (NC), Rules Committee Chair
8. Corrie Copeland (TN), Training, Education, and Public Relations Committee Chair
9. Caitlyn Bickford (NH), East Region Representative
10. Chuck Frieberg (SD), Midwest Region Representative
11. Felicia Dauway (SC), South Region Representative
12. Howard Wykes (AZ), West Region Representative
13. Nataki Brown, Victims Representative

### **National Office Staff in Attendance:**

1. MaryLee Underwood, Executive Director
2. Emma Goode, Logistics and Administrative Specialist
3. Amanee Cabbagestalk, Training and Administrative Specialist
4. Jenny Adkins, Operations and Policy Specialist
5. Joe Johnson, Systems Project Manager

### **Agenda**

- Chair N. Belli (OR) noted the agenda has been amended to accommodate Compliance Committee Chair J. Rader (NE).
- **C. Bickford (NH) made a motion to approve the agenda as amended. K. Torres (IA) seconded. Chair Belli (OR) indicated the agenda was approved by unanimous consent without objection.**

## Minutes

C. Copeland (TN) made a motion to approve the February 22, 2024, meeting minutes as presented. C. Bickford (NH) seconded. Chair Belli (OR) indicated the minutes were approved by unanimous consent without objection.

## Check-ins

Chair Belli (OR) asked members to share what excites them about the work they do with ICJ. Responses focused on making differences in the lives of young people and families.

## Reports

### Compliance Committee Report *by Jacey Rader (NE)*

- Compliance Committee Chair J. Rader (NE) reported the Compliance Committee met March 11, 2024.

#### [2022 UNITY Data Assessment Results Report](#)

- The Compliance Committee approved a *2022 UNITY Data Assessment Results Report* prepared by Jenny Adkins, ICJ National Office. Compliance Committee Chair Rader (NE) presented the report for approval and publication. She explained the recommendations were organized into three categories: Rules, Training, and UNITY.
- S. Horton (NC) made a motion to accept the *2022 UNITY Data Assessment Results Report* as presented and to approve publishing the report. S. Jones (MD) seconded. The motion passed.**

### Non-Payment of FY 24 Dues

- Compliance Committee Chair Rader (NE) reported that the U.S. Virgin Islands has not paid its FY24 Dues. Numerous letters and contacts have been made and the dues are 120+ days outstanding.
- In accordance with the [ICJ Dues Assessment and Enforcement Policy](#), the member shall be given the opportunity to appear before the Compliance Committee. The Compliance Committee invited Commissioner Eavey Monique James (VI) to attend the April Compliance Committee Meeting.

### Action on Commissioner Vacancy

- The Montana ICJ Commissioner position remains vacant. The Compliance Committee requested a formal written status update from Montana by April 1, 2024 to address efforts and a timeline for filling the position.
- Last week, Director Underwood attempted to reach appointment personnel in the office of the Montana Governor regarding the importance and urgency of filling the position. However, no one responded to the message she left.

### Region-Based Program Evaluation Plan Feedback (Proactive Monitoring Program)

- The Compliance Committee reviewed the feedback provided through live polls during the January regional meetings. The results led to a discussion about the future of compliance efforts and the importance of states being afforded the opportunity to view their compliance status and take proactive measures.

### Brainstorming the Future of Compliance

- The current monitoring program does not provide data needed for states to compare their performance against the national averages. The Compliance Committee agreed dashboards would provide the data and research has begun to develop a UNITY dashboard.
- The next Compliance Committee meeting is April 3, 2024, at 3:00 p.m. ET.

*{Jacey Rader (NE) exited the meeting.}*

### **Commission Chair Report** by *Nina Belli (OR)*

- Chair Belli (OR) congratulated everyone who recently completed the Alliance for Community Justice Innovation (ACJI) Implementation Leadership Academy.
- Chair Belli (OR) reported the hotel contract for the 2025 ICJ Annual Business Meeting has been fully executed. The meeting will be held August 25-27, 2025, at the Hilton Downtown, Cleveland, Ohio.
- The Spring Executive Committee Meeting is April 23-24, 2024, in Louisville, Kentucky. Chair Belli (OR) conducted a live poll for members to select a wellness activity. The poll results indicated a wellness activity to be a walking tour (weather permitting) in Louisville on Wednesday, April 24, 2024.

### **National Office Report** by *MaryLee Underwood, Executive Director*

- Director Underwood expressed her appreciation for the kindness shown by Commission members during the recent loss of her son, Carter Underwood. She reported that she is back to work on part time basis and acknowledged the Executive Committee for their understanding and support.

### State Updates

- Director Underwood reported that effective April 5, 2024, Indiana Commissioner, Mary Kay Hudson, will resign. The Indiana ICJ State Council is expected to appoint her replacement within the next sixty (60) days.
- The National Office has prepared the Fiscal Year 2025 ICJ dues invoices. Invoices will be emailed to states with fiscal years beginning on July 1 in April.

### National Office Updates

- The National Council of Juvenile and Family Court Judges (NCJFCJ) hosted its 2024 Juvenile Justice Conference in Cleveland, Ohio, March 18-20. Executive Director Underwood, Commission Vice Chair Julie Hawkins (MO), and Ohio Commissioner Sasaun Lane participated on behalf of the Commission.
- Director Underwood co-presented a workshop regarding ICJ Returns with Judge Robert Hoffman (NCJFCJ Ex Officio) and J. Hawkins (MO). Approximately 60 attendees (most of which were judges) attended the session. Director Underwood and the NCJFCJ Executive Director discussed potential future endeavors and resource sharing.
- Director Underwood shared plans to collaborate with the Training Committee to fine tune the presentation to maximize its use for states. The presentation could be used for in-state judicial training.

- UNITY contract negotiations are ongoing. National Office staff planned to meet with Optimum Technology in Ohio in March; however, the meeting had to be rescheduled to April 12 due to hazardous weather conditions.
- The ICJ National Office Staff human resource assessment project is progressing. More details will be provided in April.
- Director Underwood acknowledged those involved with preparing and training for the rollout of rule amendments effective April 1, 2024. The four training sessions were presented in March, with 707 people attending one or more sessions. The recordings are now available on the Commission’s learning management system (TalentLMS).
- More than 150 ICJ resources were reviewed, and updates made as needed. A list of updated resources was displayed and will be distributed via the *ICJ Updates* newsletter on April 1, with links to each resource on Commission’s website or TalentLMS.
- Technology Committee members will host *UNITY Open House Sessions* on April 2 and April 4. Open House Sessions are drop-in opportunities for UNITY users to ask questions. There is no specific presentation or registration requirement. Also, a *UNITY Spotlight* featuring the changes will be issued on April 2.

#### Implementation Leadership Academy Lessons

- Director Underwood applauded those that recently completed the Alliance for Community and Justice Innovation (ACJI) Implementation Leadership Academy. She noted that the Fiscal Year (FY) 2025 budget includes funding for new leaders to enroll in the course.
- Director Underwood shared highlights from the course. She noted the importance of clearly defining problems before jumping to solutions and distinguishing between technical and adaptive problems is necessary. She also encouraged more focus more on the “study” and “act” portions of the “Plan, Do, Study, Act Model”.

#### Information Technology Committee Report by Kellianne Torres (IA)

- Information Technology Committee Chair K. Torres (IA) reported the Information Technology Committee met March 12, 2024. Updates were provided by the Rule Enhancement and Tableau/UNITY Maintenance Subcommittees.
  - The Rule Enhancement Subcommittee completed testing of the UNITY enhancements required by amendments to the ICJ rules.
  - The Tableau/UNITY Maintenance Subcommittee completed their work on returns reports related to ICJ Compliance Standards B-01: Voluntary Returns and B-02: Non-voluntary Returns, which were approved by the Technology Committee.
  - Training on the new reports will be provided in June, with rollout slated for July. The subcommittee also approved an updated UNITY maintenance calendar.
- Information Technology Committee Chair K. Torres (IA) presented the recommendation from the Technology Committee related to the data regarding returns presented in ICJ annual reports. The Committee recommended the data regarding cases that cannot be categorized as a voluntary or non-voluntary return should be entered into UNITY for tracking purposes. This data should be made available to states in a separate report, rather than the published annual report.
- J. Hawkins (MO) questioned whether the recommendation was a requirement to report on juveniles being released within 24 hours. Information Technology Committee Chair K.

Torres (IA) clarified that intent is to educate and train the option is available, not to mandate entering in UNITY.

- The Technology Committee will focus on publishing *UNITY Spotlight* articles and conduct additional training as needed. They will also consult the Training Committee about presented a *Wednesday Workshop* or LMS course on how to use return events in UNITY.
- In April, the Technology Committee will discuss data related to airport surveillance, another task from the Executive Committee.
- The next meeting is scheduled for April 9, 2024, at 2:00 p.m. ET.

#### **Racial Diversity Equity and Inclusion Committee Report** by *Sherry Jones (MD)*

- Racial Diversity Equity and Inclusion (RDEI) Committee Chair S. Jones (MD) reported the RDEI Committee met March 19, 2024.
- The Committee reviewed Training materials for the *Wednesday Workshop on Best Practices for Home Evaluation with Unconventional Families*.
- An update was provided from a meeting with Marcia Goode, Office of Juvenile Justice Delinquency and Prevention (OJJDP), regarding tribal nations collaborations. A *Wednesday Workshop* is planned entitled, *Tribal Nations 101*, and an FBI Victims Advocate will attend a future RDEI Committee meeting.
- The RDEI Committee will not meet in April due to the Executive Committee Spring meeting.
- The next meeting is scheduled for May 21, 2024, @ 2:00 p.m. ET.

#### **Training, Education, and Public Relations Committee Report** by *Corrie Copeland (TN)*

- Training, Education, and Public Relations Committee Chair C. Copeland (TN) reported the committee met March 7, 2024. The Training Committee continued discussions for the 2024 ICJ Annual Business Meeting (ABM) training sessions topics and format.
- Training Committee Chair Copeland (TN) shared a snapshot of the plans for the 2024 ICJ Annual Business Meeting (ABM) training sessions. The youth panel training session has not yet been finalized and will be discussed during the April meeting.
- Updates to training resources impacted by the new rule amendments effective April 1, 2024, were reviewed and approved. She noted the one best practice on the topic of work with “homeless” youth was amended to “unhoused.”
- The next Training Committee meeting is scheduled for April 4, 2024.

#### **Midwest Region Report** by *Chuck Frieberg (SD)*

- Midwest Region Representative C. Frieberg (SD) reported the Midwest Region conducted a special meeting on March 18, 2024, to explore concerns about juveniles living in the receiving state prior to the transfer of supervision approval. The special meeting was called to follow-up on the Midwest Region’s previous proposals to amend the ICJ Rules. Midwest Region member Jacey Rader (NE) led a discussion focused on defining the underlying issues. The session was interactive and productive. Members agreed related issues were complex and would require complex solutions, including more focus on sending state’s responsibilities when a request for transfer of supervision is pending.
- The Midwest Region requested the National Office provide UNITY data related to juveniles living in the sending state prior to acceptance. The region will review the data before moving forward.
- The next regular Midwest Region meeting is scheduled for April 9, 2024.

## **Victims Representative Report** by Nataki Brown

- Victims Representative, N. Brown, reported on the following items:
  - Proposals are being accepted for grants focused on *Improving Outcomes for Child and Youth Victims of Human Trafficking*. She shared the criteria for the grant funding and a deadline of April 8, 2024.
  - The National Crime Victims' Rights Week in April. This year's theme is how you and your agency can help.
  - The [National Institute of Justice \(NIJ\)](#) "term of the month" for March is "Drone-Delivered Contraband in Correctional Facilities." This means the use of drones, or unmanned aircraft systems, to deposit contraband, such as drugs, weapons, and cellphones, into correctional facilities poses a significant and growing threat to the safety and security of prisons and jails.

## **Unfinished Business**

### Work Group on Non-Delinquent Runaway Issues

- Chair Belli (OR) recalled that the Executive Committee previously decided a Work Group on Returns of Non-Delinquent Runaways should be created. The work group would include stakeholders outside of the Commission. An East Region Subcommittee has also been discussing this issue. The Executive Committee previously decided to postpone formation of the work group until the work of the subcommittee had progressed.
- East Region Representative C. Bickford (NH) shared a list of the top challenges gathered by the East Region. The challenges focused primarily on issues with law enforcement officers and courts, mostly related to pick up and to detainment.
- The Executive Committee reviewed the list and expressed concerns that some questions would be difficult to answer.
- Director Underwood offered the assistance of the National Office to consolidate the list and add any additional questions that have been shared in other committee/regions.
- East Region Representative C. Bickford (NH) welcomed the offer and noted the issue is much larger than the East Region Subcommittee.
- The Executive Committee agreed that additional time is needed to develop the survey. Therefore, regional representatives will provide information about the survey in their April regional meetings, indicating the purpose of the survey is to gather information to help establish priorities for additional work on returns.

## **New Business**

- S. Jones (MD) noted that Maryland continues to operate under a state of emergency due to the collapse of the Francis Scott Key Bridge after a massive cargo ship crashed into one of its supports.

## **Next Steps**

- The National Office will assist the East Region Subcommittee in developing the survey regarding returns of non-delinquent runaways.

- Regional representatives will share the purpose of the survey in their April meetings and expectation that it will be forthcoming. The purpose of the survey is “to gather information to establish priorities for additional work on returns.” The survey results will be shared with the Executive Committee.
- The next Executive Committee meeting will be April 23-24, 2024, in Louisville, Kentucky.

### Adjourn

Chair Belli adjourned the meeting by unanimous consent without objection at 2:14 p.m. ET.