



INTERSTATE COMMISSION FOR JUVENILES
EXECUTIVE COMMITTEE

Minutes
January 25, 2018
11:30 a.m. EST

Committee Members in Attendance:

1. Anne Connor (ID) Chair
2. Natalie Dalton (VA) Vice-Chair
3. Traci Marchand (NC) Immediate Past Chair
4. Jacey Rader (NE) Compliance Committee Chair
5. David Barrett (ME) Finance Committee Chair
6. Cathlyn Smith (TN) Training Education and Public Relations Committee Chair
7. Gary Hartman (WY) Rules Committee Chair
8. Maria Genca (CT) East Region Representative
9. Charles Frieberg (SD) Midwest Region Representative
10. Mia Pressley (SC) South Region Representative
11. Dale Dodd (NM) West Region Representative
12. Trudy Gregorie, Ex Officio Victims' Representative
13. Rick Masters, Legal Counsel

Committee Members and Counsel Not in Attendance:

1. Shelley Hagan (WI) Treasurer
2. Tony DeJesus (CA) Information Technology Committee Chair

Guests in Attendance:

None

ICJ National Office Staff in Attendance:

1. MaryLee Underwood, Executive Director
 2. Jenny Adkins, MIS Project Manager
 3. Emma Goode, Training and Administrative Specialist
 4. Monica Gary, Logistics and Administrative Coordinator
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Call to Order

Chair Connor called the meeting to order at 11:30 a.m. EST.

Roll Call

Director Underwood called roll and a quorum was established.

Agenda

M. Pressley (SC) made a motion to approved agenda. G. Hartman (WY) seconded. The motion passed unanimously.

Minutes

J. Rader (NE) made the motion to approve the December 14, 2017 meeting minutes. N. Dalton(VA) seconded. The motion passed unanimously.

Executive Director Report

Director Underwood reported the following activities and updates:

State Updates

- NH – Designee Thom O’Connor resigned on January 22, 2018. Now, both the Commissioner and Designee position are vacant. The State Council reportedly voted to recommend appointment of Pamela Leonard. National Office is waiting for the appointment letter from the Governor.
- OH - Nina Belli’s last day in the office will be February 16, 2018. She will officially be the Commissioner until the end of the month. Commissioner Belli advised the National Office that Nate Lawson will be appointed, effective March 5, 2018. Official appointment letter has not been received.
- NV - Chair Connor reported Nevada is expected to appoint David Laity, who is currently the Reno Youth Parole Unit Manager. Official appointment may take months.
- State Council Reports were due by January 1, 2018. National Office has received 24. Reminders will be sent via email.
- Code of Conduct forms are due by January 31 2018. To date, 33 have been received.
- FY18 dues payment from Illinois was received. Now, only two states have not sent in dues, but they are not yet at the “90-days past due” mark that triggers referral to the Compliance Committee.

State Support

- Director Underwood and Rick Masters developed a Legal Guidance Memorandum for Vermont regarding whether the state has to transfer supervision or not. It will be presented to the Executive Committee as a draft Advisory Opinion.
- Director Underwood worked with Nebraska regarding whether ICJ prevents detention of certain juveniles pursuant to contract, which is addressed in a previously issued Advisory Opinion.
- The National Office recently received a question from North Dakota regarding supervision on tribal land. Regions are having discussions regarding this.

“The Big Review Project”

Director Underwood reported that the National Office staff is conducting a thorough review of all resources. The following updates were provided:

- Bench Book: -The Commentary Section is being updated by Rick Masters with assistance from Jeff Litwak, Counsel from Columbia River Gorge.
- Rules - Staff will remove expired and rescinded Rules.
- Advisory Opinions - Director Underwood and Rick Masters are working on updates to reflect current rules and be more user friendly. Sixteen (16) will be updated, six (6) will not be changed, and three (3) will be retired.
- Charts have been updated by J. Adkins.

- Forms - Chair Connor opened the floor for discussion on whether updated forms should be included in the Bench Book. C. Smith suggested including a reference to the website to obtain the latest version. All concurred.
- Website Links & Accessibility have been reviewed under contract approved at the last meeting. Staff met with FusionCorp (website developer) who will bring things up to standard.
- Best Practice Documents – All “Best Practice” documents will be reviewed this year. “Best Practices: Form IA/VI (2014)” was superseded by Advisory Opinion 02-2015. Therefore, the “Best Practice” will be removed from ICJ’s website. When asked for input regarding why different types of documents were developed, T. Marchand explained that some of the “Best Practices” were released as guidance when issues came up that were not forwarded to or addressed by Rules Committee
- Trainings - OnDemand Trainings will be updated as soon as possible. Some source documents were lost due to a computer crash in the National Office shortly after they were developed. Also, software previously used is no longer supported. New software has been purchased to allow for the top-quality products to be developed. Staff will attend first available training on use of new products.
- Outreach Materials have not been updated since 2012. These will be completed soon, so that Rick Masters may use when he visits Guam.
- Whitepapers (DJJ, American Bar Association, others) will be reviewed later this year.
- Bench Book printing - A budget for printing costs will be presented at the February meeting for consideration. Chair Connor suggested providing the Bench Book on flash drives, noting that both hard copies and electronic copies should be available.

Commissioner Appointment Enforcement (Policy 01-2015)

Director Underwood summarized the Commissioner Appointment Enforcement Policy and provided an update on letters sent to three (3) states with commissioner vacancies: Arizona, New Hampshire, and Nevada

Committee Reports

- **Executive Committee** (Anne Conner)

Chair Connor reported the following activities and updates:

Networking

- CSG Conference: NCIC Summit of the States
Chair Connor shared highlights from the Conference held in Las Vegas, Dec. 15 – 16, 2017. Attendees included Chair Connor, Director Underwood and G. Hartman. Director Underwood was a panelist and the presentation was well received.
- New Mexico Children’s Law Institute
 - Chair Connor, Dale Dodd, and other NM ICJ personnel hosted a booth that reached a large number of conference participants.
 - Adam Foss provided an excellent closing presentation. He is a former prosecutor for Suffolk County District Attorney’s office in Boston Massachusetts. His focus is on restorative justice and disproportionate minority contact, racial and ethnic disparity. The Training Committee is interested in bringing him to the 2018 Annual Business Meeting (ABM).

2018 ABM Planning

- There is a meeting scheduled on January 31 to discuss ideas for the 2018 10th Anniversary ABM. Participants will include host state, officers, and national office staff. Members were encouraged to share their ideas.
- Judge John Romero of Albuquerque, NM, is the incoming President for NCJFCJ and will attend ICJ's ABM as an Ex Officio. Along with other judges, he may serve on a panel to discuss juvenile justice reforms and NCJFCJ "Juvenile Delinquency Guidelines" update.

Subcommittee on Rule 7-104

- Chair A. Connor reported that the Subcommittee met on January 23, 2018. Discussion focused on responses to the survey regarding barriers to compliance with Rule 7-104.
 - The Subcommittee approved a letter to be sent to states that reported barriers, to gather additional information and offer assistance. The Subcommittee also decided to send letters to states that did not respond to the survey to request that information be provided.
 - Letters were sent to 21 states on January 24, 2018.
 - The Subcommittee's next meeting will take place on February 20, 2018 at 1pm EST.
- **Compliance Committee (Jacey Rader)**
 - Committee Chair J. Rader (NE) provided the following updates regarding issues previously discussed as compliance issues:
 - Dues payment was received from Illinois. No compliance action required,
 - JIDS Clean-up issue was resolved by state. No compliance action required,
 - Border state agreements issue was resolved by states. No compliance action required,
 - Committee Chair Rader reported the Committee is working on revision of the Performance Measurement Policy & Standards (ICJ Policy 02-2014). This will be discussed in-depth during the upcoming Face-to-Face Meeting on May 17, 2018. The Compliance Committee will review a draft 2017 Performance Measurement Assessment Report at its next meeting on February 1 at 2:00pm EST.
 - **Finance Committee (David Barrett)**
 - Committee Chair D. Barrett (ME) reported that the Finance Committee met January 23, 2018 and discussed the Fiscal Year 2018 "Working Budget." He acknowledged that there are only two states with outstanding dues.
 - Committee Chair D. Barrett reported that expenditures to date and all major line items are currently in balance. He explained expenditures for the 2017 ABM were under budget, due to reductions for inconveniences caused by construction. Thus, funds are available to be shifted to cover printing cost for the Bench Book
 - Committee Chair D. Barrett noted that the Vanguard investment account increased by \$311,190.80 in 2017 and stated that finances in excellent condition
 - **Special Projects Ad Hoc Committee (David Barrett)**
 - Finance Committee Chair D. Barrett gave an update on the Special Project Ad Hoc Committee, which met on January 17, 2018. The committee is determining how the surplus from disassociating from the Council of State Government will be spent and which projects will be funded. This group will bring its findings to the Finance Committee. The Finance Committee will vote on the recommendations and share the recommendations with the Executive Committee.

- The Committee is developing a survey to gather input on technology needs. Committees recommendations are to be sent to Jenny Adkins in the National Office by February 19, 2018. The survey will be emailed to Commissioners and Designees and distributed to via the weekly “ICJ Updates” newsletter.
 - The next meeting is scheduled for March 27, 2018 at 2PM EST. Meeting will be every other month.
 - Chair Connor added that there was a suggestion to engage a consultant to assist with identifying current technology options and contractors. This will be discussed further once the survey is completed.
- **Information Technology Committee (Tony DeJesus)**
Committee Chair Tony DeJesus (CA) was unable to attend due to a scheduling conflict. Director Underwood provided the following updates on his behalf:
 - The Committee has not met since the last Executive Committee meeting.
 - A JIDS Train-the-Trainer Webinar was presented on January 5; 2018. This was the ICJ’s first Train-the-Trainer session and was well received.
 - A JIDS Training for Field Users will be presented on January 16.
 - The next meeting will be February 06,2018 at 2 pm EST.
- **Rules Committee (Gary Hartman)**
 - Committee Chair G. Hartman (WY) reported the following on behalf of the Committee:
 - The first meeting was held on January 10, 2018.
 - The Committee is developing a “Rule Proposal Guide.”
 - The deadline for submitting proposals for consideration at the 2019 ABM is January 19, 2019. No rules proposals will be considered at the 2018 ABM.
 - The next meeting will be March 7, 2018.
 - Committee Chair Hartman noted that the Subcommittee on Rule 7-104 briefly discussed some potential rule changes that would be considered further in the future.
- **Training, Education & Public Relations Committee (Cathlyn Smith)**
Committee Chair C. Smith (TN) reported the following on behalf of the Committee:
 - Committee met on January 11, 2018.
 - The following trainings were provided in the first half of FY 19:
 - OnDemand Modules: 1,293 modules completed
 - State Reported Trainings: 362 reported by states via the online form
 - The following conference updates were provided:
 - “JIDS for Kids” workshop was provided at APPA Winter Institute by Traci Marchand and Jenny Adkins.
 - ICJ’s proposal was accepted for NCJFCJ National Conference on Juvenile Justice in San Diego, CA March 18-21. A. Connor and M. Underwood will present.
 - The Training Committee submitted a proposal for the CJJ Annual Conference in Washington, DC, June 30, 2018. No response has been received.
 - Committee is planning a Training Day for the 10th Anniversary 2018 ABM.
- **Human Trafficking Ad Hoc Committee (Mia Pressley)**
 - Committee Chair M. Pressley (SC) reported that the Human Trafficking Committee held its first meeting January 18; 2018.
 - The meeting primarily focused on the committee’s goal: developing best practices for ICJ responses to juvenile victims of human trafficking.

- The committee is developing a survey to gather data regarding current ICJ practices.
- The Committee is also exploring the possibility of collaborations with the National Children's Advocacy Center.
- The next meeting will be March 15 at 2pm EST.

Region Reports

- **East Region** (Maria Genca)
Representative M. Genca reported that Region met on January 11, 2018. In addition to state updates, the Region was provided information regarding the findings of the survey on compliance with Rule 7-104. (The initial request for this survey came from the East Region.)
- **Midwest Region** (Charles Frieberg)
Representative Frieberg reported that the Midwest Region had not met since the last Executive Committee meeting. The Regions will have its next meeting March 13, 2018.
- **South Region** (Mia Pressley) –
 - Representative Pressley reported The South Region met January 9, 2018.
 - The South Region recommended that the Executive Committee revise the Code of Conduct Policy so that Commissioners and Designees are not required to submit the Code of Conduct Form every year if they are in the same position.
 - After discussion, Chair Connor called for a motion. No motion was made. The Code of Conduct Policy will remain as is and form is due annually.
- **West Region** (Dale Dodd)
Representative Dodd reported that the West discussed States in Transition Plans and the Advisory Opinion 02-2017 that was requested from Arizona. The Region also had initial discussions regarding potential proposals to the Rules Committee.

Legal Counsel Report (Rick Masters)

- R. Masters discussed draft ICJ Advisory Opinion 01-2018, which was developed in response to a request from Vermont. **M. Pressley (SC) made a motion to approve the release of the document. D. Dodd (NM) seconded the motion. The motion was approved unanimously.**
- R. Masters reported that he was traveling to Guam in February on other business. He noted that a judge from Guam had expressed interest in assisting with adoption of the Compact during a NJCFCJ conference. He volunteered to follow-up while in Guam. **D. Dodd (NM) made a motion for Rick Masters to make an inquiry if Guam would be interested in joining the Compact. N. Dalton (VA) seconded the motion. The motion was approved unanimously.**

Victims Representative Report (Trudy Gregorie)

- T. Gregory reported that Caren Harp has been hired as the Administrator for OJJDP and suggested that ICJ make contact. Director Underwood stated that she would.

Old Business

None

New Business

- Director Underwood presented the draft revision of two ICJ Administrative Policies: ICJ Travel Reimbursement (06-2009) and National Office Record Retention (01-2012).
- **G. Hartman (WY) made a motion to adopt the revision of the ICJ Travel Reimbursement Policy as presented. J. Rader (NE) seconded. The motion was approved unanimously.**
- **C. Frieberg (SD) made a motion to adopt the revision of the National Office Record Retention Policy in order to remove references to CSG. M. Pressley (SC) seconded the motion. The motion was approved.**

Adjourn

Chair Connor adjourned the meeting by unanimous consent at 1:25 p.m. EST.