



INTERSTATE COMMISSION FOR JUVENILES
EXECUTIVE COMMITTEE

Minutes
May 24, 2018, 2018
11:30 a.m. EDT

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. Jeff Cowger (KS) Finance Committee Chair
6. Tony DeJesus (CA) Technology Committee Chair
7. Cathlyn Smith (TN) Training Committee Chair
8. Gary Hartman (WY) Rules Committee Chair
9. Becki Moore (MA) East Region Representative
10. Charles Frieberg (SD) Midwest Representative
11. Mia Pressley (SC) South Region Representative
12. Dale Dodd (NM) West Region Representative
13. Trudy Gregorie, Victims Representative
14. Rick Masters, Legal Counsel

Guest in Attendance:

1. Peter Sprengelmeyer (OR) Commissioner

ICJ National Office Staff in Attendance:

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

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

Roll Call

Director Underwood called the roll and a quorum was established.

Agenda

- **N. Dalton(VA) made a motion to approve the agenda. G. Hartman (WY) seconded. The motion passed.**

Minutes

- **D. Dodd (NM) made a motion to approve the April 10, 2018 ICJ Executive Face-to-Face meeting minutes. T. DeJesus (CA) seconded. The motion passed.**

National Office Report

- Director Underwood reported the following updates:
 - S. Hagan (WI) retired effective May 9, 2018, which left the ICJ Treasurer position vacant.
 - D. Barrett (ME) is retiring in June 2018. He has resigned as Finance Chair but remains Commissioner of Maine until June 8, 2018.
 - J. Cowger (KS) has been appointed as the new ICJ Finance Committee Chair.
 - P. Leonard (NH) has been recognized as the new Commissioner of New Hampshire.
- Director Underwood noted that multiple states have requested guidance differentiating part time designees and full time designees. The ICJ National Office will provide additional resources in the future.
- Director Underwood reported that the ICJ National Office has received several states' FY19 Annual Dues.
- Director Underwood reported that the ICJ National Office has received feedback on the distribution of the ICJ Bench Book and is tracking the distribution.
- Director Underwood reported that the ICJ National Office is working to create a Bench Card on runaways. The ICJ Training Committee will have input on the creation and content.
- Director Underwood provided an update regarding JJDPa and there has been no action taken.
- Director Underwood shared with the Committee that four speakers have been confirmed for the 2018 Annual Business Meeting.
- Director Underwood reported that the 2018 Annual Business Meeting will open early registration to Commissioner and Full-time Designees beginning June 25, 2018
- M. Gary presented the estimates from the proposed 2019 Annual Business Meeting locations: Indianapolis, IN and Columbus, OH.
- **J. Rader (NE) made a motion to select Indianapolis, IN for the site of the 2019 Annual Business Meeting. T. Marchand (NC) seconded. D. Dodd (NM) abstained. The motion was approved.**

Commission Chair Report (presented by Anne Connor)

- Chair Connor noted that, with the recent vacancy of an election of a new treasurer will be necessary.
- **N Dalton (VA) made a motion to nominate P. Sprenghelmeyer (OR) to fill the vacant ICJ Treasurer position. D. Dodd (NM) seconded. The motion was approved.**
- Chair Connor reported that the Annual Leadership Award opened on May 21st and the deadline for nominations is June 20, 2018. Commissioners, Designees, and Compact Administrators are eligible. Nominations will be presented at the ICJ Executive Committee Meeting held on June 28, 2018 with voting to follow. Chair Connor reported that the Staff Recognition nominations are open and can be

submitted on the ICJ website. She asked that each Executive Committee member submit at least one staff member nomination by July 18, 2018.

- Chair Connor shared that the end of FY18 is quickly approaching. She reminded the Committee that Region reports are due June 29, 2018 and Committee reports are due July 18, 2018.
- Chair Connor addressed the importance of meeting attendance and meeting quorum. She stated that ICJ Committees members have an obligation to the Commission. She shared that Committee members have the opportunity to assist in the strategic development of leadership. She asked Committee Chairs to contact members prior to each meeting to help boost attendance.
- R. Masters stated that the Commission has the authority under the Bylaws to amend the ICJ Bylaws to allow removal of committee members for nonattendance or for not fulfilling the obligations of the Committee.
- Chair Connor reported that the Subcommittee on Rule 7-104 will meet immediately following the ICJ Executive meeting.
- Chair Connor stated that Subcommittee on Rule 7-104 will make recommendation to the Rules Committee, Training and Compliance Committees.
- Next meeting June 28, 2018 @ 11:30AM EDT

Compliance Committee (presented Jacey Rader)

- Compliance Chair Rader reported the ICJ Compliance Committee Face-to-Face meeting took place May 17, 2018 in Lexington, KY.
- Compliance Chair Rader reported that the ICJ Compliance Committee reviewed Performance Measurement Standards. Several standards were removed from the PMA Standards and other were clarified.
- Compliance Chair Rader shared that the Committee came up with three (3) priorities for monitoring PMA Standards during the face-to-face meeting. The following priorities were established:
 - Promoting Safe and Successful Supervision
 - Effective Returns
 - Compact Office Operations
- Compliance Chair Rader reported that the ICJ Compliance Committee broke into three (3) groups. Each group was tasked with developing a Performance Measurement plan to be measured for a year. National Office will combine the plans and assess whether it feasible to accomplish.
- Chair Connor asked Compliance Chair Rader to explain the Compact Office Operations priority established by the Compliance Committee. Compliance Chair Rader explained that each State Compact Office is expected to develop policy and procedures related to the operations of their Compact Office and JIDS. forms processing. This priority will allow monitoring of those policies and procedures, as well as overdue global assignments.
- Compliance Chair Rader reported that the next meeting in June 7, 2018

Finance Committee (presented by Jeff Cowger)

- Finance Committee Chair Cowger reported that the ICJ Finance Committee reviewed the FY18 budget at its last meeting and noted the increased costs on line items for printing and software purchases.
- Chair Connor inquired if the WebEx expense was a shared cost with the Adult Compact. Director Underwood clarified that the monthly cost of WebEx is shared with the Adult Compact and usage costs are assigned to each Committee.

- Finance Committee Chair Cowger thanked previous Chair Barrett for all of his hard work and dedication to ICJ and the Finance Committee.
- The next meeting date is June 12, 2018.

Special Projects Ad Hoc (presented by Jeff Cowger)

- Special Project Ad Hoc Chair Cowger provided the following updates:
 - The Committee conducted a SWOT survey requesting information to determine how JIDS could be improved and what the best technology options are. Generally, Commission members are supportive of investing in improved technology, but want more information regarding options.
 - SEARCH provided a draft Statement of Work that focuses on developing a Request for Information to be used to gather information regarding options. The Committee recommended that the Executive Committee accept the proposed Statement of Work.
- **J. Rader (NE) made a motion to approve the recommendation from the Special Projects Ad Hoc Committee to accept the Statement of Work proposal from SEARCH. T. Marchand (NC) seconded. The motion was approved.**

Technology Committee (presented by Tony DeJesus)

- Technology Chair DeJesus reported that the ICJ Technology Committee met May 9, 2018 and provided the following updates.
 - The Form IA/VI Application for Services and Waiver was resubmitted to the ICJ Rules Committee due to revised language and comments. The review period ends June 8, 2018.
 - JIDS enhancements go live July 1, 2018.
 - The Committee discussed adding a human trafficking identifier, which would utilize the last available field on the file details page.
 - Next meeting date is June 5, 2018.

Rules Committee (presented by Gary Hartman)

- Rules Chair Hartman reported that the ICJ Rules Committee met on April 4, 2018. He reported the following updates:
 - The current rules under consideration are Rule 7-104 and Rule 4-104(5).
 - The ICJ Rules Committee is considering whether a “non-adjudicated offender” definition is necessary in the ICJ Rules.
 - The deadline to submit rule proposals is January 15, 2019.
 - The next meeting date is July 11, 2018.

Training Committee (presented by Cathlyn Smith)

- Training Chair Smith reported that the ICJ Training Committee has completed its 2018 Rules Amendment training. There was a total of 154 individuals trained. She noted that the March 5th training is available on the ICJ website. Also, the Committee conducted ICJ 2-day Rules Training and 67 individuals participated.
- Training Chair Smith reported that there have been two requests for Training and Technical Assistance (TTA):
 - May 7, Nebraska Intrastate Quarterly Training via WebEx.
 - Oct 22-25, North Carolina 24th National Symposium of Juvenile Services, Traci Marchand will submit proposal to present.

- Training Chair Smith encouraged all states to turn in intrastate trainings to the ICJ National Office for record keeping.
- Training Chair Smith mentioned that the ICJ On Demand training modules are being updated by E. Goode of the ICJ National Office and will be available on the website.
- Training Chair Smith provided an overview of the following conferences:
 - NCJFCJ: National Conference on Juvenile Justice in San Diego, CA (March 18-21, 2018)
 - 2018 CJJ Annual Conference in Washington, DC (June 27-30, 2018)
 - APPA: 43rd Annual Training Institute (July 29-August 1, 2018)
- Training Chair Smith reported that the next Training Committee meeting will meet June 19, 2018. The Committee plans to discuss the training topics for the upcoming 2018 Annual Business Meeting in New Orleans, LA.

Human Trafficking (presented by Mia Pressley)

- Human Trafficking Chair Pressley reported that the ICJ Human Trafficking Ad Hoc Committee met May 10, 2018. She reported the following updates:
 - The Committee discussed at length the ICJ Human Trafficking Survey test questions. The members agreed that the information gathered from the survey would provide clarity and purpose.
 - The next meeting date is July 19, 2019.

Regional Updates

South Region (presented by Mia R. Pressley)

- South Region Representative Pressley reported that the next South Region will meet on June 7, 2018.

West Region (presented by Dale Dodd)

- West Region Representative Dodd reported that the next West Region will meet on June 21, 2018.

East Region (presented by Director Underwood)

- East Region Representative Moore reported that the next East Region meeting will be June 21, 2018

Midwest Region (presented by Charles Frieberg)

- Midwest Region Representative Frieberg reported that the Midwest Region will meet June 6, 2018.

Legal Counsel Report (presented by Rick Masters)

- Legal Counsel R. Masters reported that there is a proposed ICJ Advisory Opinion 01-2018 for Ohio. The return of a juvenile serving a sentence for new offense in a receiving state.
- Chair Connor suggested developing a Best Practice to release along with the Advisory Opinion. Chair Connor suggested that the issue be revisited at the June 28, 2018 meeting. **N. Dalton (VA) made a motion to table Advisory Opinion 01-2018 for Ohio until next meeting on June 28, 2018. C. Smith (TN) seconded. The motion passed.**

Old Business

- There was no old business.

New Business

- Chair Connor stated that there was a personnel issue that needed to be discussed in closed session. G. Hartman (WY) made a motion to move into a closed session. M. Pressley (SC) seconded the motion. R. Masters (Legal Counsel) stated that it is appropriate to have a closed session to discuss personnel matters. The motion passed. Aside from the Executive Director, ICJ staff left the room. Closed session proceeded.
- G. Hartman (WY) made a motion to return to open session. J. Rader (NE) seconded the motion. The motion passed.
- G. Hartman (WY) made a motion to make a 2.5% cost of living increase to ICJ staff salaries. C. Frieberg (SD) seconded the motion. The motion passed.

Adjourn

- Chair Connor adjourned the meeting by unanimous consent at 1:50 p.m. EDT