



INTERSTATE COMMISSION FOR JUVENILES
EXECUTIVE COMMITTEE

Minutes
November 16, 2017
11:30 a.m. EDT

Committee Members in Attendance:

1. Anne Connor (NV) Chair
2. Natalie Dalton (VA) Vice Chair
3. Shelley Hagan (WI) Treasurer
4. Traci Marchand (NC) Past Chair
5. Jacey Rader (NE) Compliance Committee Chair
6. David M. Barrett (ME) Finance Committee Chair
7. Tony DeJesus (CA) Technology Committee Chair
8. Cathlyn Smith (TN) Training Committee Chair
9. Maria Genca (CT) East Region Representative
10. Mia Pressley (SC) South Region Representative
11. Dale Dodd (NM) West Region Representative
12. Rick Masters, Legal Counsel

Committee Members Not in Attendance:

1. Gary Hartman (WY) Rules Committee Chair
2. Nina Belli (OH) Midwest Region Representative

Guests in Attendance:

None

ICJ National Office Staff in Attendance:

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

Chair Connor called the meeting to order at 11:35 a.m. EDT.

Roll Call

Director Underwood called the roll and a quorum was established.

Agenda

- **S. Hagan (WI) made a motion to approve the agenda. J. Rader (NE) seconded. The motion passed.**

Minutes

- **D. Barrett (ME) made a motion to approve the September 25, 2017 meeting minutes with the amended meeting date. N. Dalton (VA) seconded. The motion passed.**

Executive Director Report

Director Underwood reported activities and provided updates on previously reported items since the last Executive Committee meeting as follows:

State Updates and Support

- There are no new commissioners or designees.
- LaVonne Rutten resigned from her position in October. Emma Goode has accepted the new position of Training and Administrative Specialist. An employment agency is providing candidates to the National Office for the Logistics and Administrative Coordinator position, which be filled as a temp-to-hire position.

2017 Annual Business Meeting Wrap-up

- Director Underwood updated on the items listed below regarding the 2017 Annual Business Meeting in San Diego.
 - 106 attendees representing 51 states.
 - The trainings, judges' panel and the new commissioner/designee luncheon received positive feedback.
 - The approved Advisory Opinion 02-2017 has been distributed.
 - The approved Transition Plan template has been added to the Best Practice on States in Transition and distributed.
 - The final hotel invoice was reduced due to the inconvenience caused by construction during the meeting. The cost of the 2017 Annual Business Meeting is expected to be under budget; however, final numbers are not available because not all requests for reimbursement have been received.
 - The Code of Conduct Policy was affirmed by the Commission. Signed copies have been submitted by all states, except one.
 - The Sanctions Guidelines Policy was well received.
 - The FY19 Budget was approved with a "Special Projects" line item.
 - The amended Rules will be effective March 1, 2018.

Information Survey

- Director Underwood reported that an information survey was conducted from a request from the East Region during their September region meeting regarding obtaining personal ID cards without parent/guardian signature and State laws or policies that contradict the ICJ Rule 7-104 requirement that warrants be entered into NCIC with nationwide pickup radius. To date, there have been 34 responses. Results of the survey will be presented at the Committee's next meeting for consideration.

State Issues

- Director Underwood reported two state ICJ offices are working to correct an issue related to a border agreement between counties, which is in violation of the Compact. It was reported that approximately 15 juveniles were transferred over last 8 years without ICJ knowledge. Director Underwood explained the ICJ Compliance Policies require the Executive Director to take action upon learning of non-compliance. Both

states have taken steps to correct the issue and educate key stakeholders. At this time, Director Underwood does not feel this issue will need to be referred to the Compliance Committee.

- Director Underwood reported the National Office is working with one state on a JIDS cleanup issue, after discovering that hundreds of workflows had not been completed. A plan and timeline for correcting the issue has been developed. Director Underwood stated she did not believe this matter will need to be referred to the Compliance Committee.

Networking and Visibility

- Director Underwood reported that Chair Connor will be representing ICJ in a workgroup for the National Council of Juvenile and Family Court Judges (NCJFCJ) that will be helping to update Juvenile Delinquency Guidelines.
- Director Underwood will be attending the CSG Conference where she will be a panelist on the CSG Summit of the States: Best Practices for Administering Interstate Compacts Panel.
- Director Underwood attended the ICAOS Annual Business Meeting.
- Director Underwood reported the ICJ was invited to attend the Military Interstate Children's Compact Commission. While we were unable to attend the meeting this year, our registration fees for next year's meeting will be waived.
- Director Underwood updated that she had a meeting with Chris Newlin of the National Children's Advocacy Center. He serves as an Ex-Officio and is eager to be more involved in ICJ activities.
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Commission Chair Report

Commission Chair Connor provided updates on the following:

FY 18 Committees

- Chair Connor reported there are 11 new Commissioner/Full-time Designee members and 15 new non-voting members.
- Chair Connor reported there has been policy review to ensure committees are operating according to policy.
- Chair Connor recommended that two Ad Hoc Committees be created: Human Trafficking Ad Hoc Committee and Special Projects Ad Hoc Committee.
- S. Hagan (WI) and D. Barrett (ME) explained that the purpose of the Special Projects Ad Hoc Committee was to make recommendations for the expenditure of the "Special Projects" line item in the FY 2018 and FY 2019 budgets.
- Chair Connor stated that Jeff Cowger (KS) had agreed to chair the Special Projects Ad Hoc Committee, but the chair of the Human Trafficking Ad Hoc Committee has not been determined.
- Director Underwood explained that an Ad Hoc Committee could be chaired by a member of the Executive Committee or someone who is not. If the chair is not a member of the Executive Committee, s/he could participate in the Executive Committee meetings, but would be unable to vote.
- S. Hagan also noted Chairs of the Ad Hoc Committees could report their activities to a member of the Executive Committee. She suggested J. Cowger could report to the Finance Committee, of which he is also a member. Then, the Finance Committee chair could make the report to the Executive Committee.

- R. Masters suggested that it is more sensible for non-Executive Committee member chairs of Ad Hoc Committees to report to a member of the Executive Committee member.
- D. Barrett (ME) suggested speaking with J. Cowger (KS) before the next meeting to determine if he is agreeable to the reporting structure.
- Chair Connor explained the complexity of the Human Trafficking Committee and asked for guidance on leadership.
- M. Genca (CT) suggested the Human Trafficking Ad Hoc Committee be led by co-chairs and said she will be available to help.
- T. DeJesus (CA) states he will be available to co-chair the Human Trafficking Ad Hoc Committee.
- Chair Connor asked if M. Pressley (SC) would be available to assist, and she agreed. Chair Connor suggested N. Dalton (VA) would also be a beneficial member.
- Director Underwood suggested the Executive Committee needs to vote to create the Ad Hoc Committees and Chair Connor can appoint the chairs at a later time. R. Masters concurred.
- T. Marchand (NC) suggested that the Human Trafficking Ad Hoc Committee report out under the Training Committee.
- **J. Rader (NE) made a motion to approve the development of the Human Trafficking Ad Hoc Committee. D. Dodd (NM) seconded. The motion passed unanimously.**
- **S. Hagan (WI) made a motion to approve the development of the Special Projects Ad Hoc Committee. N. Dalton (VA) seconded. The motion passed unanimously.**
- ICJ By-Laws require the Executive Committee to elect an Ex Officio Victims Representative each year. Trudy Gregorie of Justice Solutions has served in this role for several years. Director Underwood reported that T. Gregorie did not attend the Annual Business Meeting because her home was severely by Hurricane Irma. When the National Office attempted to reach Justice Solutions, it was discovered that Justice Solutions no longer keeps a physical office in Washington D.C., the contact information listed on website is not correct, and there was no response to emails sent via the website. Director Underwood subsequently reached T. Gregorie via mobile phone, and she explained Justice Solitons is now a virtual association focusing primarily on impacting state legislation. Director Underwood reported that T. Gregorie was agreeable to continuing her role as the Victims Representative.
- **S. Hagan (WI) made a motion that T. Gregorie be reinstated as the Ex Officio Victims Representative. M. Genca (CT) seconded. The motion passed unanimously.**

Executive Committee FY18

- Chair Connor presented the proposed Executive Committee Meeting calendar and inquired whether members would like to keep or cancel the December 14th meeting.
- S. Hagan (WI) suggested the December 14th meeting remain on the calendar.
- Chair Connor noted the Face-to-Face Executive Committee meeting can be held in Kentucky the week of March 19th or April 2nd, or other April dates outside of Kentucky.
- C. Smith (TN) suggested having the meeting in Nashville in April.
- The National Office will seek proposals for a meeting in Nashville in April.

FY18 Dues

- Chair Connor noted three states (FL, IL, IA) have been referred to the Compliance Committee for non-payment of dues, being more than 120 days past due. Four other states (AL, D.C., MI, U.S.V.I.) are more than 30 days overdue.

- Chair Connor asked the Committee to discuss whether dues should be waived or other consideration given the U.S. Virgin Islands (USVI), where the ICJ Office has been closed until further notice in the aftermath of two back-to-back hurricanes.
- In response to a question from S. Hagan (WI), Director Underwood reported their annual dues are \$6,000.
- R. Masters clarified that the Executive Committee does not have the legal authority to waive any state's dues, referencing Article VIII. B. of the Compact. He suggested a payment plan or other resolution could be considered.
- Director Underwood stated the USVI has not asked for any accommodation.
- D. Barrett (ME) suggested tabling the item until a conversation is had with the USVI Compact Office. Chair Connor agreed to defer action at this point.
- Director Underwood updated that the USVI Commissioner James has communicated via email. She is working primarily on hurricane related relief efforts at this time. The National Office will contact Commissioner James regarding the dues issue.

Compliance Committee Report

- Compliance Committee Chair Rader noted the next Compliance Committee meeting is December 7, 2017. She stated they will discuss the Sanctions Guidelines, the Compliance Policies, and the Performance Measurement results. The Committee will meet monthly.

Finance Committee Report

- Finance Committee Chair Barrett reported that the Finance Committee has not met, but will meet on a quarterly basis. The first meeting will be November 28, 2017.
- Chair Barrett provided a brief description of the responsibilities of the Finance Committee going forward.

Technology Committee Report

- Technology Committee Chair DeJesus reported the next meeting is on December 5, 2017. He reported the committee will discuss the following: JIDS enhancements and previously approved changes, recruiting of new JIDS users, outstanding JIDS enhancement requests, the Form IA/VI and special projects.

Rules Committee Report

- Chair Connor reported Rules Committee Chair Hartman was unable to attend due to technical difficulties.

Training, Education & Public Relations Committee Report

- Training Chair Smith updated the Committee met on November 14, 2017.
- Training Chair Smith reported that 937 individuals have completed self-paced training from July 13 – November 13, 2017.
- Training Chair Smith noted the Committee reviewed the 2017 ABM Training Survey results and asks that any additional notes from the Judicial Panel be submitted.
- Training Chair Smith stated a survey will be sent to members regarding availability to facilitate Amendment and Rules Trainings for 2018.
- Training Chair Smith reported the following conference and training activities:
 - July 16-19, NCJFCJ 80th Annual Conference, Washington, D.C., booth presentation by MaryLee Underwood and Trudy Gregorie

- August 13-16, Annual State Conference for Tennessee Juvenile Court Services Association (TJCSA), Nashville, TN, workshop presented by Cathlyn Smith, Anne Connor, and booth hosted by LaVonne Rutten and others
 - October 23, 2017, Coalition for Juvenile Justice (CJJ) Webinar, conducted by Traci Marchand
- Training Chair Smith reported Anne Connor will collaborate with the NCJFCJ and OJJDP in the rewrite of the Juvenile Delinquency Guidelines, December 4-5, 2017 in Reno, NV.
- Chair Smith reported that following approved conferences and training activities coming up soon:
 - December 14-16, 2017, Council of State Governments (CSG) Conference, Las Vegas, NV, Anne Connor and MaryLee Underwood will participate
 - January 10-12, 2018, 2018 New Mexico Children’s Law Institute, Albuquerque, NM, ICJ Booth will be hosted by Dale Dodd and John Pacheco
 - January 21-24, 2018, American Probation and Parole Association Winter Institute, Houston, TX, Traci Marchand and Jennifer Adkins will present a workshop
- Chair Smith reported the following conference opportunities are being explore:
 - March 18-21, 2018, NCJFCJ – National Conference on Juvenile Justice, Coronado, CA, proposal submitted
 - June 27-30, 2018, 2018 CJJ Annual Conference, Washington, D.C., planning to draft proposal
 - July 22-25, 2018, NCJFCJ 81st Annual Conference, Denver, CO, proposal submitted
 - July 29-August 1, 2018, APPA 43rd Annual Training Institute, Philadelphia, PA, planning to submit proposal
- Training Chair Smith also noted the 2018 Annual Business Meeting will be September 10-12, 2018 in New Orleans, LA and will be the 10th Anniversary.

Regional Updates

East Region

- Representative Genca (CT) thanked D. Barrett (ME) for leading the sanctions guidelines discussion. She reported their first meeting will be January 11, 2018.

Midwest Region

- Director Underwood reported Representative Belli (OH) was unable to attend due to a conflict, but asked that the following be reported:
 - The Midwest Region provided positive feedback on the Sanctions Guidelines.
 - The restricting of Indiana’s ICJ Office is complete. Anita Wright is the DCA for probation.
 - Iowa’s ICJ Office DCA Tracy Flagger retired in September. Tammy Hoffman will be covering until the DCA position can be filled.
 - Several states reported on trainings and state council meetings and filling state council vacancies.

South Region

- Representative Pressley (SC) reported N. Dalton (VA) led the discussion on the Sanctions Guidelines. She noted several topics discussed at their last meeting.

West Region

- Representative Dodd (NM) reported they are scheduled to have their next meeting in January. He noted several topics discussed at their last meeting. He stated G. Hartman (WY) led the discussion on the Sanctions Guidelines and was well received.

Legal Counsel Report

- R. Masters updated on the issue raised by Alabama regarding Delta Airlines' policy regarding unaccompanied runaways. When R. Masters last spoke with AL Designee Pendergast, they agreed that no further action was needed at the time, as it does not appear to be a widespread problem.
- R. Masters updated on the border agreement issues, noting that such agreements were permissible under the original co relating to the Old Compact. He stated appropriate steps are being taken to resolve this issue.
- R. Masters will be attending the CSG Conference and will be participating on the panel, though not expressly as a member of ICJ.

Old Business

- Chair Connor asked for a formal motion on the Sanctioning Guidelines. She noted a suggestion to consistently use the word "knowingly". Director Underwood noted this word indicates a state of mind and could cause some conflict, but agreed there should be consistency in the document.
- R. Masters shared Director Underwood's concerns regarding the word "knowingly" and added the guidelines may be unenforceable with this in place.
- S. Hagan (WI) suggested removing the word "knowingly" throughout the document. N. Dalton (VA) and D. Barrett (ME) agreed.
- D. Dodd (NM) stated he will be voting not to approve this document due to III. (D) regarding juvenile sex offenders.
- Chair Connor noted an additional recommended change from the East Region in section III. (D.) regarding adding language "resulting in an injury to the juvenile".
- **N. Dalton (VA) made a motion to approve the Sanctioning Guidelines with the amendment of removing the word "knowingly" throughout the document. T. Marchand (NC) seconded. D. Dodd (NM) voted "nay," all other members voted "yea." The motion carried.**
- Director Underwood asked the Chair to clarify that this will be approved as a policy. The Committee agreed the Sanctioning Guidelines will be a policy.

New Business

- Chair Connor noted the National Office prepared a posthumous resolution for former Iowa Commissioner Gerry Prine.
- **S. Hagan (WI) made a motion to approve the resolution. J. Rader (NE) seconded. The motion passed unanimously.**

Adjourn

- The next meeting is on December 14, 2017 at 11:30am EST.
- **Chair Connor adjourned the meeting by unanimous consent at 1:41 p.m. EST.**