



**INTERSTATE COMMISSION FOR JUVENILES
EXECUTIVE COMMITTEE**

Minutes
**September 10, 2018
1:00 PM CT
41st Floor St. Charles
New Orleans Marriott**

Committee Members in Attendance:

1. Anne Connor (ID) Chair
2. Natalie Dalton (VA) Vice Chair
3. Peter Sprengelmeyer (OR) Treasurer
4. Traci Marchand (NC) Immediate Past Chair
5. Jacey Rader (NE) Compliance Committee Chair
6. Jeff Cowger (KS) Finance Committee Chair
7. Tony DeJesus (CA) Technology Committee Chair
8. Cathlyn Smith (TN) Training Committee Chair
9. Gary Hartman (WY) Rules Committee Chair
10. Becki Moore (MA) East Region Representative
11. Charles Frieberg (SD) Midwest Region Representative
12. Dale Dodd (NM) West Region Representative

Ex Officio Member in Attendance:

1. Trudy Gregorie, Ex Officio Victims Representative

ICJ National Office Staff & Legal Counsel in Attendance:

1. MaryLee Underwood, Executive Director
2. Emma Goode, Training and Administrative Specialist
3. Jenny Adkins, Project Manager
4. Leslie Anderson, Logistics and Administrative Coordinator
5. Rick Masters, Legal Counsel

Call to Order

Chair Connor called the meeting to order at 1:00 PM CT.

Roll Call

Director Underwood called the roll and a quorum was established.

Agenda

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

Minutes

- **Jacey Rader (NE) made a motion to approve the August 9, 2018 meeting minutes. Charles Frieberg (SD) seconded. The motion passed.**

National Office Report

- Director Underwood reported the following updates:
 - Leslie Anderson is the new National Office Logistics and Administrative Coordinator. She has an extensive history of related work, including 15 years with the Kentucky State Police and Office of Inspector General.
 - ICJ's website migrated the previous week to a new host. Working with the new vendor has resolved downtime issues and increased functionality. However, there is no increased cost.
 - Thirty-nine states have paid dues. Only 8 states currently overdue. Remaining unpaid states are on a different Fiscal Year, therefore dues are scheduled for the end of September or October.
 - All 52 jurisdictions have registered for the Annual Business Meeting. Currently, 99 attendees are registered for the meeting, including 6 ex-officios, 41 additional state compact office personnel, presenters, and national office staff. With the exception of SC, all states have a voting representative present.
 - Changes were highlighted and reminders provided related to the Annual Business Meeting, including Docket Book information, Region meeting times and staffing, the addition of an Ex-officios meeting, election qualifications and the election processes.
 - The On-line State Council Toolkit will be introduced this week. It includes a web-based reporting tool, narratives and sample documents in appendices.
 - Regarding South Carolina Corrective Action Plan, significant progress has been made, training has been completed for new staff members and policies and procedures have been submitted for review by either the Compliance Committee or the Technical Assistance provider. Technical Assistance is continuing through the beginning of November 2018. Gary Hartman suggested that compliance policies and/or procedures be amended to include timelines.
 - The FBI is reviewing a working paper regarding the creation of an ICJ indicator to the wanted person file in NCIC. However, the current draft is based on information related to the "old Compact." Director Underwood provided FBI CJIS with information regarding changes from the old compact to the current compact. The working paper has been presented to the NCIC Subcommittee for discussion in October, but is likely to be tabled for an alternate proposal consideration in the Spring. Director Underwood will follow up.

- **Auditor Report**
 - AJ Sharp and David Hicks of Hicks and Associates, CPAs presented the drafted independent audit findings for FY2018 via teleconference. Draft audit findings were an unmodified opinion, which means that no significant concerns were identified. There were 5 recommendations made by the auditors for improved policies and procedures.
 - **Gary Hartman (WY) made a motion to approve the audit report. Jayce Rader (NE) seconded the motion. The motion passed.**
 - Chair Connor noted that the 5 recommendations found during the audit be referred to the Finance Committee.

- **Old Business**
 - Special Projects Update provided via conference call by Michael Jacobson of SEARCH to present the site visit report. The report was followed by Q&A from the committee on how SEARCH would be executed, recommendations and any possible concerns.
 - **Tony DeJesus (CA) made a motion to accept the SEARCH recommendation to develop a Request For Proposal to replace JIDS as presented. Dale Dodd (NM) seconded the motion. The motion passed.**
 - **Jayce Rader (NE) made a motion to extend the project deadline from September 30, 2018 to October 31, 2018. Cathlyn Smith (TN) seconded the motion. The motion passed.**

 - Advisory Opinion 03-2018 (Rule 7-104)
 - Rick Masters presented the revised opinion and noted that the Rules Committee may want to take action to clarify Rule 7-104.
 - **Dale Dodd (NM) made a motion to approve the Advisory Opinion 03-2018. Charles Frieberg (SD) seconded the motion. The motion passed.**

 - Legal Memorandum (Rule 6-102)
 - Rick Masters noted that, since submitting the memorandum for review, he was made aware of additional concerns. He suggested delaying discussion of the memorandum to allow for further research.

- **New Business**
 - There was no new business.

- **Adjourn**
Chair Connor adjourned the meeting by acclamation at 3:17 PM CT.