



**INTERSTATE COMMISSION FOR JUVENILES
SPECIAL PROJECTS AD HOC COMMITTEE**

Minutes
**January 17, 2018
2:00 p.m. EST**

Committee Members in Attendance:

1. Jeff Cowger, Chair
2. Judy Miller (AR), Commissioner
3. Tony DeJesus (CA), Commissioner
4. Anne Connor (ID), Designee
5. Traci Marchand (NC), Commissioner
6. Dale Dodd (NM), Commissioner
7. Cathlyn Smith (TN), Commissioner
8. Natalie Dalton (VA), Commissioner
9. Jedd Pelander (WA), Commissioner
10. Shelley Hagan (WI), Commissioner

Committee Members and Counsel Not in Attendance:

11. Pat Pendergast (AL), Commissioner
12. Barbara Murray (AK), Commissioner
13. Jacey Rader (NE), Commissioner

Non-Voting in Attendance:

14. Maxine Baggett (MS), South Representative
15. Abbey Christian (NE), Midwest Representative
16. Trudy Gregorie, Ex Officio, Victims Advocate

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 Cowger called the meeting to order at 2:00 PM EST

Roll Call

Director Underwood called roll and a quorum was established.

Agenda

**S. Hagan (WI) made a motion to approve the agenda. J. Pelander (WA) seconded.
The motion passed.**

Minutes

Discussion

Committee Purpose

- To make recommendations: for expenditure of “Special Projects” funds. These funds were made available by the disaffiliation from the Council of State Governments (CSG). Recommendations

2016 Strategic Planning Report

- Chair Cowger reported the recommendations from Executive Committee for the Committee that included: Major technological updates, National Office Staffing, Training videos and/or public awareness campaign, expand and/or enhance face-to-face meetings, and support State ICJ expenses.
- Chair Cowger presented the framework four strategic initiatives for 2016-2019:
 - Strategy #1 – Utilize and promote the State Council to increase national awareness/visibility at the state level.
 - Strategy #2 – Enhance communications and collaboration to foster better outcomes for juveniles.
 - Strategy #3 – Use data to analyze and evaluate performance and enforce/monitor compliance.
 - Strategy #4 – Develop sustaining leadership via training and professional development.
- S. Hagan (WI) asked if the surplus will be allocated each fiscal year. She added that the response could affect the purpose of how the Special Projects Ad Hoc Committee recommends the use of the additional funds.
- Chair Cowger shared that the Special Projects will send recommendations to the Finance Committee and the Finance Committee will report to the Executive Committee.
- The Committee discussed making recommendations for FY 2018. Director Underwood clarified that the surplus is available FY 2018. If recommendations are made we can amend the 2019 budget to reflect a specific line item vs the Special Projects line which would go to the Executive Committee for approval.
- A. Connor (ID) suggested issuing thumb drives that have the Bench Book on them for training and public relations giveaways
- N. Dalton (VA) suggested that the Committee should consider investing in technology and JIDS upgrades.
- C. Alfonso (NJ) suggested focusing on the JIDS system. She stated that there isn’t a duplicate system for JIDS in her state. She suggested distributing a survey to determine the impact of JIDS on each state and the daily business of the compact office.
- S. Hagan (WI) provided insight on how JIDS is working and suggested paying for a consultant to better integrate software that works with ICJ. Also, she suggested investing in branding and presence for ICJ.
- J. Miller (AR) is not familiar with NEESE and would like to look at alternatives. She went on to give her experience and difficulties with JIDS.
- Chair Cowger asked J. Adkins if there was a form to send out of the IT SWOT. J. Adkins shared that it will first be reviewed by the Committee then converted to a survey if it’s approved by the Committee.
- S. Hagan (WI) wanted to ensure that the survey is balanced and that it captures what is liked about JIDS as well as the obstacles that are faced by the states using JIDS. Also, she wanted the survey to be more specific about the State level data systems in

which ICJ information may reside. She also inquired as to where did the outline of the survey come from.

- Director Underwood explained that it is a draft that the National Office put together for discussion. She clarified that this is similar to the model used for the NEESE assessment.
- J. Pelander (WA) asked if the survey addresses how long the survey taker has been using JIDS. He suggested that knowing how one responds and knowing how long one has been using JIDS may give some insight to whether they prefer JIDS or not.
- C. Smith (TN) asked if the survey would be assessed by all field users. Director Underwood responded by saying that the National Office envisioned the survey being sent to all field users.
- A. Connor (ID) offered the importance of getting input from the frontline staff in each state; what their experience has been using JIDS. She commented on how the various regions of the country will have different experiences and that ICJ needs to capture what pros and cons each office is experiencing using JIDS.
- J. Miller (AR) asked a question on the survey if there's a separate data system for tracking data for probation ICJ cases similar to how the Division of Youth Services and Parole cases are tracked? Chair Cowger stated that there may be a state by state response or there may be a statewide data system.
- A. Connor (ID) responded with sending out the survey and getting the results back to determine where the surplus should be spent this fiscal year. Also, she suggested creating a RFI to find and compare data management systems.
- The Committee would like to investigate other case management data systems. T. Marchand added that in previous years that there wasn't any additional funding available to invest in researching other options for data management systems.

Draft SWOT for Electronic Information System

- To make recommendations for expenditure of "Special Projects" funds. These funds were made available by the disaffiliation from the Council of State Governments (CSG).

New Business

There was no new business.

Adjourn

- The next meeting is March 27, 2018 at 2:00 PM ES
- T.
- **Chair Cowger adjourned the meeting by unanimous consent at 3:00 p.m. EST.**