



**INTERSTATE COMMISSION FOR JUVENILES
EXECUTIVE COMMITTEE**

Minutes
**May 25, 2017
11:30 a.m. EDT**

Committee Members in Attendance:

1. Traci Marchand (NC) Chair
2. Michael Lacy (WV) Vice Chair
3. Jeff Cowger (KS) Treasurer
4. Michael Farmer (CA) Compliance Committee Chair
5. David Barrett (ME) Finance Committee Chair
6. Julie Hawkins (MO) Rules Committee Chair
7. Anne Connor (NV) Training and Human Trafficking Ad Hoc Committees Chair
8. Maria Genca (CT) East Region Representative
9. Nina Belli (OH) Midwest Region Representative
10. Mia Pressley (SC) South Region Representative
11. Jessica Eldredge (UT) West Region Representative
12. Trudy Gregorie, Victims Representative
13. Rick Masters, Legal Counsel

Committee Members Not in Attendance:

1. Shelley Hagan (WI) Technology Committee Chair

Guests in Attendance:

None

ICJ National Office Staff in Attendance:

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

Commission Chair Marchand called the meeting to order at 11:31 a.m. EDT.

Roll Call

Director Underwood called the roll and a quorum was established.

Agenda

- **M. Pressley (SC) made a motion to approve the agenda. J. Eldredge (UT) seconded. The motion passed.**

Minutes

- **N. Belli (OH) made a motion to approve the April 27, 2017 meeting minutes. M. Pressley (SC) seconded. The motion passed.**

Executive Director Report (presented by MaryLee Underwood)

Training & Technology Coordinator Position

- M. Underwood updated on the applicants for the Training and Technology Coordinator position at the national office and reported that LaVonne Rutten accepted the position and will begin mid-June.

Commissioner(s)

- M. Underwood updated that the New Hampshire Commissioner (Lorraine Bartlett) retired. Thomas O'Connor continues as the New Hampshire full time designee.

Reauthorization of the JJDP

- M. Underwood updated that the Reauthorization of the Juvenile Justice Delinquency Prevention Act (JJDP) with the ICJ 15 day detainment exception passed the House and awaits action by the Senate. The President's proposed budget includes full funding for the JJDP.

FY18 Dues

- M. Underwood reported that a few FY18 dues have been received. The national office continues to respond to states' requests for information to update the vendor accounts payable information.

Staff Recognition

- M. Underwood presented the staff recognition information and updated that nominations may now be submitted on the website. All nominees will receive recognition in the newsletter and during the annual business meeting, and be mailed a certificate.

ABM 2017

- M. Underwood reported that preparations are underway for the 2017 Annual Business Meeting in San Diego. Information is available on the Commission's website and registration will open July 5.

Leadership Award

- M. Underwood presented the annual leadership award information and deadline dates. The Executive Committee will vote and the award will be presented at the 2017 Annual Business Meeting.

Commission Chair Report (presented by Traci Marchand)

- Chair Marchand commented on the discussion of the rule proposals by the regions and encouraged Commissioners to post their feedback prior to the June 5 deadline.

Compliance Committee (presented by Michael Farmer)

- Compliance Committee Chair Farmer reported that the Compliance Committee met May 4 and reviewed the first and second quarter Performance Measurement

Assessment (PMA) results. The standard for Rule 4-102(B) demonstrated that states were flagged for completing transfers prior to the 45 day time frame. A closer look at the language in Rule 4-102(B) revealed that although implied, the rule does not specify that transfers are to be approved prior to the transfer. M. Farmer (CA) reported that the Compliance Committee removed the Rule 4-102(B) standard from the 2017 assessment.

- M. Farmer (CA) presented for discussion a draft Sanctions Guideline initially developed by the Compliance Committee in 2016 to serve as a guideline for the Compliance Committee to avoid imposing arbitrary monetary amounts. M. Farmer (CA) clarified that other measures in accordance with the Compliance Policies are implemented prior to assessing a fine, noting that historically fines have been abated as states have corrected the default within the assigned time frame. Additionally, some states have supported a monetary guideline to assist them in demonstrating to their states the seriousness of adhering to the ICJ Rules and Policies.
- A. Connor (NV) supported the Compliance Committee continuing to work on a sanctions guideline for the Executive Committee's consideration.
- M. Farmer (CA) commented that the Compliance Committee will compare the ICAOS guidelines and look to modify the ICJ sanctions guideline at its next meeting, June 20. Additionally, the Compliance Committee discussed presenting the guidelines to the regions for feedback prior to bringing back to the Executive Committee.

Finance Committee (presented by Dave Barrett)

- Finance Committee Chair Barrett presented the approved 2018 fiscal year budget alongside a proposed amended 2018 fiscal year budget and a summary explanation of the changes in line items: salaries, benefits, accounting, professional fees, postage, insurance, and indirect costs resulting in an overall cost savings of 12 percent.
- Director Underwood confirmed that the cost-of-living-adjustment (COLA) approved at the last meeting was included in the updated budget numbers.
- **J. Cowger (KS) made a motion to adopt the 2018 fiscal year budget summary and to incorporate into the 2018 fiscal year budget. A. Connor (NV) seconded. The motion passed.**

Technology Committee (presented by MaryLee Underwood)

- In the absence of Technology Committee Chair Hagan, Executive Director Underwood updated on the following JIDS upgrade items and encouraged members to submit helpdesk tickets when additional incidents occur.
 - *User Management*
Adding JIDS to the IE trusted sites has repaired the issue for all but 4 states.
 - *Icon Display*
Addressing individually with states as the issue is browser specific
 - *System Performance*
Reports from the third party script vendor confirms improved global performance in JIDS
 - *License Notice*
InStream updated license and users should no longer receive a message.
- M. Underwood updated that proposed changes to the Final Travel Plan form are out for a 30-day comment review by the Executive and Rules Committees and to

date no comments have been received. At the July 11 Technology Committee meeting, the costs to auto-populate the [state] fields on six forms will be reviewed in addition to the JIDS enhancements and potential JIDS impact to implement the 2017 rule proposals.

- M. Underwood reported on the ICJ website redesign response to the request for proposal (RFP) from Fusioncorp Creative Design. Fusioncorp is also working with ICAOS on their website platform upgrade.
- The Executive Committee reviewed a concept image for the website provided by the vendor and had no additional questions.
- The Executive Committee discussed and viewed the current and projected new look of the ICAOS website.
- **M. Pressley (SC) made a motion to approve the Fusioncorp Creative Design proposal for \$15,000 for the ICJ website upgrade. M. Farmer (CA) seconded. The motion passed.**

Rules Committee (presented by Julie Hawkins)

- Rules Committee Chair Hawkins encouraged members to post their comments to the 2017 rules proposals prior to June 5. The Rules Committee will meet June 13 in Louisville, Kentucky, to review all comments and finalize the proposals for vote at the 2017 Annual Business Meeting.

Training, Education & Public Relations Committee and Human Trafficking Ad Hoc Committee (presented by Anne Connor)

Training Committee

- Training Chair Connor updated on the remaining live WebEx rules training dates scheduled prior to the 2017 Annual Business Meeting (ABM) and reported a high attendance in the recent trainings. The JIDS upgrade training for field staff will be forthcoming.
- The Training Committee continues to develop training curriculums for the 2017 ABM trainings. She and MaryLee are confirming presenters for the judicial panel and welcomed references for a human trafficking/special court judge.
- The best practice for an intrastate relocation is posted to the Commission's website. A Training Committee work group met to discuss the conflict between an older best practice and advisory opinion regarding the Form IA/VI. The group agreed to defer discussion until after the 2017 ABM as a rule proposal will be considered to address the issue.
- Chair Connor updated there have been no new Technical and Training Assistance (TTA) requests.
- The next Training Committee meeting is June 8, 2017.

Public Relations

- Chair Connor updated on ICJ participation in two conferences in August:
 - TJCSA Future Conference 2017*
August 13-16
Nashville, TN
Presenters: Anne Connor and Cathlyn Smith
 - APPA 42nd Annual Training Institute*
August 27-30
New York, NY
Presenters: Anne Connor and Traci Marchand

Human Trafficking Ad Hoc Committee

- Chair Connor updated that the work group is assisting in the development of a scenario and additional information for the APPA 42nd Annual Training Institute presentation entitled: Going Home: Collaboration is Key to Ensuring the Safe Return of Human Trafficking Victims.
- The Human Trafficking Ad Hoc Committee continues to share and review resources and the next meeting is June 6, 2017.

Regional Updates

East Region (presented by Maria Genca)

- Representative Genca reported that the East Region met May 18. States updated on state councils and staff personnel changes. Discussion included the 2017 rule proposals and challenges regarding home/demanding states issuing warrants and dismissing the return after the juvenile is taken into custody.

Midwest Region (presented by Nina Belli)

- Representative Belli reported that the Midwest Region met May 16. The 2017 rules proposals were discussed and the Midwest Region agreed to withdraw its proposal to Rule 4-101. States updated on their intrastate trainings and state council activities. The next meeting is September 26 at the 2017 Annual Business Meeting.

South Region (presented by Mia R. Pressley)

- Representative Pressley reported that the South Region met May 24. States updated on local staff personnel changes. There was discussion on one state's continuing issue with state's court of releasing juveniles with pending charges. The 2017 rule proposals were discussed and the region agreed that states would comment on the proposals individually. The next meeting is September 26 during the Annual Business Meeting.

West Region

- Representative Eldredge reported that the West Region met May 16 and discussed each of the 21 rule proposals. The West Region was in agreement on all but six of the proposals and agreed to comment independently on those. There was one staff update in California. The next meeting is September 26 during the ABM.

Legal Counsel Report (presented by Rick Masters)

Conflict of Interest Policy

- R. Masters presented a Code of Conduct Policy with a form to be completed by each Commissioners/Designees annually. The policy was a modification to the conflict of interest policy discussed as the last meeting.
- **M. Lacy (WV) made a motion to adopt the Code of Conduct Policy as presented. M. Genca (CT) seconded. The motion passed.**

Virginia Update

- R. Masters updated on a recent request from Virginia Commissioner Dalton regarding a motion filed by a Virginia public defender regarding the release of juveniles with pending charges in Virginia and the motion included holding the

Commissioner in contempt. R. Masters noted that the public defender was the same attorney who has filed motions against the ICJ Compact in the past few months. Executive Director Underwood updated that she and R. Masters worked with the Virginia Attorney General's office to file a motion which resulted in resolution to the matter.

Victims Representative Report (presented by Trudy Gregorie)

- T. Gregorie updated that the President's proposed budget eliminates the Social Services Block Grant (SSBG) which will impact child protective services in states and totally eliminate programs in ten states. T. Gregorie recommended members contact their state's Congress members for support on retaining the SSBG funding and educate on the services provided by the funding.

Old Business

There was no old business.

New Business

- Finance Committee Chair Barrett presented a personnel matter for discussion.
- R. Masters advised the Executive Committee to go into a closed session to discuss personnel matters and return to open session for vote on any actions.
- **D. Barrett (ME) made a motion to move into closed session. M. Lacy (WV) seconded. The motion passed.**
{Closed Session}
- **M. Lacy (WV) made a motion to move out of closed session. J. Eldredge (UT) seconded. The motion passed.**
- **M. Lacy (WV) made a motion to honor the ICJ national office staff Emma Goode and Jennifer Adkins with a one-time bonus payment of \$4000 each to compensate for their service during the absence of an Executive Director and Training Coordinator, to be paid in the 2017 fiscal year 2017. M. Genca (CT) seconded. The motion passed.**

Adjourn

- The next teleconference meeting is June 22, 2017 @ 11:30 a.m.
- **Chair Marchand adjourned the meeting by unanimous consent at 12:51 p.m. EDT.**