



**INTERSTATE COMMISSION FOR JUVENILES**  
**EXECUTIVE COMMITTEE**

*Minutes*  
**July 27, 2017**  
**11:30 a.m. EDT**

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**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. Shelley Hagan (WI) Technology Committee Chair
7. Julie Hawkins (MO) Rules Committee Chair
8. Anne Connor (NV) Training and Human Trafficking Ad Hoc Committees Chair
9. Maria Genca (CT) East Region Representative
10. Nina Belli (OH) Midwest Region 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

**Committee Members Not in Attendance:**

None

**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
  4. LaVonne Rutten, Administrative and Technology Coordinator
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**Call to Order**

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. Lacy (WV) made a motion to approve the agenda. S. Hagan (WI) seconded. The motion passed.**
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## Minutes

- **M. Pressley (SC) made a motion to approve the June 22, 2017 meeting minutes. A. Connor (NV) seconded. The motion passed.**

## Executive Director Report (presented by MaryLee Underwood)

### Commissioner Updates

- Director Underwood updated that Angela Bridgewater has been re-appointed Louisiana Commissioner replacing James Bueche and Maureen Clifton was appointed part-time designee to Wyoming Commissioner Gary Hartman.

### AL – Airline Policy

- Director Underwood updated that Patrick Pendergast (AL) reported a travel agent stated that Delta and American Airlines changed their policies and now runaways are prohibited from traveling unaccompanied. M. Underwood and R. Masters communicated with Delta airlines' legal department who indicated there had been no change rather an increased enforcement of their existing policy. The current policy however does not allow booking with a third-party carrier; booking the last flight of the day; nor can the unaccompanied minor program be used for only one part of a multi-part the journey. Delta personnel agree to look to acquiring a letter stating that their current posted policy is correct and Director Underwood will continue to follow up.

### IL – Detention

- Director Underwood updated on an Illinois concern that judges refused to house juveniles in secure detention. After a review of the cases and the rules, it was determined not to be a compliance issue.

### WI – Federal Title IV-E Compliance

- Director Underwood updated on an issue presented at the last meeting regarding the federal Adoption and Safe Families Act and the federal Title IV-E compliance. Two teleconferences were held with Carla Fultz (ICPC), Rick Masters, Commissioner Hagan (WI) and Director Underwood. An informal survey was issued at the request of Wisconsin resulting in 35 varying responses. In general, there is a positive correlation of cooperation when states' ICJ and ICPC are housed together.
- S. Hagan (WI) spoke to the responses to the two scenarios in the survey. For Court ordered placements, there is a broader agreement and clearer understanding of an ICJ case. For Court ordered placement with a non-legally responsible relative, ownership becomes fuzzy; however, the closer collaboration between states' agencies the more willingness there appears to be to consider joint cases and work together.
- R. Masters cautioned that ICJ's statutory requirements not be mistaken with collaborative efforts and dual jurisdictions.
- Commissioner Hagan would like to follow up with states that responded to the survey to learn more about the issue and the Executive Committee agreed.

### Other

- Director Underwood updated that other state issues addressed since the last meeting involved: youth charged in other states as adults; youth transferred

voluntarily for medical treatment; responding to subpoenas; and required documentation for designee appointments.

### Promoting Awareness & Visibility

- Director Underwood reported that she and Victims' Representative Gregorie worked an exhibit booth at the NCJFCJ 80<sup>th</sup> Annual Conference in Washington, DC. The booth location and materials were well-received. The bench book on was distributed on a flash drive to approximately 180 judges, court personnel, lawyers, and other allies from at least 35 states, territories, and the District of Columbia.
- Several contacts were made for potential opportunities:
  - ICJ information in the next version of Juvenile Delinquency Guidelines and ICJ data in the OJJDP Statistical Briefing Book.
  - Membership outreach revisited with Judge Arthur Barcinas from Guam.
  - Numerous judges indicated an interest in training.
  - Arkansas judge stated that state legislation was introduced in the previous session that conflicted with ICJ. He volunteered to send additional information. Director Underwood will follow-up with Judy Miller (AR).
  - Several judges expressed frustrations about cases taking a long time and most often frustrated with ICPC cases. Some were not aware of the difference.
  - Several judicial attendees recommended that Director Underwood attend the National Conference on Juvenile Justice March 18-21 in San Diego and the Annual Conference in Denver July 22-25.
  - Discussions with Eileen Garry, OJJDP Acting Administrator included potential partnership on human trafficking; assistance with outreach; and an interest in State Council collaborations with OFFDP State Advisory Groups. Additionally, Ms. Garry expressed an interest in attending the ICJ 2017 ABM.

### JIDS Update

- Director Underwood provided a timeline update on the nationwide JIDS issues that occurred July 6 and 7. In summary, the issues were two-fold:
  - 1) System speed. The speed was impacted by two of the five application pools consuming the memory; and
  - 2) Log-In. The updated version database backup consumed a larger amount of space on the server than the previous version which led to the system-wide lock-up.
- Director Underwood apologized for the inconvenience to and encouraged users to submit helpdesk tickets to assist the national office in tracking and resolving JIDS issues. The modifications implemented by InStream to avoid in the future are: modified threshold on alerts; additional email notifications; additions to the nightly maintenance data clean up; and increased backup storage capacity. In house, additional staff has been trained to send emergency notices as soon as issues are determined. At this time JIDS is stable and the focus is updating the Sandbox.

### 2017 Fiscal Year End

- Director Underwood reported that a change in personnel at ICAOS delayed finalizing the ICAOS-ICJ shared invoices. To date, all 2017 expenditures have

been submitted and await the year end financials from the accountant. The Finance Committee will meet August 8 to review the final figures.

### 2017 Annual Report

- Director Underwood thanked members that provided input for their 2017 Annual Business Meeting Reports. The ABM Reports and the 2017 Annual Report are prepared in conjunction with one another to capture and highlight all accomplishments for the year. A draft 2017 Annual Report will be presented at the next meeting.

### **Commission Chair Report** (presented by Traci Marchand)

#### 2017 ABM Leadership Award

- Commission Chair Marchand reported that the Executive Committee will receive an email today to vote for one of the five nominees for the 2017 Leadership Award. The five candidates nominated are:
  1. Nebraska - Abbie Christian
  2. Nebraska - Jacey Nordmeyer
  3. New York - Kelly Palmateer
  4. Oregon - Phil Cox
  5. Tennessee - Cathlyn Smith

#### 2017 Annual Business Meeting (ABM)

- Commission Chair Marchand updated on the number of registrants to date for the 2017 Annual Business meeting and encouraged everyone to plan now to attend as the cost of airline tickets are increasing. Registration closes August 5. Additionally, new this year will be a *New Commissioners Luncheon* on Tuesday.

#### Dues Received

- Commission Chair Marchand reported that July 31 is the due date for FY 18 dues for states operating on the July 1 – June 30 fiscal year and to date 25 states have paid.

### **Compliance Committee** (presented by Michael Farmer)

- Compliance Chair Farmer reported that the Compliance Committee met June 20, 2017. He presented an updated draft Sanctioning Guidelines document being recommended by the Compliance Committee.
- Chair Farmer requests that the region representatives include discussion of the document at their region meetings September 26 during the 2017 ABM and a Compliance Committee member will present the document and gather feedback during the meeting. The document and feedback will be brought back to the Compliance and Executive Committees after the annual business meeting.
- Compliance Chair Farmer reported that the Compliance Committee continues to review the PMA Standards. A modification was made for clarity and a couple standards deleted as it was not a necessary or a correction measurement to their corresponding rule.

### **Finance Committee** (presented by Dave Barrett)

- Chair Barrett reported that the Finance Committee moved its July meeting to August 8, 2017 at which time the final FY 17 figures will be reviewed.

### **Technology Committee** (presented by Shelley Hagan)

- Technology Committee Chair Hagan reported that the Technology Committee met July 11, 2017 and explained the rationale to the approved JIDS enhancements below:
  - Form IX removal of the word “certified;
  - Auto-population of forms except the Form V as there was a discussion on how the Form V is used; and
  - Field truncation. Instream will increase the number of characters in fields to replicate the Form IA/VI.
- Chair Hagan noted that the website update is progressing and the Technology Committee will be reviewing in a testing environment.

### **Rules Committee** (presented by Julie Hawkins)

- Rules Committee Chair Hawkins reported the presenters for the rule proposals training session will be meeting in August to prepare for Session II at the ABM.

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

#### Training Committee

- Training Chair Connor reported one rules training remains prior to the ABM and will be conducted by Chair Marchand. The Training Committee met July 13 and work groups continue to prepare for the 2017 ABM sessions. The five judicial panelists have been confirmed for the Judicial Panel Discussion on Wednesday.
  1. Judge Anthony Capizzi (Ohio) (NCJFCJ President and ICJ Ex Officio)
  2. Judge Sheila Calloway (Tennessee)
  3. Judge Brenda Freedman (New York)
  4. Judge Dixie Grossman (Nevada)
  5. Judge John J. Romero, Jr. (New Mexico)

#### Public Relations

- Chair Connor updated on ICJ participation in upcoming conferences.
  - TJCSA Future Conference 2017*
    - August 13-16
    - Nashville, TN
    - Presenters: Anne Connor and Cathlyn Smith
  - APPA 42<sup>nd</sup> Annual Training Institute*
    - August 27-30
    - New York, NY
    - Presenters: Anne Connor and Traci Marchand
  - Hawaii Judiciary Symposium*
    - September 29
    - Honolulu, HI
    - Presenter on site (legal perspective) - Rick Masters
    - Presenter off site (practitioner perspective) - Anne Connor

#### Human Trafficking Ad Hoc Committee

- Human Trafficking Ad Hoc Committee Chair Connor reported the ad hoc committee has not met. The next meeting is August 8. The work group has met and information shared during the ad hoc committee meetings was used to develop the APPA 42<sup>nd</sup> Annual Training Institute presentation.

### States in Transition Template

- S. Hagan (WI) questioned the status of the States in Transition template. Chair Connor explained that she and Chair Marchand will address questions received regarding maintaining the template and provide an update at the ABM.

### Regional Updates

#### **East Region** (presented by Maria Genca)

- Representative Genca had nothing to report. The next meeting is September 26 during the Annual Business Meeting.

#### **Midwest Region** (presented by Nina Belli)

- Representative Belli had nothing new to report. The next meeting is September 26 during the Annual Business Meeting.

#### **South Region** (presented by Mia R. Pressley)

- Representative Pressley had nothing new to report. The next meeting is September 26 during the Annual Business Meeting.

#### **West Region** (presented by Dale Dodd)

- Representative Dodd reported the West Region met July 12 to elect a new West Region Representative to complete the term of Jessica Eldredge (UT). Unanimously, the region elected Dale Dodd (NM) and approved the minutes of the last meeting. The next meeting is September 26 during the Annual Business Meeting.

### Legal Counsel Report (presented by Rick Masters)

- R. Masters updated that a Commissioner is unwilling to sign the Code of Conduct Policy Form on the grounds that the new policy was not vetted and voted on by the full Commission. R. Masters advised that the ICJ Statute gives the Executive Committee authority to decide matters on behalf of the Commission when the Commission is not in session. The only exception being rule making and amendments to the Compact. Additionally, the Commission operates under the Roberts Rules of Order which addresses conflicts of interest. R. Masters recommended bringing the policy before the Commission at the ABM to ratify the policy out of respect to anyone who may have issues signing the form.
- M. Pressley (SC) questioned whether or not the Commissioners/Designees delegates at the meeting can vote if the form is not signed. R. Masters clarified that it would not prevent voting. Furthermore, no sanctions were included in the policy. However, according to Robert's Rules of Order, with or without a policy, Commissioners/Designees should voluntarily remove themselves from a vote if a known conflict exists.
- The Executive Committee discussed what actions should be taken if the form is not signed and agreed to defer the discussion to the next meeting.

### Victims Representative Report (presented by Trudy Gregorie)

- T. Gregorie had nothing new report; however, echoed the positive feedback and attention ICJ received to the exhibit booth during the NCJFCJ conference in Washington, DC.

### **Old Business**

There was no old business.

### **New Business**

- M. Farmer (CA) announced this to be his last official meeting as the Designee for California. Tony DeJesus will be appointed full time designee and official documentation will be forthcoming.

### **Adjourn**

- The next teleconference meeting is August 24, 2017 @ 11:30 a.m. EDT.
- **Chair Marchand adjourned the meeting by unanimous consent at 12:51 p.m. EDT.**