

WHO ARE WE SERVING?

JUVENILES/FAMILIES LEGAL GUARDIANS  
COMMITTEES

PROBATION DEPTS. AGENCIES  
(TRAINING, ADVICE, COORDINATION)

STATE

GOVERNOR

VICTIMS

WHAT CHANNELS OR METHODS SHOULD WE ADOPT?

MAKE SURE WE ARE AWARE OF COMMITTEES,  
ASSOCIATIONS TO OFFER ADVICE OR ASSISTANCE.

BE WILLING TO RECEIVE IDEAS AND COUNCIL.

DEVELOPING RELATIONSHIPS WITH OTHER STATES  
ESP. WEST  
(COUNCILS IN WEST CONNECT)

HOW ARE WE ADDING VALUE?

TRAINING ADVICE

COORDINATING PROTOCOL

MAKE THE SYSTEM ACCOUNTABLE

RECOGNITION

HOLDING JUVENILES ACCOUNTABLE

HOLDING OTHER STATES ACCOUNTABLE

ADVISING COMMISSIONER ON PROPOSED RULES  
TO THE COMMISSION

UNDER THE DIRECTION OF THE GOVERNOR AND  
COMPACT AUTHORITY

WILL ADVISE COORDINATE AND SET PROTOCOL TO  
ASSIST AND PROVIDE OVERSIGHT TO THE IDAHO  
ICJ OFFICE COLLABORATIONG WITH OTHER STATE  
AND LOVAL ENTITIES IN PROMOTING

(PUYBLIC SAFETY, VICTIM'S RIGHTS AND  
JUVENILE ACCOUNTABILITY THAT IS BALANCED  
WITH SAFEGUARDING THOSE JUVENILES)

UNDER THE DIRECTION OF THE GOVERNOR AND  
COMPACT AUTHORITY

PROVIDE OVERSIGHT SUPERVISION, ASSISTANCE,  
ACCOUNTABILITY AND TRAINING, THROUGH  
CLEAR AND PRECISE PROTOCOLS WHEN JUVENILES  
ENTER OR LEAVE THE STATE OF IDAHO TO PUBLIC  
SAFETY THROUGH COLLABORATION, RELATIONSHIPS  
AND PROFESSIONALISM

IC FOR INTERSTAE JUVENILE SUPERVISION  
ESTABLISHED BY STATE COMPACT AUTHORITY TO:

PROVIDE ADVICE TO THE COMMISSIONER REGARDING  
RULEMAKING, NATIONAL AND IDAHO ISSUES

COLLABORATE WITH COURTS AND LOCAL ENTITIES  
WITHIN IDAHO TO FUINCTION SEAMLESSY

IN COLLABORATION WITH COUNTIES STATE  
DEPARTMENTS AND LOCAL GOVERNMENT

COLLABORATE WITH OTHER STATE COUNCILS

SERVE THE STATE OF IDAHO, COMMUNITIES,  
AGENCIES, JUVENILES AND FAMILIES BY  
PROVIDING OVERSIGHT, SUPERVISION, ASSISTANCE,  
SUPPORT AND ACCOUNTABILITY, TRAINING  
AND  
EDUCATION THROUGH (COLLABORATIONS,  
RELATIONSHIPS AND PROFESSIONALISM)

IC PROVIDES

(GUIDANCE, SUPPORT AND RESOURCES)

TO JUVENILES, THEIR FAMILIES COMMUNITIES,  
VICTIMS IDAHO COUNTIES AND PROBATION AND  
OTHER STATES TO STRENGTHEN PUBLIC SAFETY,  
VICTIM'S RIGHTS AND JUVENILE ACCOUNTABILITY



REPRESENT THE STATE OF IDAHO SERVING  
JUVENILES AND FAMILIES THROUGH JUVENILE  
PROBATION DEPTS., PROVIDE CLEAR AND CONCISE  
PROTOCOLS WHEN JUVENILES ENTER OR LEAVE THE  
STATE OF IDAHO AND TO ADDRESS JUVENILES RISK  
TO KEEP COMMUNITIES SAFE



**IDAHO COUNCIL ON INTERSTATE JUVENILE SUPERVISION  
PANEL DISCUSSION**

**New Compact Signed into Law March 19, 2004**

**Outline derived from the Minutes of the Idaho Dept. of Juvenile Corrections Board**

**April 2005**

- Discussion of the new national Interstate Compact
- Board to begin defining rules for which the state of Idaho will adhere, i.e., payment of treatment and transportation costs
- Discussion of expansion of membership to include representation as defined by the new compact

**June 2005**

- Commissioner appointed for the Idaho Council for Interstate Juvenile Supervision (ICIJS)
- Discussion of Council membership
- Review of proposed bylaws for the new Council
- Discussion of role of the Council
  - Advise
  - Exercise oversight
  - Advocacy in Idaho's participation in Interstate Commission activities
  - Develop policy concerning operations and procedures of the compact within the state
  - Funnel Complaints
  - Budget Procurement Assistance

**July 2005**

- Familiarize Board with the current compact rules
- Commissioner to begin attending national meetings
- Review of the Council's bylaws draft

**September 2005**

- Continued review of the rules and bylaws
- Additional members added to the Council
- New Compact Administrators Training overview
- Review of current juvenile tracking system (IJOS) for compatibility with national system

**October 2005**

- Additional members added to the Council
- Continued review of existing rules

**November 2005**

- Additional members added to the Council
- Continued review of existing rules
- Introduction and review of the State Officials Guide, Interstate Compact for Juveniles

**December 2005**

**Council members invited to attend Interstate training**

## **Outline derived from the Minutes of the Idaho Council on Interstate Juvenile Supervision (ICIJS)**

### **January 2006 (1st Council Meeting)**

- Summary of training
- Review of Annual Reports
- Discussed the role of the Council
- Discussed the representation and number of members of the Council
- Identified areas of current challenge with the compact

### **March 2006**

- Introduction of new members
- Announcement of approval of an Interstate Budget
- Begun review of the "State Official Guide—Interstate Compact for Juveniles"
- Discussion of adding victim advocate member to the Council

### **October 2006**

- Further discussion of Council bylaws and role
- Continued review of "State Official Guide—Interstate Compact for Juveniles"

### **January 2007 Director Callicutt came on Board**

### **May 2007**

- Introduction of new Council members
- Report on South Carolina meeting attended by Idaho Commissioner
- Discussion of current Idaho interstate caseload and budget
- Discussion of lessons learned from the new Adult Interstate Compact
- Discussion of transition rules for the new Compact.
- Formation of a subcommittee to develop a state Probation Protocol beginning June 1
- Discussion held on intrastate training
- Discussion on how to resolve complaints within the state
- Discussion on how to handle compliance issues within the state

### **August 2007 Council members attend Annual Meeting in Lexington**

### **November 2007**

- Positive report given by Annual Meeting attendees
- Continued review of the proposed bylaws
- Determined Compact Administrator would be Commissioner
- Probation Protocol was submitted for final review

### **February 2008**

- Announcement of approval to hire an Administrative Assistant for the Interstate Office
- Final approval of bylaws
- Council approval of the Probation Protocol
- Probation Protocol to be circulated to all Idaho probation offices and Juvenile Justice Administrators with a comment period of 30 days
- Law Enforcement/Transportation Protocol Subcommittee need

### **May 2008**

- Council invited to participate as a panel to share Idaho's experience with AJCA Association
- Probation Protocol unanimously adopted
- Development of a Probation Protocol training video
- Law Enforcement/Transportation Protocol subcommittee formed

## Idaho Council for Interstate Juvenile Supervision (ICIJS)

- A. The Governor of the State of Idaho has appointed the Director of the Idaho Department of Juvenile Corrections as the state's Juvenile Compact Administrator. The Director shall be a voting member of the Council as set forth below.
- B. The membership of the Council shall not exceed twelve (12) regular members and shall include at least one (1) representative from the legislative, judicial, and executive branches of government, victims groups and the juvenile compact administrator (or deputy compact administrator or designee) as required by Article IX, Title 16, Chapter 19, Idaho Code, as follows:
  - 1. The five members of the Idaho Board of Juvenile Corrections, appointed by the Governor of the State of Idaho pursuant to executive order, consisting of the following appointments:
    - a. The Chair of the Senate Judiciary and Rules Committee and the Chair of the House Judiciary, Rules and Administration Committee as standing board members.
    - b. The three (3) board members who are citizens of the State of Idaho, as defined in said executive order.
  - 2. The Director of the Idaho Department of Juvenile Corrections and Compact Administrator who is appointed by the Governor of the State of Idaho.

The terms of the six (6) initial Council members described above, shall be identified in a letter of appointment issued by the Director to each appointed Council member. The Director shall fill each succeeding vacancy for terms of two years. Vacancies in the Council for these unexpired terms shall be filled by the Director's appointment for the remainder of the term and may be reappointed at the discretion of the Director.

**Board Members**

**Steve Jett, Judicial, Detention Center Manager**

**Sharon Harrigfeld, Executive, Director IDJC, Compact Administrator**

**Senator Patti Anne Lodge, Legislative, Chair of the Senate Judiciary and Rules Committee**

**Representative Lynn Luker, Legislative, Chair of the House Judiciary, Rules and Administration Committee**

**Barry Black, Judicial, Prosecuting Attorney**

**Senator Denton Darrington, Executive, Juvenile Corrections Board Chair**

**Additional Members**

**John C. Vehlow, Judicial, Senior Judge 10/31/2019**

**Anne Chatfield, Victims Advocate, Idaho Council on Domestic Violence and Victim Assistance 10/31/2017**

**Shawn Hill, Judicial, Chair, Bingham County Court Services Director 10/31/2019**

**Dahlia Stender, Judicial, Region 2 Juvenile Detention Center Administrator 10/31/2018**

**Lt. Andrew Kiehl, Executive, Canyon County Sheriff's Office 10/31/2018**

**JoLyn Sellin, Executive, ICPC 10/31/18**

**Idaho Department of  
Juvenile Corrections**

NUMBER

REVISED

REVIEWED

08/01/05

EFFECTIVE

10/01/05

PAGE

1 OF 10

**SUBJECT: IDAHO COUNCIL FOR INTERSTATE JUVENILE  
SUPERVISION MEETINGS**

**APPROVAL:** \_\_\_\_\_  
Zaine Baird, Admin Assistant 2

**ORIGIN: DIRECTOR'S OFFICE**

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**Policy**

The purpose of this policy is to ensure that the Idaho Council for Interstate Juvenile Supervision (Council) meetings are well organized in an efficient and timely manner and in accordance with Executive Order 97-18 and to ensure that the official records of the meetings are maintained.

- A. The Council's purpose is to advise and exercise oversight and advocacy concerning Idaho's participation in Interstate Commission activities.
- B. The Council shall be responsible for the development of goals, standards and procedures of the compact within the state.
- C. ***The Council shall consist of three Idaho citizens appointed by and serving at the pleasure of the Governor; Chair of the Senate Judiciary and Rules Committee who shall serve on a voluntary basis; and Chair of the House Judiciary, Rules, and Administration Committee who shall serve on a voluntary basis. While not Council members, the Department's Division of Financial Management (DFM) analyst, Legislative Services Office (LSO) analyst, and Governor's assigned Policy Advisor, attend and participate in the Council meetings.***
- D. ***Members shall initially serve staggered terms of two, four, and six years. Upon expiration of initial terms, appointments shall be for six-year terms.***
- E. Members serve without compensation, but shall be reimbursed for actual travel expenses not to exceed state guidelines.
- F. Verification of attendance must be made prior to the meeting date to assure a quorum.
- G. A file should be kept for Council meeting items that arise between meeting dates.
- H. The Council agenda must be approved by the Council Commissioner and Director of Idaho Department of Juvenile Corrections (Director).

- I. Agendas should be e-mailed, faxed, or mailed to Council members together with a cover letter at least one week prior to the meeting date. Letter should include notice of meeting and room accommodations.
- J. Council meeting minutes should be transcribed and signed within five business days of the meeting.
- K. Contents of the minutes must include date, time, place, officers and members present and absent, others present, approval or correction of the minutes of the previous meeting, reports of committees, unfinished business, new business, motions, summaries of discussions, important facts, recess and reconvene dates and times, adjournment, and attachments.
- L. Minutes must be approved by the Council and signed by the Recorder (person who takes and transcribes the minutes) prior to distribution to the *Juvenile Justice Advisory Magistrate Judges*.
- M. Council meetings are exempt from the open meeting law.
- N. Notation as to the time members are absent for any portion of the Council meeting is included in minutes so that an accurate record is available of which members are present when votes are taken.
- O. Council agendas shall be posted to the Department's public web calendar.
- P. Administrative Assistant 2 will have oversight of the Council meetings.
- Q. Refreshments, including coffee, are provided for meetings in accordance to Board of Examiners travel policy and procedure. The Director purchases the refreshments and sets up the conference room with such.
- R. *According to the Records Management Guide, the meeting packets of the Idaho Council for Interstate Juvenile Supervision are considered permanent records and as such must be stored at the Idaho Historical Society.*
- S. It is the Recorder's responsibility to keep the computer file called "Council List" updated with past and current members' terms and to notify the Director three months in advance of expiring terms.



## **Procedure**

- A. One month before the scheduled meeting, confirm that the meeting room and district laptop are available for scheduled date and reserve them. If meeting is held out of town, make meeting room accommodations and lunch arrangements. (Refer to Reserving Resources and Scheduling Meetings on Outlook [111.00] policy and procedure for reserving meeting room.)
- B. One week before the scheduled meeting.
  - 1. Verify the attendance of each Council member.
  - 2. Contact the traveling Council members to identify their travel needs and make the appropriate arrangements.
  - 3. Compose a draft agenda based upon the previous month's meeting minutes.
    - a. Access form DJC-111 from the Intranet under "Documents."
    - b. Enter the meeting date.
    - c. Enter the location and times.
    - d. Enter members present including Council title followed by current city of residence. For example, Rep. Debbie Field, Chair, Boise, or Senator Denton Darrington, Member, Declo.
    - e. Enter members absent, if applicable, including Council title followed by current city of residence. For example, Rep. Debbie Field, Chair, Boise, or Senator Denton Darrington, Member, Declo.
    - f. Enter others present beginning with the recorder's name, for example, Sylvia Raumaker, Recorder.  
  
If staff attend, add position title, for example, Tony Meatte, Administrative Services Administrator.  
  
If community members attend, add work location following the name, for example, Dr. Kay Carter, Ada County Juvenile Court Services.
    - g. Enter items to the agenda that should be discussed during the meeting based upon previous month's meeting minutes.
    - h. Enter the "Next meeting is scheduled..." date.
  - 4. Meet with the Director to review the agenda, agenda item times, and to identify attachments. Revise draft agenda accordingly.

5. E-mail the draft agenda to the Chair for input.
6. E-mail or notify presenters when reports are due to Recorder.
7. Receive feedback from Chair and finalize the agenda accordingly.
  - a. Receive feedback from Chair, meet with Director, and make changes accordingly, including times.
  - b. Receive and gather all supporting attachments for the meeting.
  - c. Access the electronic agenda file. Review the agenda draft for the final time and make any necessary changes.
  - d. Retrieve the attachments and place attachments in order according to the agenda.
  - e. Number the attachments by hand while adding page numbers to the agenda.
    - (1) Add page numbers to the agenda enclosed in parenthesis in 11 point italics next to the item. For example, (*pp. 1-4*).
    - (2) Write the page numbers on the attachments in the lower right corner.
8. Print the final agenda and place on top of the numbered attachments. Double check the page numbers for correctness.
9. *Take the agenda and the numbered attachments to the copier and make ten single-sided, collated copies plus a five extra for guests that may attend. (The ten copies are for: five Council members, Legislative Services Office (LSO) Analyst, Division of Financial Management (DFM) Analyst, Governor's Policy Advisor, Director, and file copy.)*
  - a. Drill three holes into all ten copies and staple in a corner.
  - b. Place the original copy into the manila file folder that is stored at the desk of the Recorder. This is the office copy that gets filed after the meeting.
  - c. Mail a copy of the agenda and its attachments to the Director. Indicate on the agenda that it is the Director's copy.
  - d. Set aside the additional copies.
10. Revise the cover letter.

- a. Access the appropriate computer file named "Interstate Compact\Agenda \*letter.doc."
  - b. Change the meeting month in the "Subject" line.
  - c. Change the information in the "Need to Know Meeting Details" box.
  - d. Change the information in the "Hotel/Motel Accommodations" box.
  - e. Change the meeting dates in the "Enc." Line.
  - f. Delete or add, as appropriate, the words "Fax (\_\_\_\_) pages" below the "cc" line.
  - g. Print the appropriate number of copies and sign each cover letter.
11. Email the draft agenda to Council members, with a copy mailed to **LSO Analyst, DFM Analyst, and Governor's Policy Advisor** no later than 5 calendar days prior to the meeting date.
- a. Place one copy of the cover letter in the "Council Correspondence" file folder. Place the other copy in the current Council meeting file folder.
12. Place the extra copies of the agenda and its attachments in the current Council meeting file folder.
13. Print the Travel Expense Report (DJC-109) from the Intranet.
- a. Enter "**01110**" in the PCA cell.
  - b. Enter the last two digits of the fiscal year followed with "**ICFJ03**" in the Project cell. For example, **06ICFJ03**.
  - c. Enter "Boise" in the first Destination cell.
  - d. Make **four** copies of the DJC-109 for a total of five copies (includes original).
  - e. Write the Council member's name in the Traveler's Name field.
  - f. Write the appropriate dates of travel in the Dates of Travel cell(s).
14. Place the five copies of the DJC-109 in the current Council meeting file folder and file the folder in the Recorder's office.

15. E-mail the final Council agenda to presenters (includes staff presenters) as well as to ***IDJC Management Team members***.
16. Send Council agenda to Legal Assistant for placement on the Department's public web calendar.

C. The day of, but immediately before, the scheduled meeting.

1. Assure that coffee has been made and that there are styrofoam cups and coffee condiments on the table. Styrofoam cups are stored directly above the sink in the kitchen. Director will set out the refreshments.
2. Set up the laptop in the conference room and log in.
3. Collate and set out the agenda packets, name tags, and travel expense vouchers on the conference table.
4. Retrieve the file folder that was created for the current meeting and take into the meeting room. Take a tablet of paper for taking notes aside from the minutes.

D. During the meeting.

1. Sit in front of the laptop and access the agenda from the local drive or thumb drive.
2. Note who is in attendance, who is absent, and time meeting came to order.
3. Summarize the discussions and take note of important facts and motions—who made a motion, who seconded, and whether or not the motion carried. If corrections are made to the minutes, write the corrections on the draft minutes contained in the packet. The amendments to the minutes must be in motion form and contained within the motion.
4. Note in "Due Date" column when items should reappear on a future agenda or when new items should be added to a future agenda.
5. Note on the tablet of paper the order of agenda items.
6. Note adjournment time.
7. Upon returning to the office copy your file onto the network and this will become your working document.

**E. Directly following the meeting.**

1. Collect travel expense vouchers, name tags from Council members, and extra handouts.
2. Save the computer file and close down the laptop.
3. Clean up the meeting room (refer to Maintaining Meeting Rooms [111.01] policy and procedure).

**F. The day after the meeting.**

1. Finalize the Council members' travel expenses in the same format as previous months. It is important to be consistent with travel arrival and departure times and mileage.
  - a. Review completed DJC-109 for completeness, and make changes as needed.
  - b. As soon as you have an approved 'draft' version of the minutes attach to and mail the completed travel expense reports to Administrative Assistant 2 with a note requesting: 1) Director's signature on each report, and 2) send the original reports to the Meridian office.
2. Finalize the previous month's minutes.
  - a. Open the computer file and remove the draft watermark.
  - b. Attach the Recorder's e-signature to the computer minutes.
  - c. Save and close the file.
  - d. Print the final copy.
  - e. If corrections were made to the minutes, refer to the draft copy and make the corrections using a red ink pen. Add the meeting date and initial.
  - f. Send Administrative Assistant 2 an e-mail requesting that the Council meeting (date) minutes may be posted to the Intranet news page.

**G. Finalize the Council minutes within five business days following the meeting.**

1. Access the computer file named "Interstate Compact\Minutes\mn\*.doc." This is the file that was opened during the Council meeting for typing the minutes during the meeting. The asterisk in the file name is the variable information and is the date of

the meeting. For instance, mn052301 would stand for May 23, 2001, Council meeting. Use the last day of the Council meeting if the meeting is more than one day.

2. Compose a draft of the Council minutes while keeping in mind the following points.
  - a. Audiences that may read the minutes—governor, legislature, DFM, LSO, judges, counties.
  - b. Readers can easily understand the motions that were made as well as the discussions.
  - c. Format is consistent throughout.
    - (1) Appropriate agenda item titles are used.
    - (2) Appropriate titles are used.
3. Print and proofread the draft of the minutes and make corrections.
4. Finalize the draft and add the draft watermark.
  - a. Click on “View” button and select “Header and Footer.”
  - b. Click on “Show/Hide Document Text” icon on the header/footer tool bar.
  - c. Click on “Insert” and select “WordArt.”
  - d. Click “Ok” in the WordArt Gallery pop-up box.
  - e. Type “draft” in the Edit WordArt Gallery pop-up box and click “Ok.”
  - f. Position the draft watermark by rotating it and enlarging to fill the page.
  - g. Save and close the file.
5. E-mail a message to the Deputy Attorney General and Director with a note to review the minutes draft on the share drive and to call you with any changes.
6. Print and proofread the Council minutes upon receipt from the Deputy Attorney General and Director.
7. Make the appropriate revisions.
8. Save and print.

9. Proofread the final draft carefully and if necessary make further corrections. Then print another final draft original (keep the draft watermark).
  10. Make a file folder label with the name of the next meeting and the meeting date. Affix label to a manila file folder and store file folder at desk until needed.
  11. File the final draft original in the next meeting file folder.
- H. Send (mail, e-mail or fax) the recently approved minutes (the previous month's meeting minutes) to the following:
1. **Council members including LSO Analyst, DFM Analyst, and Governor's Policy Advisor.**
  2. Juvenile Justice Advisory Team of Magistrate Judges.
  3. President of IACJJA.
  4. IDJC Management Team members
- I. Setting meeting dates.
1. **Add "Scheduled Meeting Dates" to the October agenda as an item. Members will schedule meeting dates for the following January through December. Keep in mind that two of those dates should be set aside to meet with 1) the Juvenile Justice Commission and 2) the Governor. Work with the Administrative Assistant 2 to schedule the meeting with the Governor.**
  2. Compose and send an e-mail task to the Legal Assistant the dates of the Council meetings for posting to the Department's public web calendar after the meeting.
  3. Send GroupWise appointment to Director, Recorder, IDJC Management Team members, and **Program Specialist** the dates and times of the Council meetings. If travel is required out of Boise, then send a GroupWise appointment for the traveling time to the aforementioned.
- J. Changes to meeting dates and/or times.
1. Verify that all Council members know about the date and/or time change via telephone, e-mail, or fax.
  2. **Send an e-mail to the LSO Analyst, DFM Analyst, Governor's Policy Advisor, and the president of IACJJA.**

3. Send the Legal Assistant an e-mail task to request the meeting date and/or change to the Department's public web calendar.

K. Retention of Council meeting packets.

1. The current year plus the previous year's Council meeting packets will be retained in the Recorder's office.
2. All Council correspondence file folders will be also retained in the Recorder's office.
3. The previous years' meeting packets will be retained in the office of the Administrative Assistant 2 until such time a storage box can be filled and sent to the Idaho Historical Society for permanent storage.

*Reference:*     *Executive Order 97-18*  
                  *Records Management Guide (<http://www2.state.id.us/adm/purchasing>)*  
                  *Board of Examiners Travel Policy and Procedure*  
                  *([http://www.sco.state.id.us/web/scoweb.nsf/Content?OpenFrameSet&Frame=](http://www.sco.state.id.us/web/scoweb.nsf/Content?OpenFrameSet&Frame=Body&Src=/WEB/sbe/sbeweb.nsf/pages/trvlpolicy.htm)*  
                  *[Body&Src=/WEB/sbe/sbeweb.nsf/pages/trvlpolicy.htm](http://www.sco.state.id.us/web/scoweb.nsf/Content?OpenFrameSet&Frame=Body&Src=/WEB/sbe/sbeweb.nsf/pages/trvlpolicy.htm))*

*Related Policies:*     *Reserving Resources and Scheduling Meetings on GroupWise(111.00)*  
                              *Maintaining Meeting Rooms (111.01)*

*Related Forms:*       *Travel Expense Report (DJC-109)*



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# **THE IDAHO STATE COUNCIL FOR INTERSTATE JUVENILE SUPERVISION**

## **--- BYLAWS**

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### **Article I - Name and Location**

The name of this Council is the Idaho State Council for Interstate Juvenile Supervision (hereafter the "Council"). The Council's principal office and address is the Idaho Department of Juvenile Corrections, 954 West Jefferson Street, 1<sup>st</sup> Floor, P.O. Box 83720, Boise, Idaho 83720-0285.

### **Article II - Legal Authority**

The authority for establishing the Council is derived from the Interstate Compact for Juveniles, Title 16, Chapter 19, Section 1, Article IX, of the Idaho Code, with an effective date of August 26, 2008

### **Article III - Purpose**

The Council was created pursuant to Article IX of the Interstate Compact for Juveniles (hereafter the "Compact") and expressly recognizes that:

- A. Each state is responsible for the proper supervision or return of juveniles, delinquents and status offenders who are on probation or parole and who have absconded, escaped or run away from supervision and control and in so doing have endangered their own safety and the safety of others.
- B. Each state is responsible for the safe return of juveniles who have run away from home and in doing so have left their state of residence.
- C. Congress, by enacting the Crime Control Act, 4 U.S.C. section 112 (1965), has authorized and encouraged compacts for cooperative efforts and mutual assistance in the prevention of crime.

### **Article IV - Powers and Duties**

The Council shall have the following powers and duties:

- A. To advise and may exercise oversight and advocacy concerning the State of Idaho's participation in Interstate Commission activities and other duties as may be

determined by the State of Idaho, including but not limited to, development of policy concerning operations and procedures of the Compact within the state of Idaho;

- B. To provide dispute resolution between the Idaho Compact Administrator's office and the counties over the administration of the Compact and the rules for interstate juvenile supervision within the structure of the national Compact;
- C. To provide liaison activities and support among the various stakeholders in Idaho; and
- D. Otherwise fulfill the intent of the Compact in the best interests of Idaho and the juvenile justice system.

#### **Article V - Council Membership**

- A. The Governor of the State of Idaho has appointed the Director of the Idaho Department of Juvenile Corrections as the Idaho Juvenile Compact Administrator (hereafter the "Compact Administrator"). The Compact Administrator shall be a voting member of the Council as set forth below.
- B. The membership of the Council shall not exceed twelve (12) regular members and shall include at least one (1) representative from the legislative, judicial, and executive branches of government, victims groups, and the Compact Administrator, Deputy Compact Administrator, or designee as required by Title 16, Chapter 19, Section 1, Article IX, Idaho Code, as follows:
  - 1. The five (5) members of the Idaho Board of Juvenile Corrections, appointed by the Governor of the State of Idaho pursuant to Executive Order No. 2006-38, consisting of the following appointments:
    - a. The Chair of the Senate Judiciary and Rules Committee;
    - b. The Chair of the House Judiciary and Rules Committee
    - c. The three (3) board members who are citizens of the State of Idaho, as defined in Executive Order No. 2006-38.
  - 2. The Compact Administrator or designee.
  - 3. Up to six (6) additional members may be appointed by the Compact Administrator to represent the different stakeholders identified in the Compact. These additional members shall be appointed for two (2) year terms, and shall receive letters of appointment issued by the Compact Administrator or Deputy Compact Administrator. Vacancies in the Council for unexpired terms of these six (6) additional members shall be filled by the

Compact Administrator's appointment for the remainder of the term and may be reappointed at the discretion of the Compact Administrator.

- C. The members of the Council shall serve without compensation, but upon request may be reimbursed for actual travel expenses not to exceed state of Idaho guidelines.

#### **Article VI – Appointment of Commissioner; Council Chair.**

##### **A. Idaho Compact Commissioner**

1. The Compact Administrator shall serve as the Idaho Compact Commissioner (hereafter the "Commissioner") on the Interstate Commission for Juveniles.
2. The Compact Administrator shall designate the Deputy Compact Administrator or other individual to serve as the Commissioner in the event the Compact Administrator is unavailable or unable to attend or participate in the Council or Interstate Commission for Juveniles business or for other good reason.
3. In the event of an emergency, or if the Compact Administrator is otherwise unavailable, the Deputy Compact Administrator shall serve as both the Compact Administrator and the Commissioner.
4. It is the duty of the Commissioner or designee to represent Idaho and the Council on the Interstate Commission for Juveniles, with full voting authority on behalf of the state of Idaho.

##### **B. Council Chair**

1. The Compact Administrator shall designate one (1) member of the Council to serve as the Chair of the Council. The Council Chair shall serve for a term of one (1) year and may be reappointed at the discretion of the Compact Administrator.
2. The Council Chair shall be responsible for facilitating Council meetings.
3. If the Council Chair is unavailable or otherwise unable to serve, the Compact Administrator will temporarily designate another individual as Council Chair.

**Article VII – Quorum, Meetings, Minutes, Compliance with the Idaho Open Meeting Act**

- A. No action shall be taken by the Council unless a quorum of members is present either in person, by teleconference, or by videoconference. A quorum shall consist of a majority of Council members.
- B. Any action resulting in a formal recommendation, decision or opinion of the Council requires a majority vote of a quorum
- C. All records or minutes of meetings, decisions, recommendations or opinions, will be retained by the Council at the address in Article I of these Bylaws. All Council meetings shall be held in compliance with the Idaho Open Meeting Law.
- D. The Council shall meet two (2) times a year or as otherwise called by the Compact Administrator or the Council Chair. Meetings or appearances may be conducted in person, by videoconference, or by teleconference. The Compact Administrator shall designate an employee of the Idaho Department of Juvenile Corrections to serve as recorder and secretary to the Council.

**Article VIII – Confidentiality**

- A. All matters brought before the Council concerning individual juveniles shall be maintained in a confidential manner, pursuant to the laws of the State of Idaho governing exempt public records and executive sessions and any and all other applicable state and federal laws
- B. Any decision or vote of the Council concerning individual juveniles shall be kept confidential and exempt from disclosure, as provided by law. However, the record, or portions thereof, shall be made available upon request, for all lawful purposes or as required by order of a court or the Idaho Public Records Act.
- C. Distribution of any confidential information by any member of the Council or by an employee of the Idaho Department of Juvenile Corrections to any person not specifically allowed by law to receive or read such information may result in disciplinary action or dismissal from the Council, at the discretion of the Compact Administrator.

**Article IX - Amendments to the Bylaws**

- A. Amendments to these bylaws shall be developed in coordination with the Compact Administrator and the assigned Deputy Attorney General and shall be approved by the majority vote of a quorum.
- B. Proposed amendments to these Bylaws must be in writing and be presented to the Council members, Deputy Compact Administrator, and the assigned Deputy Attorney

General at least two (2) weeks prior to the meeting at which review of and action on the amendments are scheduled.

- C. Unless otherwise specified or prohibited by the Compact or the rules for the Compact, all amendments shall become effective immediately once adopted and signed by the Compact Administrator and the Council Chair.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2010.

ATTEST:

Idaho State Council for  
Interstate Juvenile Supervision

BY: \_\_\_\_\_  
Secretary to the Council

BY: \_\_\_\_\_  
Compact Administrator

BY: \_\_\_\_\_  
Council Chair

Approved as to form and content:

BY: \_\_\_\_\_  
Deputy Attorney General



## **2017 Idaho Council Member Roster**

**Sharon Harrigfeld, Commissioner, Idaho Department of Juvenile Corrections, Director, Executive**

**Shawn Hill, Probation Services Director, Chair, Judicial**

**The Honorable Patti Anne Lodge, Senator, Legislative**

**The Honorable Lynn Luker, Representative, Legislative**

**The Honorable John Vehlow, Judge, Judicial**

**The Honorable Denton Darrington, Governor Appointee, Executive**

**Barry Black, Prosecutor, Judicial**

**Andrew Kiehl, Law Enforcement, Executive**

**Dahlia Stender, Chief JPO, Judicial**

**Steve Jett, Detention Center Administrator, Executive**

**JoLyn Sellin, Deputy Compact Administrator, ICPC, Executive**

**Anne Chatfield, Council on Domestic Violence, Victim's Advocate**

**Alicia Ehlers, Deputy Compact Administrator, Designee**

**Judy Mesick, Deputy Compact Administrator, ICAOS, Ex Officio**

**IDJC, Ex Officio Marc Crecelius, DAG, Ex Officio**

**Jen Baer, Interstate Coordinator, Ex Officio**

**2017 Meeting Dates: 02/23/2017 and 06/29/2017**





# Interstate Compact for Juveniles

## State Officials Guide

### EXECUTIVE "TIP" SUMMARY

Your state is a member of the Interstate Compact for Juveniles. This interstate compact developed between 2000 and 2002 and enacted by at least 35 states from 2003 through 2008, regulates the interstate movement and supervision of juveniles currently under community supervision. It is designed to better ensure public safety and to create a more effective and efficient means of transferring and tracking juveniles between states. This new compact revises an existing compact originally developed in 1955. As a member of this new compact, your state has several new responsibilities of which you, as a state policymaker, need to be aware. These responsibilities include the development of a state council, appointment of a compact administrator and development of the administrator's role, and participation as a member state in the Interstate Commission, which includes development of rules, regulations and financial dues formulas.

This Executive "Tip" Summary is designed to help state executive policy makers better understand the Interstate Compact for Juveniles and seek their considerations and actions regarding its use and implementation.

- **Tip #1:** Become familiar with the compact language adopted by your state.

- **Tip #2:** Consult with your state's compact administrator and deputy compact administrator about the compact.

- **Tip #3:** Once appointed and/or created, review the language of the Interstate Compact for Juveniles with your compact commissioner and state council in preparation for the first Interstate Commission meeting and to become versed in the terms that direct compact activities.

- **Tip #4:** If your state has not yet established its state council, please contact you're the governor's office, state compact commissioner and sponsor(s) of the compact legislation in your state for information on next steps. State councils should be established and meet prior to the first Interstate Commission meeting.

- **Tip #5:** Determine who has the authority to appoint members to the state council.

- **Tip #6:** Determine how your state will handle state council authority issues and how the state council will function.

- **Tip #7:** Determine what will be the required or desired qualities and qualifications for membership on your state council and the number of council members.

- **Tip # 8:** Become educated in how your state currently handles compact administration, how it handles the day-to-day administrative duties of the compact and whether your state provides for a deputy compact administrator and compact staff.

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**Tip #9:** Determine how your state will appoint the compact administrator under the new compact.

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**Tip #10:** Determine who will represent your state at the commission meetings if the compact commissioner is unable to attend, and ensure that person understands and appreciates the commissioner's responsibilities.

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**Tip #11:** State council members should discuss and understand the authority vested in the Interstate Commission in preparation for the commission's first meeting.

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**Tip #12:** The state council should discuss and understand the composition of the Interstate Commission.

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**Tip #13:** The state council may prepare for the first commission meeting by discussing specific and general responsibilities of the commission and its members. This should include having specific discussions on such things as member dues formulas, rule making considerations, commission staffing needs, training needs, etc. The commissioner should come to the first commission meeting prepared to address these and other issues. The estimate for the dues was based on a formula using state's population and number of interstate transaction within a year. Some states prefer that the cost of running the new compact be divided equally between the states. How should we fund the new compact? At the national level, what is the staffing need? What type of training will be needed?

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**Tip #14:** The state council may prepare for the first commission meeting by discussing by-laws for the commission. The commissioner should come to the first commission meeting prepared to address these and other issues.  
Is there anything that we should be sure to include in the national bylaws?

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**Tip #15:** The state council may discuss what, if any, committees its commissioner should serve on as well as how the members of the state council may be able to support commission committee work. Members should also discuss any additional committees they would recommend and how they will ensure input into committee functions. Should Director Callicutt participate in any committees? State of New Mexico would like to see Director Callicutt participate on the committees for site selection and the budget. It is believed that the committees will drive the direction of our new compact. I would like to see others from our state who have expertise in certain areas participate in the committees. What are your thoughts on this?

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**Tip #16:** The state council may discuss whether its commissioner should seek executive office on the commission and what qualities commission leaders should possess. Should Director Callicutt seek executive office? If so which office? I have heard from a couple states that there is a movement to get the same officers in that we had in our Association.

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**Tip #17:** The state council may discuss whether it will send members of the council, in addition to the commissioner, to the commission meetings and, if so, how the costs of additional attendees will be funded. CSG/Office of Juvenile Justice and Delinquency Prevention will cover the costs of the interstate commissioner from your state. Additional costs for other attendees will be borne by the state. Idaho has budgeted for the DCA to attend and would like to send council members as the budget allows.

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**Tip #18:** The state council may decide the necessary staff positions for the operation of the compact. In addition, members should discuss the qualifications of an executive director. Further, the Interstate Commission can decide where the commission will be housed; state councils and commissioners may be prepared to discuss the location and housing of the Interstate Commission.

Looking back on our minutes, Idaho's Council did not want the juvenile office to share facilities and services with the adult compact because of the fear that the adult compact would overshadow the juvenile compact and because juvenile and adult offenders are treated differently.

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**Tip #19:** The state council should review the existing rules and regulations with your compact administrator or deputy compact administrator, become familiar with these rules and regulations and discuss any desired additions, deletions or enhancements to the rules and regulations prior to the first Interstate Commission meeting.

There will be a rules committee, so now is the time for us to present any rule changes that we would like. This past week, I could have used a rule allowing the receiving state to place a juvenile in detention rather than requesting a return. If such a rule were written, who would be responsible for paying for the detention time?

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**Tip #20:** The state council may discuss, prior to the first commission meeting, those expenditures members believe are necessary to operate the Interstate Commission.

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**Tip #21:** The state council may meet with the current compact administrator, deputy compact administrator and other compact staff to discuss specific training and education needs that will ensure compliance and smooth operation of the compact by offender supervision staff, the judiciary and other allied justice system personnel.

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**Tip #22:** State councils may work with compact administrators, deputy compact administrators; other compact staff and allied justice system agencies to determine what types of information should be collected and shared in a national data sharing system. This information, presented by your state commissioner to the Interstate Commission, will be valuable in defining the specific parameters of the system. Statistics in regard to number of juveniles and movement of sex offenders is the only information collected and shared. Idaho would like to see information on gangs shared.

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**Tip #23:** State councils and compact administrators should familiarize themselves with the specific processes and procedures within their state for requesting a budget appropriation. Also, the state council should see that an annual budget plan is developed for annual dues expenditures from agency or general fund budgets and should begin planning for annual dues assessments.

Idaho has done this and a budget is in place.

•  
**Tip #24:** The state council should seek information on offender movement totals from the current compact administrator and other appropriate state agencies to prepare for the Interstate Commission. The state council, in consultation with state leaders could discuss possible configurations for a dues formula.

I have attached Idaho's statistics for this past year.

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**Tip #25:** Read and become familiar with the specific articles and sections of the compact that pose or may pose legal implications and obligations. Consult your state's compact administrator and, if necessary, attorney general's staff for assistance.

Our council has been working on these: establishing a budget, the protocol for probation, the transport/extradition committee, warrants and NCIC issues, training.



**IDAHO DEPARTMENT OF JUVENILE CORRECTIONS**  
**IDAHO INTERSTATE COMPACT COUNCIL MEETING**  
 April 25, 2018

**Location:** IDJC Headquarters, 954 W. Jefferson St. Boise

**Time:** 10 a.m. – 4p.m., MT

**Working lunch**

**Members Present:**

Shawn Hill, Chair, Judicial  
 Barry Black, Kootenai, Judicial  
 Denton Darrington, Legislative  
 Steve Jett, Judicial  
 Dahlia Stender, Chief JPO, Judicial

Senator Patti Anne Lodge, Legislative  
 Kelly Miller, Victim Advocate  
 Judy Mesick, Executive  
 Senior Magistrate John Vehlown, Judicial  
 Sharon Harrigfeld, Director/Compact Administrator, Executive

**Members Absent:**

Andrew Kiehl, Executive  
 JoLyn Sellin, ICPC, Executive

Representative Lynn Luker, Legislative

**Others Present:**

Anne Connor, Deputy Compact Administrator  
 Brian Dean, Executive  
 Rick Penor, Safety & Security Officer

Jen Baer, Interstate Coordinator, Council Recorder  
 Roberto Coronado, Safety & Security Officer

Agenda	Meeting Outcomes/Decisions Reached	Who's Responsible	Due Date
1. Call to Order and Introductions 10:00A	Meeting was called to order at 10:10 a.m. MT  Introductions made by everyone present.  Rick, Dahlia, Barry, Roberto, Judge V, Anne Shawn, Steve J, Jen, Dean. Sharon came in at 12  Meeting was called to Order at 10:10am. MT	Chair Hill	
2. Approval of Meeting Minutes 10:05A	Approval of Meeting Minutes was delayed until later in the meeting due to not having a quorum.	All members	

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**Commented [ZB8]:** Use for CRB, JIOS, Board of Juvenile Corrections, & District Council meetings; otherwise, delete the row for other meetings.

Agenda	Meeting Outcomes/Decisions Reached	Who's Responsible	Due Date
3. 2017 Annual Meeting Recap and Rules Effective 3/1/2018 10:10A	Ms. Connor spoke to the Council about how she wants the content of the Annual Business Meetings (ABM) to have the content trump the location. She also relayed that the next ABM will be held in New Orleans.  Ms. Connor stated that how she has noticed that the rules that are proposed or recommended by the Rules Committee are the only rules that get passed. She wants to do some work to get the standing committees and region groups rules to pass.  Ms. Connor went over every new rule or rule change with the Council members. Discussion was held regarding the rules.  Ms. Connor and the Council decided they need to look into the process of who does victim notification in Idaho and does the ICJ office need to be involved.  Continued after lunch.	All members	
4. Working Lunch 11:30A	Discussion was held regarding current ICJ issues with specific cases.  Director Harrigfeld would like to look at the transport policy to see what the ICJ needs and bring it to the next council meeting.	All members	
5. 2017 Annual Meeting Recap and Rules Effective 3/1/2018 Cont	Finished up looking at the new rules and rule changes.		
6. Approval of Meeting Minutes	A quorum was reached when Director Harrigfeld joined the meeting at 12:15p.m. MT.  Director Harrigfeld moved the approve the minutes Judge Vellow seconded unanimously approved.		
7. ICJ Rule Proposal Guide 12:30P	Document was made a part of this file.  Ms. Connor directed the Council to the ICJ Rule Proposal Guide.  Ms. Connor spoke on how she went about trying to choose chairs for the Commission's Committee Chairs.  Document was made a part of this file.	Anne Connor	
8. 2017 Performance Measurement Assessment Report		Anne Connor	

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Agenda	Meeting Outcomes/Decisions Reached	Who's Responsible	Due Date
	Ms. Connor reviewed the results of the report.		
9. ICJ Compliance Policy – Performance Measurement Policy and Standards 1:00P 1:20P	Part of the packet anne read from the form. Sharon makes a motion to encourage to work with other state to get council started. Judge asked how many states without council and how many with council don't meet. Anne Director read off the form. Judge asked if the statute say if it asks us to organize and meet. Motion has been removed. Judge makes a motion to propose a rule to form state council that is to meet atleast annually and reflect the model statute. Sharon seconds it. Anne suggest that it needs to go through to the rules committee. Passed unanimously. Barry later added that we should add the states should also send in an annual report to show what we do and why we do it.	Anne Connor	
10. 2018 Bench Book / Bench Card 1:40P	Judge Vehlow asked that Idaho judges get sent an e-mail with a link to the Bench Book/Bench Card. Discussion was held regarding the annual meeting Idaho judges attend and Ms. Connor getting a time on next year's agenda, this year's agenda has already been set.	Anne Connor	
11. ICJ Advisory Opinion Update Project 1:50P	Ms. Connor spoke about the efforts locally and nationally to audit all ICJ advisory opinions to update them based on rules changes or because they had superceded opinions.	Anne Connor	
12. 2018 ABM Agenda 2:00P	Ms. Connor talked about the speakers at the ABM, that include Idaho's Adam Foss and Judge Ingram.	Anne Connor	
13. 2019 ABM Location – Update 2:05P	Ms. Connor outlined the three locations for the 2019 ABM.	Anne Connor	
14. NCJFCJ Conference/Collaboration 2:10P	The Interstate Commission for Juvenile's always attempts to get on the agenda at the NCJFCJ Conference. This year, Ms. Connor spoke at the conference and maned a booth for ICJ.	Anne Connor	
15. 7-104 Compliance 2:30P	Discussion was held regarding national compliance issues.	Anne Connor	

Agenda	Meeting Outcomes/Decisions Reached	Who's Responsible	Due Date
16. State Council Compliance	2:45P	Anne Connor	
17. ICJ National Office Working Budget	3:00P	Anne Connor	
18. Special Projects – Tech Survey	3:10P	Anne Connor	
19. Form IA/VI Survey Results and subsequent recommendations	3:20P	Anne Connor	
20. Human Trafficking – National/Idaho	3:30P	Anne Connor	
21. Regional Representative Elections	3:40P	Anne Connor	
22. Plan for ID ICJ Statewide Outreach	3:50P	Anne Connor	
23. Meeting Adjourned	4:00P		

Submitted to Idaho Council for Interstate Juvenile Supervision by:

Jen Baer  
Interstate Coordinator/Council Recorder

Next meeting is scheduled for: TBD

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