

INTERSTATE COMMISSION FOR JUVENILES

East Region Meeting Minutes

April 11, 2024

11:00 a.m. ET

Via Zoom



Preliminary Business

Call to Order

Regional Representative C. Bickford (NH) called the meeting to order at 11:00 a.m. ET.

Roll Call

Director Underwood called the roll, and a quorum was established.

Voting Commissioners/Designees in Attendance:

1. Caitlyn Bickford (NH), Commissioner, Regional Representative
2. Trissie Casanova (VT), Designee, Alternate Regional Representative
3. Tasha Hunt (CT), Commissioner
4. Becki Moore (MA), Commissioner
5. A. Roy Curtis (ME), Commissioner
6. Wendy Lautsbaugh (PA), Commissioner
7. William Dolan (RI), Designee

Compact Staff in Attendance:

1. Erin Breitigan (DE)
2. Donna Reed (MA)
3. Shyra Bland (NJ)
4. Pam Wienman (NY)
5. Kelly Palmateer (NY)
6. Shaina Kern (NY)
7. James Maloney (NY)

Compact Staff Not in Attendance:

1. Francies "Mike" Casey (DE), Commissioner
2. Christine Norris (DE), Designee
3. Jennifer LeBaron (NJ), Commissioner
4. Edwin Lee, Jr. (NJ) Designee
5. Suzanne Miles-Gustave (NY), Acting Commissioner
6. Wendy Lautsbaugh (PA), Commissioner
7. Jessica Nash (RI), Commissioner
8. Eavey Monique-James (VI), Commissioner

National Office Staff in Attendance:

1. MaryLee Underwood, Executive Director
2. Emma Goode, Logistics and Administrative Specialist
3. Amanee Cabbagestalk, Training and Administrative Specialist
4. Jenny Adkins, Operations and Policies Specialist
5. Joe Johnson, System Project Manager

Agenda

R. Curtis (ME) made a motion to approve the meeting agenda as corrected. T. Casanova (VT) seconded the motion. Representative C. Bickford (NH) approved the minutes by unanimous consent without objection.

Minutes

R. Curtis (ME) made a motion to approve the January 11, 2024, meeting minutes. W. Dolan (RI) seconded the motion. Representative C. Bickford (NH) approved the minutes by unanimous consent without objection.

Check-ins

Regional Representative C. Bickford (NH) initiated a check-in activity for the region members to share their experiences related to the solar eclipse that occurred on April 8, 2024. Several in the East Region experienced the total darkness of the eclipse as well as wildlife changes during the darkness.

Reports

Hot Topics from the "ICJ Updates"

- Representative C. Bickford (NH) reported the following from the most recent issues of the "ICJ Updates."
 - Rule amendments, updated forms, and UNITY updates effective April 1, 2024, are now in effect. A complete [list of updated resources](#) is available with links to the Commission's website. *Rule Amendments Training Sessions A & B* were recorded and are now available on the TalentLMS site. She reminded members to distribute updated forms to local authorities. A *UNITY Spotlight* special edition was also issued outlining the changes.
 - Previous *Wednesday Workshop* sessions were recorded and posted on the TalentLMS site, including the *ICJ & NCMEC Collaboration* session and the *Absconder Reports* session. In May, the following sessions are scheduled:
 - [May 1](#): *Best Practice on Home Evaluation Considerations for Unconventional Families*, presented by the Racial Diversity, Equity, and Inclusion Committee
 - [May 29](#): *Office of Refugee Resettlement Information Session*
 - The [Training Report Form](#) has been improved. States are required to submit information regarding trainings provided and may now submit information regarding multiple sessions on one form.
 - Section IV of the [ICJ Expungement Policy](#) has been updated. The policy provides guidelines and procedures for expunging juvenile records from the Commission's electronic information system.
 - Section IV, Paragraph C of the [ICJ Travel Reimbursement Policy](#) has been updated. The policy ensures the prudent and reasonable use of Commission funds in the conduct of official business.
 - The [2024 Annual Business Meeting](#) to be held August 25-27, 2024, in Mobile, Alabama.

Reports

Executive Committee

- Representative Bickford (NH) reported the Executive Committee met on [January 24](#), [February 22](#), and [March 28](#). She updated on the following items from both meetings:
 - Emma Goode, Logistics and Administrative Specialist, will retire at the end of May. Due to job duties expansions by National Office staff over the years, the National Office is working with the Hanna Resources Group to update all National Office job descriptions.
 - Director Underwood and Amanee Cabbagestalk met with Derek Anderson, Executive Director of Race Matters for Juvenile Justice, about how the organizations might

- collaborate on future projects related to leadership, equity, and inclusion. The information was shared with the ICJ Racial Diversity, Equity, and Inclusion Committee.
- California’s recent amendment to California Welfare and Institution Code, Section 607, could impact other states. The change allows certain individuals who were tried as adults when they were juveniles to request a review of their case by a juvenile court. The Executive Committee tabled further discussion on the matter until additional information is received from California. To date, no East Region members had encountered related issues.
 - A new [Commissioner Vacancy Notification Form](#) is now available on the Commissioner’s website. Use of the form simplifies related processes and tracking.
 - An update on the *ICJ Strategic Plan* was shared, including actions items for each priority.
 - Director Underwood noted that the presentation that she and Judge Hofmann used to present at the NCJFCJ conference in March has been modified. It is available to states who are interested in using the curriculum for in-state judicial training.
 - The Commission entered into a contract with the Hilton Cleveland Downtown, Cleveland, Ohio, for the 2025 Annual Business Meeting. The meeting will occur August 25-27, 2025.
 - The National Office is in the process of renewing the vendor contract for UNITY.
 - The [2022 UNITY Data Assessment Results Report](#) was approved as presented by the Compliance Committee Chair Rader.

Compliance Committee

- Compliance Committee East Region Ambassador S. Bland (NJ) reported the Compliance Committee met March 11 and April 3.
- The *ICJ Bench Book* edits were reviewed. The committee discussed the purpose of the resource, noting it is widely used by the Compact offices as well as judicial staff.
- The committee discussed issues related to unpaid dues and commissioner vacancies.
- The *2023 State Council Report* was reviewed.
- The Compliance Committee brainstormed the future of compliance of the ICJ Rules and performance measurement assessments.

Finance Committee

- In the absence of Francis “Mike” Casey (DE), Director Underwood reported that the Finance Committee met February 15, 2024.
- The [ICJ Administrative Policy 06-2009: Travel Reimbursement](#) was updated to address higher travel costs in the area of flights and airport parking.
- The Finance Committee will review the [ICJ Administrative Policy 01-2023: Investment Policy](#) to ensure it aligns to the current practices and strategy.
- The next meeting is scheduled for May 9, 2024.

Technology Committee

- Technology Committee Vice Chair R. Curtis (ME) reported that the Technology Committee met [February 13](#), and [March 12](#), and [April 9](#) since the last East Region meeting.
- The Technology Committee has two subcommittees: the Rule Enhancement Subcommittee and the Tableau/UNITY Maintenance Subcommittee.
- The Rule Enhancements Subcommittee completed work required for the enhancements that took effect on April 1, 2024, and participated in the amendment training sessions.
- The Tableau/UNITY Maintenance Subcommittee is focused on the maintenance reports being released throughout the year and the reports related to returns, which will be released in July.
- The Technology Committee discussed concerns related to capturing accurate data in UNITY related to airport surveillance. The Technology Committee recommended to the Executive Committee make completion of the “Travel Plan Detail” section in UNITY mandatory for air travel.
- The Technology Committee provided input on a five-year plan as it relates to UNITY in preparation for the vendor contract renewal.

Training Committee

- Training Committee East Region Ambassador W. Dolan (RI) reported the Training Committee met [February 1](#), [March 7](#), and [April 4](#).
- The Training Committee reviewed updates to training resources updates resulting from the rule amendments. There was a consensus to continue with the *Wednesday Workshops*. The Training Committee supported budgeting for ICJ to present workshops at three to four national conferences each year.
- An agenda for the 2024 Annual Business Meeting was approved for recommendation to the Executive Committee. The host state, Alabama, is planning to promote participation in a group dinner cruise. The optional dinner cruise is to be paid for directly by the attendee 30 days in advance. National Office staff administered the live poll to gauge interest and reported 73 percent (8 persons) are interested in participating in the cruise.

Racial Diversity Equity and Inclusion Committee

- Racial Diversity, Equity, and Inclusion (DEI) Committee Ambassador T. Hunt (CT) reported the committee met [March 19](#).
- The committee is preparing a training course that aligns with the *Best Practice on Home Evaluation Considerations for Unconventional Families*.
- The committee is working to strengthen collaborations with affiliates, such as the Office of Juvenile Justice and Delinquency Prevention (OJJDP) and Tribal nations.

Rules Committee

- Rules Committee Vice Chair C. Bickford (NH) reported the Rules Committee met [January 17](#) and [February 21](#). There was no meeting in March due to rule amendments training sessions. The next meeting is April 17, 2024.
- The Rules Committee discussed creating process for appealing denied home evaluations, but did not take action on the suggestion. They also discussed amending rules to allow extensions when evaluations cannot be completed within the 45-day time frame.
- There was a discussion whether ICJ Rules 6-102(9), 7-102, and 7-104 regarding warrants and unaccompanied juveniles are in conflict. The discussion stemmed from a court order for the return of a person considered an adult in New Hampshire, but a juvenile in another state. The Rules Committee recommended deletion of the first sentence from 6-102(9).
- The Rules Committee began a discussion of the use of the phrase “danger to themselves or others” in Rules 6-102 and 6-103, as recommended by the West Region.

Non-delinquent Runaway Subcommittee Update

- Alternate Regional Representative T. Casanova (VT) provided an update the work of Subcommittee on Non-delinquent Runaway to create a survey. Region members reviewed the draft questions and provided feedback.
- The National Office will assist in creating the survey, which will be presented to the Executive Committee. The survey may be conducted as early as May.

Unfinished Business

Discuss language on Form I, II and III when a juvenile is not returning to the home state.

Regional Representative C. Bickford (NH) indicated discussion of this topic would be postponed to the next meeting due to time.

New Business

Review timeframe for submitting a transfer of supervision packet.

Regional Representative C. Regional Representative C. Bickford (NH) indicated discussion of this topic would be postponed to the next meeting due to time.

Next Steps

The next meeting is scheduled for June 13, 2024, at 11:00 a.m. ET. This will be the last remote meeting before the September Region meeting in Mobile, Alabama.

Adjourn

Regional Representative C. Bickford (NH) adjourned the meeting by acclamation without objection at 12:11 p.m. ET.