



Preliminary Business

Call to Order

Commission Chair H. Wykes (AZ) called the meeting to order at 12:00 p.m. EST.

Roll Call

Director Underwood called the roll, and quorum was established.

Committee Members in Attendance

1. Howard Wykes (AZ), Commission Chair
2. Sherry Jones (MD), Commission Treasurer
3. Nina Belli (OR), Commission Immediate Past Chair and West Regional Representative
4. Jacey Rader (NE), Compliance Committee Chair and Midwest Regional Representative
5. Dale Dodd (NM), Finance Committee Chair
6. Kellianne Torres (IA), Information Technology Committee Chair
7. Julie Hawkins (MO), Rules Committee Chair
8. Francis "Mike" Casey (DE), Racial Diversity, Equity, and Inclusion (RDEI) Committee Chair
9. Trissie Casanova (VT), East Regional Representative
10. Felicia Dauway (SC), South Regional Representative

Members Not in Attendance

1. Caitlyn Bickford (NH), Commission Vice Chair
2. Robert Heide (AK), Training, Education, and Public Relations Committee Chair
3. Nataki Brown, Victims Representative

National Office Staff and Legal Counsel in Attendance:

1. MaryLee Underwood, Executive Director
2. Jenny Adkins, Operations and Policy Specialist
3. Amanee Cabbagestalk, Training and Administrative Specialist
4. Joseph Johnson, Systems Project Manager
5. Kirsten Wade, Logistics and Administrative Specialist
6. Thomas Travis, Legal Counsel

Guests in Attendance:

1. Roy Curtis (ME), Information Technology Committee Vice Chair
2. Chanda Leshoure (AL), Training, Education, and Public Relations Committee Vice Chair

F. Dauway (SC) made a motion to approve the revised agenda. Chair H. Wykes (AZ) indicated the agenda was approved by unanimous consent without objection.

S. Jones (MD) made a motion to approve the minutes of the meeting on January 23, 2025, as presented. Chair H. Wykes (AZ) indicated the minutes were approved.

Reports

Commission Chair Report *by Howard Wykes (AZ)*

- Chair H. Wykes (AZ) thanked members for their hard work and expressed excitement for the meeting in April in Lexington, Kentucky.

National Office Report *by MaryLee Underwood, Executive Director*

- Director Underwood provided state updates, including that there were no commissioner vacancies. She also provided information about requests recently submitted by states.
- Director Underwood recommended the Rules Committee review concerns about case acceptance and closure when a young person is detained. She also recommended the Finance Committee review the [Dues Quick Reference Guide](#).
- Director Underwood reported she recently recommended that Ohio contact colleagues in the Midwest Region and RDEI Committee regarding their human trafficking screening project.
- Director Underwood reported that she finalized the contract with the Alliance for Community Justice and Innovation (ACJI) to facilitate the Work Group on Returning Non-Delinquent Youths. ACJI is unavailable to provide in-person facilitation for the planning meetings in April.
- Director Underwood reported she recently reviewed Robert's Rules of Order and identified opportunities to improve operations. According to Robert's Rules, meeting minutes should focus on attendance and actions taken by the group. When committees make recommendations or requests, written reports should be submitted, and the minutes should reference these reports. Committee members discussed the importance of maintaining adequate records, particularly for the Rules Committee.

Compliance Committee

- Compliance Committee Chair J. Rader (NE) reported that the Compliance Committee met on February 4 and began reviewing the Performance Measurement Assessment program.
- The committee developed a plan for responding to one state's delinquency in payment of dues for fiscal year 2025.

Information Technology Committee

- Information Technology Chair K. Torres (IA) reported that the Technology Committee met on February 11 and approved the Business Analysis (BA) and Enhancement Subcommittee's analysis of the impacts of pending rule amendments proposals on UNITY and ICJ forms.
- She reported that the BA and Enhancements Subcommittee also worked on the rollout of multifactor authentication for UNITY and began reviewing pending UNITY enhancement requests. The UNITY-Tableau Subcommittee is developing a dashboard related to transfers of supervision.
- The IT Committee continued discussing the Rules Committee's recommendation to remove the reference to "best interest" from the Form III, Consent for Voluntary Return of Out-of-State Juvenile. The IT Committee determined no action should be taken at the time.

Training, Education, and Public Relations Committee

- Training, Education, and Public Relations Committee Vice Chair C. Leshoure (AL) shared the committee met on February 6 and discussed potential 2025 Annual Business Meeting (ABM) keynote speakers.
- Vice Chair C. Leshoure (AL) presented the 2025 ABM schedule recommended by the committee..

- Director Underwood noted that the recommended schedule did not include a public hearing on proposed rule amendments. Instead, the hearing would be held via Zoom prior to the ABM.
- **F. Dauway (SC) made a motion to adopt the draft 2025 Annual Business Meeting schedule as presented. The motion passed.**

Racial Diversity, Equity, and Inclusion (RDEI) Committee

- Racial Diversity Committee Chair M. Casey (DE) reported that the RDEI Committee met on February 18. He presented questions related to human trafficking screening that the committee would like to use to gather input from states during regional meetings.
- Chair M. Casey (DE) shared that a subcommittee was formed to explore hosting a movie club.

Rules Committee

- Rules Committee Chair J. Hawkins (MO) reported that the Rules Committee met on February 19. The committee modified the proposed amendments to Rules 4-102 and 4-103 to avoid potential unintended consequences identified by the Information Technology Committee. The Rules Committee finalized rules amendment proposals for posting.
- She reminded members that the Rule Commenting Period would be open until March 26, 2025.

Work Group on Returning Non-Delinquent Youths

- Commission Chair H. Wykes (AZ) reported that the work group held its first meeting in January and participated in training regarding adaptive problem-solving.

East Region

- East Regional Representative T. Casanova (VT) stated that the East Region met on January 30 and discussed how states handle cases when no legal guardian resides in the receiving state. The region also discussed barriers to accessing child abuse registry information.
- East Regional Representative T. Casanova (VT) reported that she advised region members that the Rules Committee did not support their proposal to add a definition of “human trafficking” to ICJ Rule 1-101.

Midwest Region

- Midwest Regional Representative J. Rader (NE) reported the Midwest Region met on January 28. They discussed the Rules Committee’s feedback on the proposal for [Rule 4-104: Authority to Accept/Deny Supervision](#) and agreed to the recommended changes.

South Region

- South Regional Representative F. Dauway (SC) reported that the South Region met on January 29. Region members shared committee reports and reviewed ICJ Hot Topics.

Legal Counsel

- Legal Counsel T. Travis shared a litigation update regarding the pending case in the DC Court of Appeals. The Commission’s *amicus curiae* brief was submitted. The court scheduled oral arguments for April 9, 2025, but the Commission was not expected to participate. He recommended the Commission not file a motion to participate in the oral arguments.

Unfinished Business

Determine whether to revise Advisory Opinion 02-2018

- Legal Counsel T. Travis indicated he reviewed Advisory Opinion 02-2018 and determined the conclusions are appropriate. He recommended postponing additional action related to the advisory opinion until the review of Rule 7-103 has been completed.
- **J. Rader (NE) made a motion to adopt Legal Counsel’s recommendation to postpone revision of Advisory Opinion 02-2018 until Rule 7-103 can be reviewed in the next rules cycle. The motion passed by unanimous consent.**

Determine whether further action is needed related to Medicaid changes and justice-involved youth

- Chair H. Wykes (AZ) asked members for recommendations for further action related to Medicaid changes to justice-involved youth. No discussion ensued.

New Business

- No new business was discussed.

Next Steps

- The next Executive Committee meeting was scheduled for Thursday, March 27, 2025.

Adjourn

Chair Wykes adjourned the meeting by unanimous consent without objection at 1:46 p.m. EST.