



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. Robert Heide (AK), Training, Education, and Public Relations Committee Chair
8. Julie Hawkins (MO), Rules Committee Chair
9. Francis "Mike" Casey (DE), Racial Diversity, Equity, and Inclusion (RDEI) Committee Chair
10. Trissie Casanova (VT), East Regional Representative
11. Felicia Dauway (SC), South Regional Representative

Members Not in Attendance

1. Caitlyn Bickford (NH), Commission Vice Chair
2. 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

J. Hawkins (MO) made a motion to approve the revised agenda. Chair H. Wykes (AZ) indicated the agenda was approved by unanimous consent without objection.

T. Casanova (VT) made a motion to approve the minutes of the meeting on February 27, 2025, as presented. Chair H. Wykes (AZ) indicated the minutes were approved.

Reports

Commission Chair Report *by Howard Wykes (AZ)*

- Chair H. Wykes (AZ) reported on his experience with the ACJI Leadership Academy Implementation Science 102 course, expressing his enjoyment and the new perspective it provided.
- Chair H. Wykes (AZ) reported that the U.S. Virgin Islands paid their dues.

National Office Report *by MaryLee Underwood, Executive Director*

- Director Underwood provided state updates, including turnovers for Compact Administrators in Oregon, Nevada, and Oklahoma.
- Director Underwood reported the following updates:
 - The National Office provided a written response to a request for interpretation of Rule 4-101, related to youth who reside in a residential treatment facility. The response reiterated that if a youth resides in a residential treatment facility, they are not eligible for a transfer of supervision.
 - Director Underwood, Commission Chair Wykes, Compliance Chair J. Rader, and Rules Chair J. Hawkins have worked to resolve a dispute related to the denial of transfer of supervision wherein the youth was incarcerated pending trial in the adult system. She recommended conducting a comprehensive review of the Commission's rules and practices related to or that impact young people who are detained.
 - Director Underwood continues to work with Maryland's ICJ Office to plan training for judges.
- Director Underwood reported that the National Office met with the Transportation Security Administration (TSA) personnel regarding the REAL ID Act and the use of the ICJ Transportation Identification Form. The TSA expressed no immediate need for changes to the form and indicated they will work to elevate the management of submitted forms to a national level.

Compliance Committee

- Compliance Committee Chair J. Rader (NE) reported that the Compliance Committee met on March 4, 2025. The committee continued their review the Performance Measurement Assessment program and viewed a demonstration of the UNITY Transfer of Supervision dashboard.
- The Compliance Committee recommended the regional representatives and/or Compliance Committee liaisons gather feedback from states during the regional meetings in April 2025 regarding whether Performance Measurement Standards A-07 and A-11 should be removed from the Commission's Compliance Standards.
- **N. Belli (OR) made a motion to approve sending the memo to the regions to gather feedback on removal of Compliance Standards A-07 and A-11. The motion passed by unanimous consent without objection.**

Information Technology Committee

- Information Technology Chair K. Torres (IA) reported that the Technology Committee met on March 11 and received updates on the Business Analysis (BA) and Enhancement Subcommittee's work on scoring enhancement requests.
- The UNITY-Tableau Reports Subcommittee is working on the Transfer of Supervision Dashboard in support of the Compliance Committee.
- The Technology Committee discussed future topics for *UNITY Spotlight* articles.

Training, Education, and Public Relations Committee

- Training, Education, and Public Relations Committee Chair R. Heide (AK) shared the committee met on March 6 and discussed 2025 Annual Business Meeting (ABM) training sessions and presenters.
- The Committee also reviewed edits to the *Quick Reference Guide for ICJ Cases*, *Bench Card on Returns*, and *Bench Card on Transfers of Supervision*.

Racial Diversity, Equity, and Inclusion (RDEI) Committee

- Racial Diversity, Equity, and Inclusion Committee Chair M. Casey (DE) reported that the RDEI Committee met on February 18 and shared that the committee will review the Best Practice on Home Evaluations, as well as the Commission's nominations and elections guidelines. There will be a *Wednesday Workshop* entitled Tribal Nations 101 scheduled for April 30, 2025.
- Racial Diversity, Equity, and Inclusion Committee Chair M. Casey (DE) shared the purpose statement for the committee's movie club. The movie club will encourage members to discuss how the films relate to their personal experiences, professional lives, and/or current events.
- **M. Casey (DE) made a motion to recommend the launch of the movie club within the RDEI Committee. The motion passed by unanimous consent without objection.**
- The RDEI Committee recommended that a Zoom poll be conducted during regional meetings in April 2025 to encourage ICJ personnel to learn more about their state's human trafficking screening practices and resources.
- **R. Heide (AK) made a motion for the RDEI Committee to poll the states during the April 2025 Regional Meetings to increase awareness of state human trafficking screening practices. The motion passed by unanimous consent without objection.**

Rules Committee

- Rules Committee Chair J. Hawkins (MO) reported that the commenting period ended on March 26, 2025. The committee will meet next on April 8, 2025.

Work Group on Returning Non-Delinquent Youths

- Director Underwood reported that the work group meeting was cancelled and will meet next on April 17, 2025.

West Region

- West Regional Representative N. Belli (OR) stated that the West Region met on January 29, 2025, and discussed a request for an advisory opinion regarding California law (SB-135). The next meeting will be on April 22, 2025.

Legal Counsel

- Legal Counsel T. Travis stated that the Court of Appeals in the District of Columbia would hold oral arguments on April 9, 2025, for the case in which the Commission recently submitted an *amicus curiae* brief. The Commission will not participate in the hearing.

Unfinished Business

Approve 2026 Annual Business Meeting in East Region

- Director Underwood noted that the Executive Committee previously selected Portland, Maine, as the top choice for the 2026 ABM. She reported that National Office staff visited the site and determined it was an appropriate location.
- Kirsten Wade, National Office, reported the Holiday Inn Portland by the Bay offers a shuttle to/from the airport, is within walking distance of local restaurants, and has an indoor heated pool, sauna, and

gym. The sales manager provided a layout diagram indicating how the Commission's large "U-shape" can be set up in the ballroom, which has very high-end technology. The second floor has many breakout rooms for regional meetings.

- Director Underwood noted that expenses for Portland, Maine, would be significantly higher than other locations.
- **D. Dodd (NM) made a motion to approve Portland, Maine, as the site for the 2026 Annual Business Meeting and to authorize the National Office to move forward with a contract with the hotel. The motion passed by unanimous consent without objection.**

New Business

Preparation for In-Person Planning Meeting in Lexington, KY

- Director Underwood reported that the in-person meeting will focus on planning for the year ahead using an appreciative inquiry model.

Next Steps

- The next Executive Committee meeting was scheduled for Thursday, April 10, 2025.

Adjourn

Chair Wykes adjourned the meeting by unanimous consent without objection at 1:34 p.m. EST.