

INTERSTATE COMMISSION FOR JUVENILES

Executive Committee Meeting Minutes

April 24, 2024

9:00 am - 12:00 pm EST

The Brown Hotel, Secretariat B Room

335 W. Broadway, Louisville, Kentucky



Preliminary Business

Call to Order

Commission Chair N. Belli (OR) called the meeting to order at 9:00 a.m. ET.

Roll Call

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

Committee Members in Attendance:

1. Nina Belli (OR), Commission Chair
2. Julie Hawkins (MO), Commission Vice Chair
3. Sherry Jones (MD), Commission Treasurer and Racial Diversity, Equity, and Inclusion (RDEI) Committee Chair
4. Dale Dodd (NM), Finance Committee Chair
5. Kellianne Torres (IA), Information Technology Committee Chair
6. Stephen Horton (NC), Rules Committee Chair
7. Corrie Copeland (TN), Training, Education, and Public Relations Committee Chair
8. Caitlyn Bickford (NH), East Regional Representative
9. Felicia Dauway (SC), South Regional Representative
10. Howard Wykes (AZ), West Regional Representative
11. Nataki Brown, Victims Representative

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 Policy Specialist
5. Joe Johnson, Systems Project Manager

Agenda

C. Copeland (TN) made a motion to approve the agenda as amended. C. Bickford (NH) seconded the motion. Chair Belli (OR) indicated the agenda was approved by unanimous consent without objection.

Minutes

K. Torres (IA) made a motion to approve the March 28, 2024, meeting minutes as presented. S. Jones (MD) seconded the motion. Chair Belli (OR) indicated the minutes were approved by unanimous consent without objection.

Check-ins

- Chair Belli (OR) asked members to share thoughts from the leadership training session provided the previous day by Glenn Tapia of the Alliance for Community Justice Initiatives. Several members spoke of the importance of pausing to reflect and adjust plans and the usefulness of the impact/feasibility tool.

Reports

Commission Chair Report *by Nina Belli (OR)*

- Chair Belli (OR) expressed her appreciation to members for attending the in-person spring planning meeting, which provides more opportunities for important discussions.
- Chair Belli (OR) explained that the Executive Committee meeting would be followed by a planning session using the implementation leadership tools shared the previous day.

National Office Report *by MaryLee Underwood, Executive Director*

State Updates

- Director Underwood reported the following recent appointments.
 - South Carolina recently appointed Jennifer Loschiavo as Compact Administrator.
 - In Montana, Sean Goeddel was appointed ICJ Commissioner.
 - In New York, Dr. DaMia Harris-Madden was appointed as Commissioner of the Department of Family and Youth Services (DYFS). Pursuant to New York's ICJ statute, the Commissioner of DYFS serves as the ICJ Compact Administrator.
 - The Indiana ICJ Compact Administrator and Commissioner positions are vacant, due to the resignation of Mary Kay Hudson (IN).

National Office Updates

- Registration for the 2024 Annual Business Meeting (ABM) will open Monday, May 20, 2024, for Executive Committee members. Members are encouraged to register as soon as possible and notify the National office of any issues in the process. Registration for other commissioners and voting designees will open in June.
- National Office staff recently moved the office to a new space in the same building due to persistent water leaks.
- National Office staff are reviewing business operational tasks for efficiencies in the areas of human resources; facilities; technology and security; and finance.
- The contract for operation of UNITY expires September 2024. National Office staff met with leaders from Optimum Technology, the vendor, on April 21, 2024. She noted how far the Commission has come in terms of technology in the last five years, when the Commission was completing the Request for Proposal (RFP) process and launching the development process. Five years later, the Commission has the data management system in place and is focusing on technology trends, analytics, CJIS Security Standards, storage, backup, and artificial intelligence. National Office staff have requested that maintenance and support costs be clarified in the new contract.
- National Office staff demonstrated a new web-based request form to use for a variety of request types that can be submitted via the Commission's website, including requests for training or technical assistance; dispute resolution; and mentoring program. Use of the form

results in all requests being entered into a single Smartsheet database. Consequently, requests can be submitted more easily, and responses can be tracked more effectively.

- National Office staff will send a link to the Executive Committee for testing and feedback. Unless there are major issues, the new form will be introduced at summer region meetings.
- The review of the form sparked discussion about dispute resolution processes which are currently addressed in the ICJ Rules Section 900: Dispute Resolution, Enforcement, Withdrawal, and Dissolution. D. Dodd (NM) asked if dispute resolutions were covered in the new commissioner training. Director Underwood responded that no formal new commissioner training is provided. However, she provides related information during individual meetings with new commissioners.

Compliance Committee Report by Julie Hawkins (MO)

- J. Hawkins (MO), Commission Vice Chair and Compliance Committee member, provided the Compliance Committee report on behalf of Compliance Committee Chair J. Rader (NE).
- The Compliance Committee met April 3, 2024. The committee discussed the vacancy of the Montana commissioner position. An appointment was subsequently made.
- Commissioner Eavey-Monique James (USVI) attended the April meeting to provide information about why the FY24 ICJ dues payment was more than 120-days overdue. Additional communications with the USVI Governor and the agency leader followed. Chair Belli (OR) asked the timeframe given to the Virgin Islands. Director Underwood noted that USVI leaders did not respond to a request to schedule a meeting.
- The Committee discussed launching UNITY dashboards in the months ahead. Dashboards provide a visual comparison for individual states to easily see their compliance rates, compared to national average rates. Dashboards will provide another tool for states to proactively monitor their compliance and will enable the Commission to conduct future.
- The Committee reviewed a draft of the *2023 State Council Report* and recommended edits, which will be reviewed for approval at the next meeting on May 1, 2024.

Information Technology Committee Report by Kellianne Torres (IA)

- Information Technology Committee Chair K. Torres (IA) reported the committee met April 9, 2024.
- The Enhancements Subcommittee completed work required for the enhancements rolled out April 1, 2024. They subsequently began reviewing other UNITY enhancements requests.
- The UNITY Maintenance & Tableau Subcommittee finalized two reports related to returns. They will provide training about the new reports by partnering with the Training Committee for a *Wednesday Workshop*. The subcommittee will continue to review data needs related to transfers of supervision and returns.
- In June, work related to annual UNITY maintenance tasks will begin.
- After reviewing concerns related to airport surveillance data, the Technology Committee recommended making completion of the “Travel Plan Detail” Section in UNITY mandatory for air travel. Once approved, the Technology Committee would establish the specific requirements, including drop-down menu options. A *UNITY Spotlight* article regarding the topic will also be published.
- **S. Horton (NC) made a motion to accept the Technology Committee’s recommendation to make the “Travel Plan Detail” section in UNITY a required field for air travel. C. Bickford (NH) seconded the motion.**

- D. Dodd (NM) asked about costs to implement the requirement in UNITY.
- Technology Committee Chair Torres (IA) responded the cost should be minimal, as no structural change in UNITY would be required in UNITY.
- S. Jones (MD) asked if flight information can be modified, once finalized. C. Copeland (TN) responded that such changes can currently be made in UNITY.
- Director Underwood noted the Commission’s [Information System Modifications Policy \(ICJ Policy -2-2020\)](#) requires a quote be provided by the vendor before the Executive Committee determines whether to adopt the recommendation.
- **S. Horton (NC) and withdrew the motion and C. Bickford (NH) concurred.**
- Technology Committee Chair Torres (IA) added that the Technology Committee provided input to the National Office regarding the meeting with Optimum Technology, and that the agenda aligned with the committee’s input.
- The next meeting of the Technology Committee is May 14, 2024.

Rules Committee Report *by Stephen Horton (NC)*

- Rules Committee Chair S. Horton (NC) reported the committee met April 17, 2024.
- The Rules Committee discussed the West Region’s recommendation to review the use of the phrase “danger to themselves or others” in Rules 6-102 and 6-103. The Rules Committee did not reach a conclusion, and suggested the West Region provide information regarding how frequently related concerns arise.
- The Rules Committee finalized the 2024-2025 Rules Committee Calendar. It is important to note that the deadline for submitting rule proposals for 2025 is December 31, 2024. The deadline is a month earlier than usual to accommodate the date for the 2025 ICJ Annual Business Meeting, which will be held during the last week of August 2025.

Training, Education, and Public Relations Committee Report *by Corrie Copeland (TN)*

- Training, Education, and Public Relations Committee Chair C. Copeland (TN) reported the committee met April 4, 2024.
- Training Committee Chair Copeland (TN) presented a draft 2024 Annual Business Meeting Agenda, which the committee recommended for approval by the Executive Committee. The Executive Committee reviewed and discussed the draft agenda at length.
- F. Dauway (SC) suggested agenda be modified so that Glenn Tapia provides interactive training on Tuesday, and Michael O’Key provides a Keynote Address on Wednesday, which will include information regarding his experience as a youth whose supervision was transferred to another state so that he could attend college.
- **S. Horton (NC) made a motion to amend the proposed 2024 Annual Business Meeting Agenda to switch Glenn Tapia to Training Session I on Tuesday and Michael O’Key to Keynote Address on Wednesday. H. Wykes (AZ) seconded the motion.**
- J. Hawkins (MO) spoke in support of the agenda as initially presented, noting the work to prepare the agenda and the presenters have committed to the dates and topics.
- Chair Belli (OR) called for a recess and asked the national office to contact both presenters to determine their availability to switch dates.

[Break 10:53 a.m. – reconvened 11:12 a.m. ET]

- Chair Belli (OR) called the meeting to order. National Office staff confirmed that Michael O’Key is available on both dates but was unable to reach Glenn Tapia.
- Chair Belli (OR) recalled the motion and asked for the vote.
- **S. Horton (NC) made a motion to amend the proposed 2024 Annual Business Meeting Agenda to switch Glenn Tapia to Training Session I on Tuesday and Michael O’Key to Keynote Address on Wednesday. H. Wykes (AZ) seconded the motion. J. Hawkins (MO) opposed. The motion passed.**
- Training Committee Chair Copeland (TN) reported the Training Committee is planning additional *Wednesday Workshops* and will partner with other committees that want to provide training. Additionally, the Training Committee discussed participation at national conferences to expand the ICJ’s presence and collaborations.
- The next Training Committee meeting is scheduled for May 2, 2024.

Region Reports

East Region Report *by Caitlyn Bickford (NH)*

- East Regional Representative C. Bickford (NH) reported the East Region met April 11, 2024.
- “Hot topics” were reviewed, and committee updates were provided. However, there was little time to discuss unfinished business and new business.
- In June, the region will discuss Form I, II and III related to when a juvenile is not returning to the home state, as well as the use of the phrase “best interest” language on Form I and Form III. Under new business, the region will review the time frame for submitting transfer of supervision packets.
- East Region members reviewed the draft survey on returning non-delinquent runaways and supported the updates. Members discussed who should complete the survey, how to handle the bifurcated states, and whether or not the survey should include a field for the state completing the survey.
- The next meeting is June 13, 2024.

Midwest Region Report *by Kellianne Torres (IA)*

- In the absence of Midwest Regional Representative C. Frieberg (SD), K. Torres (IA) reported the Midwest Region met April 9, 2024.
- The Midwest Region requested specific UNITY data related to juveniles living in the receiving states prior to transfers of supervision.
- The Midwest Region hopes to have the data for discussion in their next meeting on July 23, 2024.

South Region Report *by Felicia Dauway (SC)*

- South Regional Representative F. Dauway (SC) reported the South Region met April 18, 2024.
- “Hot topics” were reviewed, and committee updates were provided. The Wednesday Workshops were highlighted. Also, the members were informed that a survey regarding returning non-delinquent runaway will be forthcoming.
- The next meeting is July 18, 2024.

West Region Report *by Howard Wykes (AZ)*

- West Regional Representative H. Wykes (AZ) reported the West Region met April 10, 2024.
- “Hot topics” were reviewed, and committee updates were provided, including the appointment of the new Montana Commissioner.
- Region members discussed how recent amendments to California’s Welfare and Institution Code, Section 607 might impact other states. The new law allows certain individuals who were tried as adults when they were juveniles to request review of their cases to by a juvenile court.
- D. Dodd (NM) cautioned that the new California law could lead to a 30-year-old sex offender being considered a juvenile eligible for transfer pursuant to ICJ. This would be most problematic in states where sex offender registry requirements do not apply to juveniles.
- The National Office requested additional information from California to better assist potential impact before any further action recommendations.
- The next meeting is July 10, 2024.

Victims Representative Report *by Nataki Brown*

- Victims Representative N. Brown provided a brief history of National Victims’ Rights Week and this year’s theme: “How would you help?” In 1982, President Ronald Reagan was first honored the Victims’ Week. In 1984, the Office of Victims of Crime (OVC) was developed. In 1994, the Violence Against Women’s Act (referred to as the Crime Bill) was signed into law.

Unfinished Business

UNITY Privacy Policy Subcommittee Update

- Vice Chair J. Hawkins (MO) updated that the UNITY Privacy Policy Subcommittee held their first meeting in March. The first meeting focused on the concerns that led to the review of the [ICJ UNITY Privacy Policy](#). The concerns evolved from questions about whether the policy restricts sharing information or allows extracting data from UNITY and entering in a state system. The committee will meet again on April 30, 2024.

Survey on Returning Non-delinquent Runaways

- Director Underwood provided a summary of the events and discussions by the East Region and the Rules Committee regarding the returns of non-delinquent runaways. The discussions resulted in a recommendation to the Executive Committee from the Rules Committee to establish a Work Group on the Returns of Non-delinquent Runaways. Before voting on the recommendation, the Executive Committee decided to survey members to help establish the charge for the work group.
- Director Underwood presented draft survey questions, which had been updated based on input from the East Region. The Executive Committee reviewed the survey questions and made no objections to launching the survey.
- C. Bickford (NH) noted that the goal was to get responses from every state and inquired as to how follow-up reminders would be addressed. F. Dauway (SC) suggested regional representatives could make friendly calls to states in their region to encourage completion of the survey prior to the deadline. The National Office will provide a list of states

completing the survey to the regional representatives. Once the survey is closed, the Executive Committee will review the results to determine how to move forward.

- D. Dodd (NM) shared that New Mexico has closed all but three detention centers in the state. The three remaining detention centers refuse to hold non-delinquent runaways due to insufficient staffing. S. Jones (MD) asked if they were held anywhere in the state. D. Dodd (NM) replied that three youths were recently held in a resource house under protective services.

New Business

Determine whether changes should be made to the “new” agenda template.

- Commission Chair Belli (OR) deferred the agenda item to the next meeting due to time.

Cost of Living Adjustment

- Commission Chair Belli (OR) explained that the meeting would move to a closed session for the discussion of ICJ National Office staff personnel matters.
- **D. Dodd (NM) made a motion to move to closed session. S. Jones (MD) seconded the motion. The motion passed unanimously.**
{the recording stopped}
- **Felicia Dauway (SC) made a motion to return to open session. C. Bickford (NH) seconded the motion. The motion passed.**
{the recording resumed}
- **S. Jones (MD) made a motion to approve a 3.1 percent cost of living increase adjustment (based on the Consumer Price Index) effective July 1, 2024, to the ICJ National Office Staff salaries. K. Torres (IA) seconded the motion. The motion passed.**

Adjourn

Chair Belli adjourned the meeting by unanimous consent without objection at 12:05 p.m. ET.