



Preliminary Business

Call to Order

Commission Chair N. Belli (OR) called the meeting to order at 12:01 p.m. ET.

In Memory of Rachel Johnson, North Carolina Compact Coordinator

Commission Chair N. Belli (OR) began the meeting by remembering Rachel Johnson, North Carolina Compact Coordinator, who recently passed away. Ms. Johnson was a devoted and loyal employee and friend. She dedicated many hours to improving the Commission, helping families and juveniles, and providing ongoing training to Commission members. Executive Committee members participated in a moment of silence in remembrance of Ms. Johnson. Committee members shared memories about Ms. Johnson and her extensive impact on the Commission.

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 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. Caitlyn Bickford (NH), East Regional Representative
8. Chuck Frieberg (SD), Midwest Regional Representative
9. Howard Wykes (AZ), West Regional Representative
10. Nataki Brown, Victims' Representative

Members Not in Attendance

1. Corrie Copeland (TN), Training, Education, and Public Relations Committee Chair
2. Felicia Dauway (SC), South Regional Representative
3. Jacey Rader (NE), Compliance Committee Chair

Guests in Attendance

1. Robert Heide (AK), Training, Education, and Public Relations Vice Chair
2. Rick Masters, Legal Counsel

National Office Staff in Attendance:

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

Agenda

S. Jones (MD) made a motion to approve the agenda as amended. H. Wykes (AZ) seconded the motion. Chair N. Belli (OR) indicated the agenda was approved by unanimous consent without objection.

Minutes

R. Heide (AK) brought to attention spelling errors in his name and title a change from “Chair” to “Vice Chair.” S. Jones (MD) made a motion to approve the June 27, 2024, meeting minutes with the recommended modifications of Robert Heide’s last name. C. Frieberg (SD) seconded the motion. Chair N. Belli (OR) indicated the minutes were approved with the recommended modifications.

Check-in Question

- Chair N. Belli (OR) led the committee in a check-in question, “Who is your biggest role model? Why?”
 - Chair N. Belli (OR) shared her role model is Supreme Court Justice Ruth Bader Ginsberg, who had an even temperament, was a hard worker, and advocated for those without voices.
 - S. Jones (MD) shared her role model is Leta Desphande, a former principal at Mountain Manor Substance Abuse Treatment Center for Youth and Young Adults, who was a mentor and encouraged her to further her education.
 - Legal Counsel R. Masters shared his role model is Attorney General Steve Beshear. He learned more about the law, prosecution, and how to try cases from Mr. Beshear, who was later elected governor of Kentucky.
 - C. Frieberg (ND) shared his role model is his father. He is very passionate, good and fair in his roles as an attorney and lobbyist.
 - J. Adkins shared her role model is her husband. She said he is patient and always reminds her to be balanced and use critical thinking.
 - H. Wykes (AZ) shared his role models are his parents. He stated his mother instilled in him the importance of family, friends, fellowship. His father instilled in him to anticipate what you want to work towards, even if it is difficult.
 - D. Dodd (NM) shared his role model is his dad, who is a doctor and devoted to his family. Professionally, D. Dodd’s (NM) role model is Senator Michael Sanchez, who helped him get started in his profession.
 - N. Brown shared she has many role models, but primarily her grandparents, parents, husband and siblings for various reasons, but most importantly for the unconditional love that she receives.
 - J. Hawkins (MO) shared her role model is her father. Her father has always demonstrated perseverance, dedication, and hard work.

- S. Horton (NC) shared his role models are his parents, who are two of the hardest working people he knows. He stated his mother is a constant. His father worked hard and was a true craftsman.

Reports

Commission Chair Report *by Nina Belli (OR)*

- Chair N. Belli (OR) shared reminders for the Annual Business Meeting (ABM). The deadline for registration, committee chair and regional representative reports, and election and award nominations are August 9, 2024. Committee chair and regional report templates were sent out by the National Office.
 - Nominations can be submitted on the [Commission's website](#). Chair Belli asked committee members to encourage others in their committees and regions to register before the deadline if they have not already done so.
- Chair N. Belli (OR) reported that the topic on virtual hearings is being tabled until the next meeting on August 22, 2024. She shared that Director Underwood and Legal Counsel R. Masters have met with the National Center for State Courts and were continuing related research.

Treasurer Report *by Sherry Jones (MD)*

- S. Jones (MD) reviewed account balances and updated the committee on the status of dues assessments received for Fiscal Year 2025 (FY25). 29 states have paid in full. Zero states are overdue.
- The fiscal audit will begin on July 29, 2024.
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National Office Report *by MaryLee Underwood, Executive Director*

- Director Underwood shared the following state updates:
 - Montana
 - Mike Barthel has been appointed as the new Deputy Compact Administrator and Commissioner.
 - Guam
 - The National Office has been involved in outreach work with Guam. Judicial leaders are preparing recommendations for juvenile justice reform, including a recommendation to adopt the compact.
 - District of Columbia
 - Director Underwood shared there was a training and technical assistance (TTA) request from the District of Columbia. There has been a plan developed for providing written guidance and training to a juvenile justice subcommittee.
- Director Underwood shared the National Office has been preparing for the fiscal year (FY) 2024 fiscal audit. At the end of FY 2024, expenses were 10% under the budgeted amount. The remaining funds will be retained in the reserves to use in the future.
- The National Office is compiling the FY 2024 Annual Report. The focus is ensuring the report is a good tool to educate stakeholders and define the Commission and its culture in positive ways by providing more context in the articles. The draft Annual Report will be presented at the next Executive Committee Meeting in August.

- Director Underwood shared the National Office has been working with the Training Committee to collect data on training provided by states, as required by ICJ Policy. The [Training Report Form](#) has been updated to allow states to report multiple training sessions at the same time. She shared that 33 states have reported their trainings. The deadline to report trainings is July 31, 2024.
 - State ICJ Offices are responsible for ensuring that stakeholders are trained. States are facing challenges, and this data could help determine any underlying issues or strategies to address the challenges.
- The National Office has received nominations for Vice Chair, Treasurer, East Region Representative, Midwest Region Representative and for each award. There have been no nominations for Chair, South Region Representative, or West Region Representative.
- Director Underwood shared the National Office has been increasing efforts to engage ex-officio members. The plan is to provide more meaningful opportunities for ex-officio members to get involved.
 - The Training Committee approved a Networking Breakfast at ABM. It will be structured to provide opportunities for ex-officio members to share more about their organizations and engage with ICJ personnel. At least one ex-officio will attend the training meetings at ABM.
 - Director Underwood shared ex officio members that are registered to attend ABM:
 - Carla Fultz, Association of Administrators of the Interstate Compact on the Placement of Children
 - Veronica Cunningham, American Probation and Parole Association
 - Lisa Bjergaard (ND), Council of Juvenile Justice Administrators
 - Tom Langer (AL), Interstate Commission for Adult Offender Supervision
 - Chris Newlin, National Children’s Advocacy Center
 - Judge Robert Hofmann, National Council of Juvenile and Family Court Judges
 - John Sepulveda, National Partner for Juvenile Services
 - Director Underwood shared that the National Runaway Safeline and National Association of Attorneys General are not able to attend but want to become more involved.
- Director Underwood shared the initial contract with UNITY was a five-year contract for development, deployment, support, and maintenance. The end of the five-year term is coming up. The Technology Committee worked to develop priorities to be addressed in the new UNITY Contract:
 1. Multi-factor authentication
 2. Support, maintenance and updates
 3. Data analytics and reporting capabilities
 4. User interface and experience improvements
 5. UNITY enhancement frequency
- Director Underwood shared some budget related matters with the new UNITY contract that are being addressed in the negotiations. The issues are:
 - Consolidate the cost for the system and UNITY enhancement functions
 - The new contract will include pre-set annual increases. The original contract had a set price for the first 5 years. There will be a 14% price increase for the first year of the new contract and an 8% increase for the remaining years.

- Enhancement recommendations and rule proposals will be included in vendor quotes.

Finance Committee Report by Dale Dodd (NM)

- D. Dodd (NM) reported the Finance Committee met on July 18, 2024, and reviewed the FY 2024 end of year budget, savings, investments, and account balances.
- D. Dodd (NM) shared the committee discussed the Fiscal Year 2026 (FY26) budget to present to the Executive Committee. If approved by the Executive Committee, the recommended budget will be presented for adoption by the Commission at the 2024 ABM.
- D. Dodd (NM) discussed the FY26 proposed budget memo. The FY26 budget is largely based upon the FY25 budget, with adjustments made to reflect new contracts, changes in business needs, and projected inflation.

Class	Percentage Change	Notes Regarding Increases
Administrative	0%	
Communications	4.9%	Inflation
Computer and Information Technology	1.9%	Contract for 2025 ABM and funding for presenters at national conferences
National Data System	14%	New UNITY contract
Payroll expenses	0%	
Professional Services	0%	
Total Expenses	3%	See notes above

- D. Dodd (NM) shared the total figures for the ICJ FY26 budget. There is a projected flat 3% increase.

	FY 24 Budget	FY 24 % budget used	FY 25 Budget	FY 26 Budget recommended	FY 26 % increase recommended	FY 26 Notes
Income						
40001 - Appropriations	\$ 1,313,550.00	100.0%	\$ 1,313,550	\$ 1,313,550		0.0% dues Income 2024-28
46000 - Reserves	\$ -	0.0%	\$ -	\$ 13,000		0.9% from FY24 surplus
Total Income	\$ 1,313,550.00	114.41%	\$ 1,313,550	\$ 1,326,550		
Expense						
Total Administrative Expenses	\$ 47,700.00	91.51%	\$ 53,400	\$ 53,400		0.0%
Total Communications	\$ 7,000.00	97.09%	\$ 7,250	\$ 7,600		4.0% inflation
Total Computer & Information T	\$ 34,600.00	73.89%	\$ 35,300	\$ 36,500		2.5% inflation
Total Meetings & Conferences	\$ 193,700.00	93.47%	\$ 232,575	\$ 237,050		1.9% 2025 ABM & national conferences
Total National Data System	\$ 359,400.00	73.6%	\$ 258,400	\$ 295,000		14.0% new UNITY contract rate + \$100K for enhancements
Total Payroll Expenses	\$ 590,000.00	103.77%	\$ 622,000	\$ 622,000		0.0%
Total Professional Services	\$ 75,000.00	57.82%	\$ 75,000	\$ 75,000		0.0%
Total Transferred to Investment	\$ 6,150.00	0.0%	\$ 29,625	\$ -		
Total Expense	\$ 1,313,550.00	89.62%	\$ 1,313,550	\$ 1,326,550		3.0%
Operating Income (Income - Expen:	0	24.80%	0	0		0.0%

- C. Frieberg (SD) asked if there is an increase in staff salary in the proposed budget.
- Director Underwood shared there are enough funds in the budget to incorporate annual salary increase without needing to increase the budgeted amount.
- D. Dodd (NM) made a motion for the approval of the to approve the proposed 2026 Fiscal Year Budget for presentation at the Annual Business Meeting. H. Wykes (AZ) seconded the motion. The motion passed.

Information Technology Committee Report by Kellianne Torres (IA)

- Information Technology Committee Chair K. Torres (IA) reported the committee met on July 9, 2024, and discussed proposed changes that the Business Analysis (BA)/Enhancement Subcommittee added to the travel plan detail.
- The BA/Enhancement Subcommittee proposed a Travel Plan Detail enhancement that combines two tasks – Travel Plan Information and Travel Plan Detail (Final Travel Plan), which is currently optional, into one required task. The subcommittee also made some changes to ensure the airport supervision is accurately tracked in UNITY.
- K. Torres (IA) shared the committee’s proposed enhancement would add an additional drop-down box to capture ground transportation by local field officers.
- The Technology Committee received the quote from Optimum Technologies and decided to table the discussion until the UNITY contract has been approved. The committee wants to negotiate the price and ask for a requote for the enhancements.
- The Tableau/UNITY Maintenance subcommittee released the voluntary and non-voluntary return reports released in July.
- Chair Torres (IA) requested volunteer trainers for the *Wednesday Workshop* on August 28, 2024, which will focus on proper airport transportation data entry into UNITY.

Training, Education, and Public Relations Committee Report *by Robert Heide (AK)*

- Training, Education, and Public Relations Committee Vice Chair R. Heide (AK) reported the committee met on July 11, 2024, and discussed preparation of workshops to be presented at the ABM.
- Two work groups are preparing for training sessions.
- The non-delinquent runaway scenario team has decided four scenarios should be presented and discussed in a world cafe style learning.
- The First-Time Attendee Luncheon subcommittee requested that committee chairs and region representatives provide information about each committee and region's purpose during the luncheon.
- R. Heide (AK) stated the committee is reviewing and making edits to the bench cards on returns and transfer of supervision.
- R. Heide (AK) shared the committee reviewed quarterly training statistics. He also shared the committee is planning to follow-up on the Office of Refugee Resettlement (ORR) Training session.

Racial Diversity Equity and Inclusion Committee *by Sherry Jones (MD)*

- Racial Diversity Equity and Inclusion Committee Chair S. Jones (MD) shared the committee last met on July 16, 2024, and discussed a presentation on working with tribal nations presented by Marcia Good from the Office of Juvenile Justice Delinquency Prevention (OJJDP).
- S. Jones (MD) shared the importance of relationship building following the lead of the tribal nation's leaders because of history. She also said making connections with the OJJDP and tribal nations is very useful for collaborating on cases. She reminded committee members they may encourage tribal youth, even if there is no reservation within the state.
- J. Johnson (National Office) provided the Racial DEI Committee with a demonstration of a UNITY-Tableau dashboard designed to provide race-related information about ICJ cases from the UNITY system.

- S. Jones (MD) shared that there is little data available about human trafficking in ICJ cases. She stated the Racial DEI Committee is using an implementation science lens to assess how to resolve the issue.
- S. Jones (MD) shared the committee will explore the definitions of “escapee” and “absconder.” She stated these terms are linked to confusion about how information is captured in UNITY.

Rules Committee Report *by Stephen Horton (NC)*

- Rules Committee Chair S. Horton (NC) reported the committee met on July 17, 2024, and reviewed proposed amendments to Rule 8-101(5): Travel Permits.
- The East Region brought forth a request to review the use of the term “best interest” on Form III, noting that the “best interest” standard is not included in the ICJ rules. Discussion of this topic was tabled until the next meeting.
- S. Horton (NC) reported the West Region raised concerns after a judge noted the Juvenile Rights form indicates juveniles have a “right to counsel.” This is not consistent with the rules, which indicate a judge may appoint counsel. The Rules Committee discussed striking that portion from the form, then tabled the discussion until the next meeting.
- S. Horton (NC) shared a reminder that the deadline for rule amendment proposals is the end of this calendar year.

Midwest Region Report *by Chuck Frieberg (ND)*

- Midwest Region Representative C. Frieberg (ND) reported the Midwest Region met on July 23, 2024.
- C. Frieberg (ND) stated the region is compiling data from UNITY to inform their discussions about Rule 4-102. At the ABM, they will discuss next steps related to concerns about juveniles living in the receiving state prior to the transfer of supervision.
- Next meeting will be in person on September 24, 2024, in Mobile, Alabama.

West Region Report *by Howard Wykes (AZ)*

- West Region Representative H. Wykes (AZ) reported the West Region met on July 10, 2024.
- The West Region discussed the Rules Committee response to their recommendation to review the use of the term “danger to oneself or others,” specifically in regard to holding non delinquent runaways. He shared the Rules Committee did not take action on the recommendation and suggested that region members gather more data regarding the frequency with which issues arise related to the use of this term.
- H. Wykes (AZ) shared the region discussed strategies for enrolling juveniles transferred under ICJ in school when they are not living with the legal guardians. One member suggested requesting assistance from the state’s department of education.
- Idaho’s representative shared that a new state law prohibits detaining status offenders. This statute will impact their ability to detain non-delinquent runaways.
- C. Bickford (NH) shared she is interested to hear more on the issue with enrolling juveniles in school.

Legal Counsel *by Rick Masters*

- Legal Counsel R. Masters shared a draft Advisory Opinion 01-2024, developed to address concerns raised by the District of Columbia (DC).
- Pursuant to Commission Rule 9-101(3), DC requested assistance to educate members of the judiciary regarding the requirements of the Interstate Compact for Juveniles in cases where juveniles have pending charges in two or more states.
- Though DC’s ICJ Office has taken numerous steps, concerns have not been resolved. Compact Office admitted to issues with judges releasing accused delinquents to the
- Director Underwood stated that multiple states have been impacted.
- S. Jones (MD) shared concerns about impacts on the safety of youth and communities.
- Director Underwood stated the attorney who represents DC’s ICJ office supports the request for an advisory opinion. She plans to share it with judges and colleagues and will arrange for training on the subject.
- Legal Counsel R. Masters recommended Advisory Opinion 01-2024 be approved for publication.
- Chair N. Belli (OR) suggested portions of the white paper titled “[Why Your State can be Sanctioned for Violating the Compact](#)” be incorporated.
- Legal Counsel R. Masters noted the draft Advisory Opinion includes a footnote explaining ICJ rules take precedence over state law, and agreed inclusion of a brief portion of the white paper would be appropriate.
- J. Hawkins (MO) noted that page 3 of the draft advisory opinion addresses when it is appropriate to complete Form III. She indicated the juvenile’s signature of Form III signals the demanding state to make travel arrangements for the juvenile’s return. She believes the advisory opinion should be modified to reflect that.
- R. Masters agreed with J. Hawkins (MO) and asked to send her recommendations via email.
- Director Underwood agreed with J. Hawkins (MO) statement on the best practice for Form III. She also shared that DC ‘s Office of Attorney General has raised concerns about whether holding juveniles without offering the opportunity to voluntarily return (sign the Form III) violates their due process rights.
- S. Horton (NC) suggested tabling the discussion to allow for modifications to be made.
- C. Frieberg (ND) agreed.
- **Chair N. Belli (OR) tabled the matter for further discussion until the August 2024 Executive Committee meeting so these additions could be added to the draft of the advisory opinion.**

Victims’ Representative Report *by Nataki Brown*

- Victims’ Representative, N. Brown, reported on the following items:
 - The National Institute of Justice (NIJ) “term of the month” is “short tandem repeats.” This term refers to repeating DNA sequences that can be used to identify people and remains. Forensic investigators share short tandem repeats to distinguish and match DNA profiles. This is useful to help solve missing persons cases and identify people convicted/arrested for crimes.
 - The Office for Victims of Crime (OVC) is hosting two interesting events:
 - July 21- 27 is Pretrial, Probation, and Parole Supervision week. This event celebrates community correction professionals around the US who work hard

to keep our community safe. The theme for this year is “wellness unveiled, navigating the journey.”

- July 30 is World Day Against Trafficking Persons. The campaign is intended to raise awareness of disturbing elements and trends for persons in trafficking.
- The Office of Juvenile Justice and Delinquency Prevention (OJJDP) shared a webinar hosted by Justice and Joy National Collaborative on July 29 to provide an overview of intersectionality and how it can be used as a lens to better observe and address overlapping systems of discrimination and disadvantage.

Unfinished Business

Determine next steps related to survey results on Returning Non-Delinquent Runaways

- Chair N. Belli (OR) shared the top three issues identified through the recent survey on returning non-delinquent runaways:
 - Issue 1: Lack of understanding or alignment between ICJ Rules and child welfare agency requirements and practices
 - Issue 2: Lack of communication between state ICJ Offices about the circumstances in which the youth was located.
 - Issue 3: Lack of clarity about ICJ requirements related to pick-up and detention of runaways.
- Chair N. Belli (OR) shared the recommendations listed for Issue 1:
 - Create a Work Group on Returning Non-Delinquent Youth, whose first priority is to review ICJ reports related to this issue, conduct further analysis, and prioritize strategies for addressing top concerns.
 - Form a Training Subcommittee to develop additional training resources based on ICJ Toolkit: Returns and Child Welfare.
 - Foster collaboration with child welfare agencies through state councils and Commissions collaborations.
 - Amend ICJ Rules to promote more effective responses to suspected child abuse and/or neglect.
- Chair N. Belli (OR) recommended rebranding the *ICJ Toolkit on Returns and Child Welfare* to be more user friendly.
- Chair N. Belli (OR) shared the recommendations listed for Issue 2:
 - Conduct additional research on underlying issues (related to ICJ offices communications) and determine whether the issue(s) would be best addressed by adaptive or technical solutions. This research could be led by the Work Group on Returning Non-Delinquent Youth or by a subcommittee of the Training Committee, as determined by the Executive Committee.
- Chair N. Belli (OR) stated that at the ABM provides great opportunities during training sessions to incorporate the importance of communication between states
- Chair N. Belli (OR) shared the recommendations listed for Issue 3:
 - Conduct additional research and determine whether the underlying issue(s) should be addressed by adaptive or technical solutions.
 - Actively engage judicial and law enforcement partners in state councils and as ex officio members of the Commission.

- Chair N. Belli (OR) asked if a work group should be formed to look at the recommendations and issues or additional deep dive research.
- J. Hawkins (MO) agreed that a work group would be a good start to begin addressing the issue.
- S. Jones (MD) stated that along with a work group, states should be encouraged to build relationships with local courts and the Department of Social Service (DSS).
- Chair N. Belli (OR) asked members to consider who should be a part of the work group and when it would start. She suggested it should be convened after the 2024 ABM. She suggested inviting staff from ICJ Offices across the country to join to ensure adequate representation.
- C. Frieberg (ND) suggested taking time to determine who should be on the work group.
- Chair N. Belli (OR) asked Director Underwood who would decide on the work groups members.
- Director Underwood stated the chair appoints committee members. A work group could be included among the options that ICJ staff can volunteer for when committees are reformed after the 2024 ABM. She also noted that a work group could include ex-officio members and representatives from stakeholder groups, like child welfare agencies.
- S. Horton (NC) suggested creating a work group to gather other viewpoints outside of ICJ members. He is in favor of forming the work group soon, so that it is not overly analyzed.
- J. Hawkins (MO) noted that collaborating with outside groups would allow the Commission to have the desired impact.
- C. Bickford (NH) stated that several representatives from the East Region would be interested in participating in the work group. She also reiterated that every state is different and has different laws and policies.
- Director Underwood recalled that the discussion began in regional meetings and Rules Committee meetings, and proposed those groups could meet to develop plans. She also shared the idea to have a preliminary interest meeting at ABM for the work group.
- S. Jones (MD) asked to ensure the work group is diverse. She also requested that law enforcement and Department of Homeland Security (DHS) be involved, as they play significant roles in returning non-delinquent runaways. She suggested it would be beneficial to include the Victims' Advocates as well.
- S. Horton (NC) recommended including two representatives from each region.
- Chair N. Belli (OR) stated that the committee will determine how to engage outside members for the work group at the next Executive Committee meeting.

New Business

- Chair N. Belli (OR) suggested expanding legal resources, noting that the Commission and its needs have grown so does our various needs, additional legal resources are needed in areas such as contracts, like with our technology contract with Optimum and our technology contract with Optimum and human resources (HR).
- National Office staff recently met with Thomas Travis, a partner at Wyatt, Tarrant, & Combs, LLP in Lexington, Kentucky. He works frequently with Interstate Commission for Adult Offender Supervision (ICAOS).

- Mr. Travis’s firm has attorneys who specialize in contract law, HR, and various other issues. Chair N. Belli (OR) shared that working with Mr. Travis will not increase the budget.
- She stated that an agreement to expand resources to include Mr. Travis would not require entering into a contract. Instead, he would be consulted as needed. The Commission would continue a similar relationship with Rick Masters and could continue to consult him as needed.
- H. Wykes (AZ) made a motion to approve the expansion of legal resources to include Mr. Thomas Travis and his firm. K. Torres (IA) seconded the motion. The motion passed.

Next Steps

- The next Executive Committee meeting is scheduled for August 22, 2024.

Adjourn

Chair Belli adjourned the meeting by unanimous consent without objection at 2:28 p.m. ET.