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## **Preliminary Business**

### **Call to Order**

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

### **Roll Call**

Director Underwood called the roll, and 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. Jacey Rader (NE), Compliance Committee Chair
5. Dale Dodd (NM), Finance Committee Chair
6. Kellianne Torres (IA), Information Technology Committee Chair
7. Corrie Copeland (TN), Training, Education, and Public Relations Committee Chair
8. Stephen Horton (NC), Rules Committee Chair
9. Caitlyn Bickford (NH), East Regional Representative
10. Chuck Frieberg (SD), Midwest Regional Representative
11. Felicia Dauway (SC), South Regional Representative
12. Howard Wykes (AZ), West Regional Representative

### **Members Not in Attendance**

Nataki Brown, Victims' Representative

### **Guests in Attendance**

1. Antonio DeJesus, (CA) Commissioner

### **National Office Staff and Legal Counsel in Attendance:**

1. MaryLee Underwood, Executive Director
2. Jenny Adkins, Operations and Policy Specialist
3. Joe Johnson, Systems Project Manager
4. Kirsten Wade, Logistics and Administrative Specialist
5. Rick Masters, Legal Counsel

### **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

S. Horton (NC) made a motion to approve the July 25, 2024, meeting minutes as presented. C. Frieberg (SD) seconded the motion. Chair N. Belli (OR) indicated the minutes were approved by unanimous consent without objection.

## Reports

### **Commission Chair Report** *by Nina Belli (OR)*

- Chair N. Belli (OR) shared updates related to the upcoming 2024 Annual Business Meeting (ABM). She reminded members to reserve their rooms as soon as possible at the Mobile Renaissance Riverview Plaza Hotel.
- Information regarding candidates for elections to be held at the ABM was emailed to Commissioners and their voting designees. Information about each position and each candidate was included.
- Regional representatives will be elected during region meetings on Tuesday, September 24. Officer elections will be conducted on Wednesday, September 25 during the General Session.
- The ICJ Leadership Award will be presented at ABM. The ICJ Leadership Award is presented to an individual who exhibits outstanding leadership skills and dedication to the ICJ through extraordinary service. The Executive Committee determines who receives the award. The first round of voting receiving more votes than members who are eligible, there will be a revote. Members were advised to be alert for an email from the National Office through which votes must be cast by 11:45pm ET on the following day.
- Chair N. Belli (OR) thanked the Executive Committee members for their hard work, dedication, and support throughout the course of this past year and it has been a privilege serving with them.

### **National Office Report** *by MaryLee Underwood, Executive Director*

- Director Underwood shared the following state updates:
  - 43 states have paid fiscal year (FY) 2025 Dues
  - 49 member states have registered voters to attend the ABM
  - Several states are also sending compact administrators and attorneys to the ABM
- Director Underwood shared the draft FY 2024 Fiscal Audit report indicates it was a good, clean audit. AJ Sharpe will join the next Executive Committee meeting to answer any questions about the audit. Highlights include:
  - The Commission's total net investments increased by \$188,000;
  - There were no transactions entered for which there is a lack of authoritative guidance; and
  - All significant transactions have been recognized in the financial statements.
- Director Underwood shared the draft UNITY contract was reviewed by Tom Travis at Wyatt, Tarrant & Combs and would soon be presented to Optimum Technologies. It will be presented for approval at the next Executive Committee meeting.
- The search for 2026 ABM location has begun in the East Region.
- Director Underwood shared trainings significantly increased in FY2024:

- In FY 2024, 36 states reported 412 training sessions for more than 4,000. In FY 2023, 19 states reported 58 training sessions for 1,347 people
- In relation to on-demand training provided through TalentLMS, in FY 2024, 1,052 people completed 8,594 courses. In FY 23, 868 people completed 1,240 courses.

#### **South Region Report** *by Felicia Dauway (SC)*

- South Regional Representative F. Dauway (SC) reported that the South Region last met on July 18 and discussed home evaluations regarding unhoused youths. She shared some statistics with the South Region regarding unhoused youth. During the discussion, Director Underwood suggested Christopher Holloway, Runaway and Homeless Youth Program Director for the Administration for Children, would be a good resource for future discussions.

#### **Unfinished Business**

##### ***Legal Advisory Opinion 01-2024: ICJ Requirements when Juveniles have Pending Charges in Two or More States***

- Rick Masters, Legal Counsel, was not present during unfinished business. Director Underwood provided an overview the changes made to the Legal Advisory Opinion 01-2024 since it was discussed at the previous meeting. New subsections were added to make it easier for the user to read. A section titled “Form III Hearings should be Conducted after Charges are Resolved in the Holding State” was added on page 5.
- H. Wykes (AZ) made a motion to approve the publication of the Legal Advisory Opinion 01-2024, *ICJ Requirements when Juveniles have Pending charges in Two or More states*. J. Rader (NE) seconded. The motion passed.

#### **Memorandum on Virtual Hearings**

- Director Underwood shared the memorandum has been updated to include additional research. Director Underwood and Legal Counsel Rick Masters met with Mike Buenger with the National Center for State Courts and incorporated his inputs into the Memorandum.

##### ***Top Concerns for Returning Non-Delinquent Runaways: Survey Report***

- Chair N. Belli (OR) stated at the last Executive Committee meeting there was a proposal to create a work group to address the findings and recommendations in the report. There will be an announcement at the ABM and state ICJ personnel will be invited to volunteer for the work group as part of the annual committee formation process, if approved.
- S. Jones (MD) made a motion to approve the formation of a workgroup consisting of Commission members and others to further analyze and address the recommendations in the *Top Concerns for Returning Non-Delinquent Runaways: Survey Report*. C. Bickford (NH) seconded. The motion passed.
- S. Jones (MD) made a motion to approve the publication of *Top Concerns for Returning Non-Delinquent Runaways: Survey Report*. J. Hawkins (MO) seconded. The motion passed.

#### ***Fiscal Year 2025 Action Plan***

- Director Underwood shared the accomplishments made in 2024 to advance the commissions top priorities:
  - Improve UNITY for better outcomes
    - Launched UNITY reports on voluntary and Non-Voluntary Returns to enable states to proactively monitor operations.
    - Promoted use of UNITY’s Travel Plan Detail section to improve airport supervision and data collection
    - Clarified requirements for using national data system by amending UNITY Privacy Policy
    - Expanded resources for UNITY users by publishing UNITY Spotlights and ICJ Help Center articles
    - Updated UNITY and ICJ forms to operationalize rule amendments
    - Developed ICJ Dashboards concept to be launched in FY24, based on feedback about Proactive Monitoring Program
  - Promote leadership development and racial Justice
    - Fostered development of Commission leaders through Implementation Leadership Academy and related technical assistance for Executive Committee during strategic planning process
    - Initiated Regional Committee Ambassadors to promote Commission-wide education and leadership development
    - Developed First Time Attendees Orientation and Networking Breakfast sessions for 2024 Annual Business Meeting
    - Promoted racial justice through training on [Home Evaluation Considerations for Unconventional Families](#) to address challenges related to “mandatory acceptance” of transfer cases
  - Address gaps in ICJ Rules and resources
    - Adopted 12 amendments to ICJ Rules, including recommendations from 2022 UNITY Data Assessment Report
    - Updated 31 resources to support rule amendments including legal resources, training resources, and process charts
    - Published *2022 UNITY Data Assessment Results Report* describing actions taken to address nationwide trends
    - Bolstered knowledge of ICJ Office staff and other stakeholders through 13 live Wednesday Workshops trainings and on-demand training provided through the ICJ Learning Management System (nearly 8,600 courses were completed)
    - Promoted strategies for collaborating to safely return runaways by publishing [Toolkit on Returns and Child Welfare](#) and hosting panel discussion at the 2023 Annual Business Meeting
    - Conducted *Survey on Returning Non-Delinquent Runaways* and developed recommendations to address top issues
  - Leverage relationships to promote awareness and improve outcomes

- Member States' ICJ Offices collaborated with state and local partners to provide nearly 350 training sessions for more than 3,400 probation, parole, and law enforcement officers; judicial personnel; and other stakeholders
  - Promoted awareness by presenting workshops at national conferences, including American Probation and Parole Association; National Council of Juvenile and Family Court Judges; National Partnership for Juvenile Services; and Runaway and Homeless Youth Grantees
  - Expanded ICJ staff members' knowledge by hosting Wednesday Workshop sessions presented by National Center for Missing and Exploited Children; National Runaway Safeline; and U.S. Office of Refugee Resettlement
- Director Underwood presented the *FY 2025 Action Plan for ICJ Committees* for approval. She indicated the FY 2025 plan focused on ensuring the effective implementation of ongoing operations and projects, while pursuing a limited number of change initiatives.
- Ongoing operations and projects include:
  - Annual Business Meeting (trainings, elections, awards, first-time attendees training, reports, Docket Book, Rule amendments, site selection)
  - Rule amendments (review proposals and impact analysis, comment periods, public hearing, ABM training)
  - UNITY enhancements (evaluate proposals, develop proofs, review cost estimates, user testing)
  - Proactive monitoring (annual maintenance checks, data visualization/Tableau reports)
  - Performance Measurement Assessment (plan for PMA in FY26, including review/revise PMA policies and procedures)
  - Promote racial DEI (training re Tribal nations and youth; analysis of human trafficking data collection)
  - LMS/On-demand trainings – updates and new courses (related to ICJ Rules, best practices, and UNITY)
  - Wednesday Workshop series (provide live trainings for ICJOs, probation and parole officers, others [1-2/month, as needed])
  - National conference presentations (3-4/year for judges, attorneys, law enforcement officers)
- Director Underwood noted the committee discussed change initiatives at length during the strategic planning meeting in April. The following change initiatives were selected based on the committees' assessment of impact and feasibility.
  - Convene work group on non-delinquent runaways (with state ICJOs, Ex Officio Members, CWAs) to address recommendations in survey report
  - Develop UNITY dashboards and provide training to bolster proactive monitoring by states, and update performance measurement assessments (PMA) policy to prepare for state PMAs in FY26
  - Use implementation leadership (IL) to improve commission operations by providing training for ICJ leaders and using IL training/tools with committees and regions

- J. Rader (NE) made motion to approve the adoption of the Fiscal Year 2025 Action Plan for ICJ Committees. C. Frieberg (SD) seconded. The motion passed.

## New Business

### ***Best Practice: Return of Runaway with Infant***

- Chair N. Belli (OR) noted that a legal memorandum was previously developed to assist in a dispute resolution related to returning a runaway with an infant. The resource was not published because Commission does not typically publish legal memoranda.
- At the upcoming ABM, a scenario regarding the return of a runaway with an infant will be presented. She presented a draft Best Practice based on the previously approved memorandum designed to provide helpful information to states.
- C. Bickford (NH) stated there are times when runaways travel toddlers or school aged children. She suggested publishing the resource with the title *Topic: Returning Runaways with Dependents* and added that content of the best practice should be modified accordingly.
- S. Norton (NC) shared concerns regarding paragraph three of the best practice which stated, “Therefore, the home/demanding/state is required to provide for the safety and security of the youth and their child during the return process.” He shared concerns related to legal liability, given that the state may not authority to provide for that dependent child.
- S. Jones (MD) shared that when Maryland has a case involving a juvenile with a child, the ICJ office coordinated with Department of Health and Human Services (DHHS) to assist in returning the juvenile and the child.
- J. Rader (NE) noted that responses vary differ depending on where the ICJ Office is house, i.e. whether in the state’s child welfare agency, juvenile justice agency, or judicial branch.
- C. Copeland (TN) stated runaways may be will less willing to voluntarily return if the believe they will be separated from their children.
- In relation to paragraph four of the draft best practice, K. Torres (IA) advised an “infant in arms” airline ticket can only be purchased if the child is under a certain age.
- C. Copeland (TN) shared that the best practice relates to a training session that will discuss runaway scenarios regarding different non-delinquent juvenile runaways.
- H. Wykes (AZ) observed that the ABM training sessions may provide additional insights that could be added to the best practice.
- Chair N. Belli (OR) suggested tabling the best practice until after ABM to gather more suggestions and feedback.
- Director Underwood shared a reservation about not publishing the best practice until after ABM, given that the scenario to be presented includes reference to the previously developed legal memorandum.
- Legal Counsel R. Masters stated the legal issue regarding returning runaways with infants has been settled; although it does not happen often, the biggest issue is how to negotiate the logistics.
- Chair N. Belli (OR) suggested tabling the discussion on the best practice until the Executive Committee meeting on October 24, 2024.
- **C. Frieberg (SD) makes a motion to table the *Best Practice: Return of Runaway with Infant* until the first Executive Committee meeting after the Annual Business Meeting.** The motion was withdrawn.

- J. Hawkins (MO) observed the proposed edits were minimal and could be quickly made.
- S. Horton (NC) requested to strike the last sentence of paragraph three.
- Proposed edits were displayed during the meeting.
- J. Hawkins (MO) made a motion to publish the *Best Practice: Returning Runaways with Dependents* with edits suggested by committee members. C. Frieberg (SD) seconded. The motion carried 10-0-1 with NC abstaining.

#### *Fiscal Year 2024 ICJ Annual Report*

- Chair N. Belli (OR) shared that each year the National Office prepares an annual report and shares the draft with the Executive Committee for feedback prior to printing. All of the contents for the 2024 Annual Report have been completed, except for the “Letter from the Auditor.”
- C. Copeland (TN) made a motion to approve the publication of the *Fiscal Year 2024 ICJ Annual Report*, pending the addition of auditor’s letter. F. Dauway (SC) seconded. The motion passed.

#### Next Steps

- The next Executive Committee meeting is scheduled in Mobile, Alabama, on Monday September 23, 2024.

#### Adjourn

Chair Belli adjourned the meeting by unanimous consent without objection at 1:39 p.m. ET.