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## **Preliminary Business**

### **Call to Order**

Commission Chair N. Belli (OR) called the meeting to order at 2:03 p.m. CT.

### **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
13. Nataki Brown, Victims' Representative

### **Guests in Attendance**

1. Shannon Freeman, Association of Administrators of the Interstate Compact on the Placement of Children (AAICPC)
2. Carla Fults, AAICPC
3. A. J. Sharpe, Hicks and Associates, Certified Public Accounts

### **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. Joe Johnson, Systems Project Manager
5. Kirsten Wade, Logistics and Administrative Specialist
6. Rick Masters, Legal Counsel

## Agenda

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

## Minutes

C. Frieberg (SD) made a motion to approve the meeting minutes from August 22, 2024, as presented. C. Copeland (TN) 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) reminded Executive Committee members to engage with ex officio members attending the Annual Business Meeting (ABM). The Docket Book has information on each organization that will be in attendance. Members of the Training Committee agreed to facilitate discussions between commission members and ex officio members at the Networking Breakfast. These conversations are a great way to share ideas on how to collaborate and learn more about each organization.

### **Auditor Report** *by AJ Sharpe, Hicks & Associates CPA*

- Chair Belli (OR) introduced A.J. Sharpe with Hicks and Associates, Certified Public Accounts in Lexington, Kentucky. Mr. Sharpe attended the meeting virtually to present the Commission's *2024 Audit Report* and answer any questions related to the report.
- Mr. A. J. Sharpe provided highlights from the Fiscal Year *2024 Audit Report*. The audit resulted in an "unmodified opinion" which indicates a "good, clean audit" with all the information and supportive documentation provided as requested. There was a 35% increase in the investment revenues. Expenses were up 8% since Fiscal Year 2023, due in large part to personnel-related expenses, UNITY expenses, and amortization expenses. Notable decreases consisted of legal services and participant travel.
- Mr. Sharpe explained the summary letter and opened the floor for questions. There were no questions from the Executive Committee.
- **J. Rader (NE) made a motion to approve the adoption of the *2024 Fiscal Audit Report*. F. Dauway (SC) seconded. The motion passed.**

{A. J. Sharpe exited the meeting.}

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

- Director Underwood shared the following state updates:
  - Idaho
    - Anne Connor was appointed as Commissioner.
  - Guam
    - Guam expressed interest in adopting the Compact. Judicial leaders planned to present a proposal to the legislative body soon.
  - District of Columbia

- Legal Counsel R. Masters and Director Underwood met with Commissioner Jefferson Regis and the attorney who serves as legal counsel for the District of Columbia’s ICJ Office. They reported Advisory Opinion 01-2024 was provided to courts and appeared to have influenced the court to rule in a manner consistent with the compact.
- The National Office has been busy prepping for the Annual Business Meeting (ABM) and connecting with ex officio members.
  - Director Underwood met with the National Association of Attorneys General (NAAG) to connect and discuss collaboration. NAAG offered to help connect the National Office with the National Conference of State Legislators. Director Underwood indicated she would continue working to ensure essential partnerships are in place.
- The National Office wrapped up the *2024 ICJ Annual Report*, which would be available for pick up the following day. Each state would be encouraged to take up to 10 copies home and could request additional copies to be mailed.
  - The National Office planned to send copies directly to each state's Commissioner and Compact Administrator.
  - The National Office welcomed feedback on the *Annual Report*, particularly regarding which sections were most useful to stakeholders.

#### **Legal Counsel Report** by Rick Masters

- Legal Counsel Masters shared he was happy to resolve issues raised with the Advisory Opinion 01-2024.
- Legal Counsel Masters reported he consulted with Director Underwood regarding the Memorandum of Understanding (MOU) between the Commission and the AAICPC and related Best Practice Guide, approved in 2012. He explained the document creates ambiguity with regard to youths placed in a residential treatment center pursuant to the Interstate Compact on the Placement of Children (ICPC) who subsequently run away, then remain in the state where they were placed. He offered to reexamine scenarios involving juveniles held in detention following disruption of placement.
- Chair N. Belli (OR) suggested the Executive Committee refer the memorandum to the Rules Committee for discussion of what amendments need to be made.
- S. Horton (NC) stated that the ICJ rules are clear in regard to ICPC recognition and allow application of the ICJ rules when the juveniles run away from residential treatment facilities. He suggested there should be an amendment to the ICJ and ICPC MOU and best practice guide, instead of a rule amendment.
- C. Bickford (NH) agreed there should be clarification in both documents. She shared a recent problem related to the definition of “runaway” when the youth ran away from a residential treatment facility. In order to meet the ICJ definition of “runaway,” the youth must have voluntarily left or refused to return to “their residence.” However, when a juvenile is placed through ICPC, that placement is not their considered their “residence.”
- D. Dodd (NM) suggested postponing further discussion until after feedback is received from the ICJ and ICPC Training Session scheduled for the following day.
- Chair N. Belli (OR) agreed and stated the conversation would be postponed until the next Executive Committee meeting in October.

## **Victims Representative Report** by Nataki Brown

- Victims Representative N. Brown shared information about what happens when one becomes a victim of crime while traveling.
  - If a crime occurs in Mexico, a report should be filed with the U.S. Embassy or Consulates. The individual should be sure to retain a copy of the report. Victims who decide to seek justice are responsible for contacting an attorney. The website, “Mexico’s Executive Commission for Victim Assistance” provides programs and service information, as well as information on victim rights and resources.
  - The US National Association of Crime and Compensation covers U.S. Citizens when they are abroad. Citizens are entitled to victim services and compensation.
  - The Mobile County District Attorney’s Office Victims Department allows for a paperless victim impact statement.
- N. Brown also shared the “term of the month”: “forensic science service providers.” Forensic science service providers are entities or individuals that conduct forensic testing as part of a criminal investigation. In the United States, the community of forensic science service providers is diverse, including public crime laboratories and forensic units, medical examiner and coroner offices, private labs, academics, and consultants. Forensic science service providers play a critical role in the criminal justice system by helping solve crimes, identify perpetrators, and bring justice to victims.

## **Unfinished Business**

### ***\*Approve UNITY Renewal Contract***

- Chair N. Belli (OR) noted that a memorandum regarding the new contract with Optimum Technologies (OTech) for operation and enhancements of UNITY was distributed for. She opened the floor for questions.
- J. Rader (NE) asked if the yearly fees charged by OTech are in line with expectations.
- Director Underwood responded the fees are within industry norms. The initial proposal included higher fees, but the National Office negotiated for the reduced rates included in the memorandum.
- Director Underwood shared highlights of new UNITY contract.
  - Transferred ownership of UNITY software from OTech to the Commission.
  - Added requirement for OTech to provide cybersecurity risk insurance.
  - Established regular monthly release cycles, which will consolidate updates to UNITY for non-critical support fixes and Microsoft system updates.
  - Established new support resolution timeframe.
  - To enhance security, multi-factor authentication will be implemented by 12/31/2024.
  - To support periodic assessment of performance measurement standards, UNITY SQL tables will be updated to capture and store home evaluation, quarterly progress reports, and violation report dates in UNITY by 12/31/2024.
  - Refined enhancement process;
  - Established that changes to existing functionalities will not result in additional maintenance and support costs.
  - Established plan for annual reset of the UNITY Training platform. “Juvenile profiles” and “user profiles” will be retained, but cases will be removed.

- Chair N. Belli (OR) asked what time will the updates happen.
- National Office Staff, Joseph Johnson, answered the updates will be between 10 P.M. – 12 A.M. ET.
- **S. Jones (MD) made a motion to approve the adoption of the new UNITY Renewal Contract. C. Bickford (NH) seconded. The motion passed.**

## New Business

### **\*Approve registration for Youth HOPE Month partner (Sponsored by National Runaway Safeline)**

- Director Underwood shared that Youth HOPE Month is sponsored by our ex officio member, the National Runaway Safeline (NRS). NRS helps connect youths with services and support. The Commission was invited to register as a partner.
- The National Office arranged to partner with National Runaway Safeline for a *Wednesday Workshop* on October 30<sup>th</sup>, 2024, to educate state ICJ personnel about Youth HOPE Month.
- S. Jones (MD) stated that the NRS also has a runaway prevention program and asked if they could share information about it during the *Wednesday Workshop*.
- Director Underwood stated it could be a component of the *Wednesday Workshop* and in a newsletter.
- **C. Copeland (TN) made a motion to approve the Commission’s registration as a Youth HOPE Month partner, sponsored by National Runaway Safeline. S. Horton (NC) seconded. The motion passed.**

### **\*Determine whether to amend *Fact Sheet on ICJ Returns and Non-Delinquent Youths***

- Chair N. Belli (OR) shared feedback received regarding *Fact Sheet on ICJ Returns and Non-Delinquent Youths*.
  - Suggested edits were made to the *Fact Sheet* to clarify provisions related to law enforcement and application of the “best interest” standard and ensure alignment with the ICJ Rules and *Bench Book*.
- J. Rader (NE) recommended waiting until after related training session scheduled for the next day to see what other suggestions are made.
- C. Copeland (TN) stated that the new draft aligned with current ICJ Rules.
- **C. Copeland (TN) made a motion to approve the amended *Fact Sheet on ICJ Returns and Non-Delinquent Youths*. J. Hawkins (MO) seconded. The motion passed.**

### **\*Approve Executive Committee Handbook updates**

- Chair N. Belli (OR) stated that no requirements have been established for alternate region representatives. Since alternate region representatives and vice chairs have similar roles, she proposed the *Executive Committee Handbook* be amended so that the requirements for the committee vice chairs would be applied to alternate region representatives.
- Chair N. Belli (OR) shared that the workgroup on Returning Non-Delinquent Youths was added to the list of work groups the Commission has had in the *Executive Committee Handbook*.
- K. Torres (IA) points out the standing Committee on Racial Diversity, Equity, and Inclusion, created in 2022, was not on the flow chart in the Executive Committee Handbook and there was a title overlaying text on page 12.

- C. Frieberg (SD) made a motion to approve the amended *Executive Committee Handbook* with the additional edits discussed in the meeting. K. Torres (IA) seconded. The motion passed.

#### **Weather Update for potential storm headed to Mobile, Alabama:**

- Chair N. Belli (OR) shared the weather reports showed a storm brewing in the Gulf of Mexico that could escalate to a Tropical Storm or Hurricane affecting Mobile, Alabama. Chair Belli asked the committee members to share their thoughts on modifying the ABM schedule due to storm.
- After discussion, Chair Belli announced there would be an emergency Executive Committee meeting on September 24, 2024, at 7:45 A.M. in the Harbor Room to reconsider the issue, as more information about the storm would be available then.

#### **Call to the Public**

There were no comments from the public.

#### **Adjourn**

Chair Belli (OR) adjourned the meeting by unanimous consent without objection at 3:36 p.m. CT.