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## **Preliminary Business**

### **Call to Order**

Commission Chair H. Wykes (AZ) called the meeting to order at 2:01 p.m. ET.

### **Roll Call**

Director Underwood called the roll, and quorum was established.

### **Committee Members in Attendance**

1. Howard Wykes (AZ), Commission Chair
2. Caitlyn Bickford (NH), Commission Vice Chair
3. Sherry Jones (MD), Commission Treasurer
4. Nina Belli (OR), Commission Immediate Past Chair and West Regional Representative
5. Jacey Rader (NE), Compliance Committee Chair and Midwest Regional Representative
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 Committee Chair
10. Trissie Casanova (VT), East Regional Representative
11. Felicia Dauway (SC), South Regional Representative

### **Members Not in Attendance**

1. Dale Dodd (NM), Finance Committee Chair

### **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, ICJ Legal Counsel
7. Tom Travis, ICJ Legal Counsel

### **Check In**

Chair H. Wykes (AZ) led the Executive Committee members with a check-in question: “What inspired you to join the Executive Committee this year?”

### **Agenda**

F. Dauway (SC) made a motion to approve the agenda as amended. N. Belli (OR) seconded the motion. Chair H. Wykes (AZ) indicated the agenda was approved by unanimous consent

without objection.

## Minutes

J. Rader (NE) made a motion to approve the minutes of the meeting on September 23, 2024, as presented. S. Jones (MD) seconded the motion. DE, VT, and AK abstained. Chair H. Wykes (AZ) indicated the minutes were approved.

S. Jones (MD) made a motion to approve the minutes of the meeting on September 24, 2024, as presented. K. Torres (IA) seconded the motion. DE, VT, and AK abstained. Chair H. Wykes (AZ) indicated the minutes were approved.

## Reports

### Commission Chair Report *by Howard Wykes (AZ)*

- Chair H. Wykes (AZ) reviewed the 2025 Fiscal Year (FY) Strategic Action Plan priorities, which will be the focus of the Commission’s work in the year ahead.
  - Improve UNITY for Better Outcomes
  - Address Gaps in ICJ Rules and Resources
  - Leverage relationships to promote awareness and improve outcomes
  - Address gaps in ICJ Rules and resources
- Chair H. Wykes (AZ) asked committee members if they have ideas on how to push the FY25 Action Plans along. No conversation ensued.
- Chair H. Wykes (AZ) reiterated the change initiative detailed in the Action Plan for ICJ committees for October 2024 - August 2025:
  - Convene Work Group on Non-Delinquent Runaways (with state ICJOs, ex officio members, CWAs) to address recommendations in survey report [with support from ACJI].
  - Develop UNITY dashboards and provide training to bolster proactive monitoring by states, and update the 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.
- Chair H. Wykes (AZ) opened discussion of the reasons the Committee is prioritizing the specific items on the FY25 Action Plan, noting the reasons are sometimes referred to as “the whys.”
  - Chair Wykes (AZ) asked whether commission leaders have succeeded at explaining the “whys” to members, and requested suggestions for improvement
  - R. Heide (AK) shared that the “why” is the core reason for working in this field.
  - Chair Wykes (AZ) states that if you start with the “why,” everything else falls into place.
  - Director Underwood added it is important to talk about the “why” in relation to compliance work. Assessing state’s compliance with ICJ rules is important because rules are designed to ensure juveniles are treated fairly, not simply for the sake of.
- Chair H. Wykes (A) asked committee chairs to share the names of vice chairs and alternate region representatives.

- K. Torres (IA) announced that R. Curtis (ME) will be vice Chair for Information Technology Committee.
- T. Casanova (VT) announced that R. Curtis (ME) will be alternate regional representative for the East Region.
- F. Dauway (SC) announced that J. Hall (FL) will be alternate regional representative for South Region.
- J. Rader (NE) announced that M. Tymkew (MI) will be vice chair for Compliance Committee.
- J. Hawkins (MO) announced that S. Horton (NC) will be vice chair for the Rules Committee.

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

- Director Underwood expressed gratitude to the Executive Committee members for their service.
- Director Underwood highlighted resources for the Executive Committee members:
  - Director Underwood reported an online course specifically designed for Executive Committee members was recently made available through TalentLMS.
  - She highlighted the *Tools for ICJ Groups* resource that was distributed prior to the meeting. Among other things, it features the “Plan- Do- Study- Act” model that can help groups create and implement successful solutions. It emphasizes comprehensive planning; carrying out plans with integrity; studying the results; acting to make adjustments; then repeating the cycle.
  - She also noted the *Planning Guide for ICJ Leaders* resource, which provides information to help group leaders and national office staff work together to plan and conduct meetings.
    - Director Underwood highlighted the need for collaboration between the Work Group on Returning Non-Delinquent Youths and other committees. The Work Group is going to be led by Commission Vice Chair C. Bickford (NH).
    - Commission Vice Chair C. Bickford (NH) shared that it is important to involve external stakeholders.
- Director Underwood shared the following state updates.
  - Several southern states were impacted by Hurricane Helene. The damage from the hurricane caused delays, but it appears state offices have been able to fulfill obligations.
  - Alabama: Pat Pendergast has retired. Chanda Leshoure (AL) has been appointed as Designee. Anthony Wynn is the Compact Administrator. Steven Lafreniere is the Commissioner.
  - Ohio: Andrew Jenning is to replace Nate Lawson as the backup for OH ICJ office.
- National Office Updates:
  - The National Runaway Safeline presented a session focused on Youth HOPE Month as part of the *Wednesday Workshop* series on October 30 discussing the. The recording is available on TalentLMS.
  - Director Underwood and Raymundo Gallardo (UT) presented a workshop at the National Partnership for Juvenile Services (NPJS) Symposium in Salt Lake City, Utah. Director Underwood shared that it was a great event with knowledgeable leaders and educators. NPJS is represented on the commission by Juan “John” Sepulveda.

- Director Underwood shared that she will be attending 2024 Office of Juvenile Justice and Delinquency Prevention (OJJDP) National Conference on Youth Justice will be held in Washington, DC, November 19 –21, 2024.
  - Director Underwood shared that attending the conference is an opportunity to strengthen relationships with allies and connect with other stakeholders.
- Director Underwood discussed the Commission’s processes for resolving disputes and interpreting rules within the organization.
  - Director Underwood highlighted Rule 9-101, which addresses dispute resolution and interpretation of the rules, and emphasized the importance of direct communication between commissioners in resolving disputes.
  - Director Underwood also mentioned the need for states to document efforts to resolve a matter and that executive director’s response includes contacting commissioners of both states.

### Legal Counsel by Rick Masters

- Legal Counsel R. Masters advised that concerns have been raised related consistency of Commission resources with Rule 7-103. He indicated there may be a need to amend the *Best Practice: Bail/Bond for Adult Charges in the Holding State with Juvenile Warrant in the Demanding State and Advisory Opinion 02-2018*.
- Legal Counsel R. Masters suggested that the best practice should be revised to align with Rule 7-103, and then the advisory opinion should be revised.
- After some discussion, H. Wykes (AZ) stated the best practice will be clarified first and then additional updates will be made to the advisory opinion.
- Legal Counsel R. Masters provided an update about a disputed case with an appeal pending in the District of Columbia (DC) regarding whether a juvenile with pending charges in more than one state may be released in a holding state if the demanding state does not consent to the return of the juvenile prior to the resolution of charges. The DC Court of Appeals has accepted the appeal and issued a briefing schedule. Legal Counsel Rick Masters stated that the Commission has legal status to intervene as a party, but it may be more advantageous to file an amicus brief (or “friend-of-the-court” brief).
- Legal Counsel R. Masters asked the Executive Committee for authorization to file either an amicus brief or a motion to intervene on behalf of the Commission.
- Director Underwood explained that this case is a continuation of the same issues that occurred between DC and Maryland that led to the issues of Advisory Opinion 01-2024, but involves another state. She explained to the Committee that there is an ongoing situation with the DC not detaining juveniles with pending charges. The Compact requires that juveniles be detained until they can be returned, unless both states agree for the juvenile to be returned prior to the resolution of the charges in the holding state. The appeal challenges the Commission's authority to make rules that require states to hold a youth that they would otherwise release.
- N. Belli (OR) asked what the impact would be if the Commission filed a brief and the judge ruled against the Commission.

- Legal Counsel R. Masters shared that the Commission would then submit an appeal or motion for reconsideration. He also shared that the judge will make a ruling regardless of whether the Commission files an amicus brief is submitted or intervenes. Any ruling will only be binding in DC.
- S. Jones (MD) shared that state ICJ Offices in the area have been working under the extreme stress, as they struggle to keep youth in detention in accordance with the provision of the Compact.
- T. Casanova (VT) made a motion to authorize the Legal Counsel and the National Office to prepare a brief and determine which route is best. R. Heide (AK) seconded. Chair H. Wykes (AZ) indicated the motion was passed.

## Unfinished Business

### **Discuss 2024 Annual Business Meeting (ABM) Feedback**

- Director Underwood shared the 2024 ABM Feedback Survey results.
- S. Jones (MD) shared that Maryland’s ICJ staff were pleased to participate via livestream, but wished they could participate in the break out session.
- Director Underwood shared that the survey results showed that a majority of participants found the virtual docket book, registration process, email communications, and National Office support staff to be excellent. However, there was room for improvement in participant engagement and the efficiency of technology.
- Survey results showed that the training sessions on OJJDP priorities, implementation leadership, and the intersection of IJC and ICPC training were all ranked by a majority of respondents as “very beneficial.”
- The feedback on the nomination and election processes was very good, with participants appreciating its clarity, fairness, transparency, and advance information.

### **Determine next step for review of *ICJ & AAICPC Memorandum of Agreement and Best Practice Guide***

- In the interest of time, the discussion on the review of the *ICJ and AAICPC Memorandum of Agreement and Best Practice Guide* was postponed until the next meeting.

## New Business

### **Review process for election of Ex Officio Victims Representative**

- Director Underwood shared that every year the Executive Committee is tasked with selecting a Victims Representative. The election for Victims Representative will be in December.
- She asked members to send all nominations to Kirsten Wade (National Office) and include the candidate’s resume and an indication that they are interested in the position.
- The deadline to send in Victims Representative nominations is December 4, 2024.

### **Develop plan for sponsoring Implementation Leadership Academy participants**

- Chair H. Wykes (AZ) stated the Commission will support leadership development by sponsoring participation in the ACJI Implementation Leadership Academy.

- Director Underwood shared that \$10,000 was allocated for leadership development in the FY25 budget. This amount can sponsor up to 15 participants.
  - The Implementation Leadership Academy is 8 weeks long and is scheduled for February and March.
  - The Implementation Leadership Academy was previously offered to members serving as a chair, regional representatives, vice chairs, and alternate regional representatives.
- R. Heide (AK) stated he enjoyed the Implementation Leadership Academy and supported sponsoring additional participants.
- Director Underwood shared that the Annual Business Meeting survey indicated around 10 people expressed interest in participating in the Implementation Leadership Academy. However, the survey did not collect names.
- Director Underwood shared that those who attended the previous year's course could attend again at no extra cost. She also noted the Commission could support members to attending the second level course on Addressing Adaptive Challenges.
- J. Rader (NE) agreed with this idea, emphasizing the need to build a diverse group of leaders who understand implementation science.
- Chair H. Wykes (AZ) suggested conducting a poll to gauge interest on taking the course on Addressing Adaptive Challenges.
- Director Underwood shared that there was a significant reduction in the hotel invoice from the 2024 Annual Business Meeting, due to onsite issues. If a large number of members are interested, these funds could be redirected to sponsor additional participants.

#### **Preliminary review of Juvenile Justice and Delinquency (JJDP) Reauthorization Bill**

- Chair H. Wykes (AZ) advised that the discussion of the JJDP Reauthorization Bill would be postponed until the next meeting.

#### **Next Steps**

- The next Executive Committee meeting is scheduled on Thursday, December 12, 2024.

#### **Adjourn**

Chair Wykes adjourned the meeting by unanimous consent without objection at 4:01 p.m. ET.