



Preliminary Business

Call to Order

Commission Chair H. Wykes (AZ) 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. 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. Dale Dodd (NM), Finance Committee Chair
7. Kellianne Torres (IA), Information Technology Committee Chair
8. Robert Heide (AK), Training, Education, and Public Relations Committee Chair
9. Julie Hawkins (MO), Rules Committee Chair
10. Francis "Mike" Casey (DE), Racial Diversity, Equity, and Inclusion Committee Chair
11. Trissie Casanova (VT), East Regional Representative

Members Not in Attendance

1. Felicia Dauway (SC), South Regional Representative

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. Kirsten Wade, Logistics and Administrative Specialist
5. Rick Masters, ICJ Legal Counsel
6. Thomas Travis, ICJ Legal Counsel

Check In

Chair H. Wykes (AZ) led the Executive Committee members in a brief check-in activity to encourage discussion.

Agenda

N. Belli (OR) made a motion to approve the agenda. K. Torres (IA) seconded the motion. Chair H. Wykes (AZ) indicated the agenda was approved by unanimous consent without objection.

Minutes

S. Jones (MD) made a motion to approve the minutes of the meeting on November 7, 2024, as presented. T. Casanova (VT) seconded the motion. Chair H. Wykes (AZ) indicated the minutes were approved.

Reports

Commission Chair Report *by Howard Wykes (AZ)*

- Chair H. Wykes (AZ) reviewed the Fiscal Year (FY) 25 Action Plan.
 - He noted that the action plan was reviewed at the last Executive Committee meeting and asked members to share ideas on how to move the action plan forward.
- Chair H. Wykes (AZ) shared information on the ACJI Implementation Leadership Academy 102: Leading in the Adaptive Space (ILA 102). Eight ICJ leaders expressed interest in enrolling in ILA 102. Three ICJ leaders would like to participate in the ILA 101 course.
- Only 4 people per agency may participate in ILA 102 at the same time. The first ILA 102 class in 2025 will be held from February 5 to March 26, 2025, on Wednesdays at 2:30 pm ET. The second session of 102 class will be held in the summer and is restricted to females only.
- Chair H. Wykes (AZ) stated that R. Heide (AK), H. Wykes (AZ), M. Casey (DE), and one female will attend the first ILA 102 class. The other 4 females will attend the second ILA 102 session.
- Chair H. Wykes (AZ) shared that significant changes to federal funding requirements for Medicaid go into effect on January 1, 2025. The Medicaid changes will expand services to young people who are detained, particularly during the period 30 days prior to release and 30 days after release. Every state is required to submit an amendment to their State Medicaid Plan by January 1, 2025. Potential impacts on ICJ-impacted youth will be discussed soon

National Office Report *by MaryLee Underwood, Executive Director*

- Director Underwood shared state updates:
 - Antonio DeJesus is the new Commissioner for California, and Jason Johnson will remain as the Compact Administrator.
 - Timothy Tardibono is the new Compact Administrator for Oklahoma. Pursuant to Oklahoma law, this role is assigned to the Executive Director of Oklahoma's Office of Juvenile Affairs. The Oklahoma Commissioner position is vacant. Director Underwood will contact Oklahoma officials regarding the need for an appointment.
- Director Underwood shared that Nevada requested interpretations of Rule 5-103A: Failed Supervision Determined by Receiving State and 5-104: Closure of Cases, as well the proper use of the UNITY Event for Failed Supervision.
 - Summary of Analysis:
 - In the context of Rule 5-103A, "not detained" should be broadly interpreted. Therefore, the receiving state may only determine supervision has failed if a juvenile is not confined in a manner that prohibits them from being returned to sending states.
 - Rule 5-103A does not apply if a juvenile is "in custody" on charges in the receiving state.
 - The "Failed Supervision Event" should only be used if Rule 5-103A is applicable. It should not be used if the youth is "in custody" or if there are pending charges in the receiving state.
 - If a juvenile is "in custody" pending a sentencing by an adult court, the receiving state is not authorized to determine supervision has failed pursuant to Rule 5-103A.
 - Rule 5-104(6) authorizes case closures based on admission to a "Residential Facility." Because "Residential Facility" is defined very broadly, Rule 5-104(6) is applicable to "Secure Facilities."
 - Receiving states must treat transferred juveniles as they would their own, including juveniles who cannot be released to their residence.
 - J. Hawkins (MO) stated the analysis is accurate based on the Commission's rules. She observed that including the phrase "not detained" in Rule 5-103A created unnecessary limits

that are problematic. [Rule 5-103A was adopted during the previous rule amendment cycle, based on provisions previously set forth in Rule 5-103.] She recommended sending the draft rule interpretation memorandum to the Rules Committee and recommending the removal of the phrase “not detained” from Rule 5-103A(1).

- Vice Chair C. Bickford (NH) agreed with J. Hawkins (MO) that the phrase “not detained” should be deleted.
- J. Rader (NE) asked for clarification of what would happen if the memorandum were sent to the Rules Committee.
- Director Underwood answered that interpretations of rules are generally distributed to all states. If the Executive Committee elects to refer the matter to the Rules Committee, such publication could be delayed and Nevada be advised that their request resulted in a referral to the Rules Committee.
- J. Rader (NE) recommended responding to Nevada that the Executive Committee has recommended the Rules Committee review the draft rule interpretation memorandum.
- Director Underwood requested the Executive Committee’s support for providing a preliminary response to Nevada indicating that questions related to Rule 5-103A have been referred to the Rules Committee.
- **J. Rader (NE) made a motion to respond to Nevada's inquiry regarding the interpretation of rules requests and to refer the questions on Rule 5-103A to the Rules Committee for evaluation, and to inform Nevada. D. Dodd (NM) seconded. The motion passed.**
- Director Underwood reported the National Office received a request for Training and Technical Assistance that was presented to the Training Committee. The Commission provides Training and Technical Assistance (TTA) in accordance with a policy revised in 2022. The TTA Policy requires Training Committee approval in some circumstances, particularly when information or resources must be customized.
 - The Training Committee approved a request for “tailored” training at the last Training Committee meeting. Along with the training, adaptive problems must be addressed to ensure key stakeholders understand the purpose and significance of the Compact. This will involve working closely with the state’s commissioner and compact administrator.
- Partnership Updates
 - National Conference for Youth Justice
 - Jennifer Adkins, Amanee Cabbagestalk, and Director Underwood participated in the historic “National Conference on Youth Justice,” along with commissioners and compact administrators from many states. This event was sponsored by the Office of Juvenile Justice and Delinquency Prevention (OJJDP).
 - Director Underwood shared that the conference provided incredible opportunities for making and strengthening connections with key stakeholders, including those described below.
 - Council of Juvenile Justice Administrators (CJJA)
 - CJJA is made up of chief executives of youth correctional agencies.
 - CJJA’s president serves as the ex officio member of the Commission. Commissioner Lisa Bjergaard (ND) is a member of both CJJA and the Commission. She often attends the Commission’s annual business meetings to represent CJJA.
 - Director Underwood stated there are several juvenile corrections executives who are also ICJ leaders. These “dual members” may be ideally suited to help the Commission address some of the challenges that will be reviewed by the Work Group on Returning Non-Delinquent Youths.
 - Juvenile Justice and Delinquency Prevention Act (JJDP) Title II Monitors
 - Director Underwood shared that she met with Aloysious Anderson, an OJJDP staff member and former Title II Monitor for South Carolina. Mr. Anderson was a wealth

- of information and willing to help the Commission engage with other important partners.
 - Director Underwood stated that most Title II monitors maintain lists of both secure and non-secure facilities. They may be able to help ICJ offices locate non-secure facilities available to house non-delinquent youths.
 - Jenny Adkins, National Office, presented information on ICJ at the Title II monitor’s “Coffee Chat.”
 - Coalition for Juvenile Justice (CJJ)
 - CJJ is the non-profit organization that supports state staff working to implement JJDPA and plays an important role in reauthorization of JJDPA.
 - CJJ invited the Commission to participate in their annual conference, May 28-31, 2025, in Washington, DC.
 - Director Underwood advised CJJ that the Commission has significant concerns about the pending JJDPA reauthorization bill and would like to be included in future talks. They responded that joining Act4JJ is the best way to ensure the Commission has a seat at the table.
 - CJJ’s Emerging Leaders Committee
 - Director Underwood shared that CJJ’s work with this committee provided an excellent example of how to incorporate the voices of young people and other credible messengers.
 - R. Heide (AK) asked if one of the youths in the CJJ Emerging Leaders Committee could be an ex officio or involved with the Commission.
 - Legal Counsel R. Masters shared the Commission has the discretion to remove or add ex officio members.
 - National Center for Missing and Exploited Children (NCMEC)
 - Director Underwood shared that National Office staff visited the NCMEC office in Alexandria, Virginia. NCMEC identified several partnership opportunities to pursue in the future.
 - NCMEC has a Family Advocacy Program and a Human Trafficking Program.
 - NCMEC expressed concern about how detention can be harmful to victims of trafficking and offered to provide information about other options for housing.
 - T. Casanova (VT) stated that NCMEC meets with states’ child welfare agencies in order to share what resources are available to youth that are in custody of the state’s child welfare agencies.
 - C. Bickford (NH) shared that New Hampshire must make a report to NCMEC within 24 hours for any youth involved with their juvenile justice or child protection agency that goes missing.
- Administrative Updates:
 - Director Underwood shared that January is Human Trafficking Prevention Month.
 - The National Office will include an article on Human Trafficking Prevention Month in the ICJ newsletter.
 - The National Office will include a *UNITY Spotlight* article to promote use of “Human Trafficking” field in UNITY to enable the Commission to collect meaningful data.
 - S. Jones (MD) shared that Maryland participates in the Red Sand Project. The grains of sand represented individuals who have been trafficked or otherwise subjected to modern slavery, who may have fallen through the cracks of social, economic, or political systems.
 - Director Underwood suggested highlighting the issue in upcoming region meetings and asking states to review and update the Human Trafficking matrix.
- UNITY Updates

- UNITY Privacy Policy updates were launched on December 1, 2024, without interruption to service.
- Director Underwood shared there are no open support cases in UNITY.
- The National Office is reaching out to states to offer technical assistance to support states' in using UNITY for proactive monitoring.
- Agency Insurance & Employee Benefits
 - All agency and employee insurance policies have been renewed for 2025.
 - Agency insurance includes general liability and directors' and officers' insurance, with no significant change in cost.
 - Director Underwood shared there was an 18% increase to the cost of health insurance.

East Region by *Regional Representative Trissie Casanova (VT)*

- Regional Representative T. Casanova (VT) reported the East Region met twice since the 2024 Annual Business Meeting (ABM) and discussed how to ensure safety the safety of you. She noted that background checks are not required during the home evaluation process.
 - T. Casanova (VT) reported that the East Region recommended the Executive Committee determine whether background checks should be required to ensure safety when youths are placed with non-guardians and/or whether to make a related referral to the Training Committee.
 - C. Bickford (NH) shared she originally brought the issue to the East Region to see what policies other states had in place to ensure safety during the home evaluation process. She shared New Hampshire does not have any policies or procedures in place.
 - R. Heide (AK) agreed this would be a good project for the Training Committee.
 - **S. Jones (MD) made a motion for the Executive Committee to accept the recommendation from the East Region to refer the topic to the Training Committee for review. T. Casanova (VT) seconded. New Mexico opposed. The motion passed.**
 - J. Hawkins clarified that the motion is to educate state personnel that background checks can be helpful and not to require that they be conducted.
- Representative T. Casanova (VT) reported that the East Region also discussed rule amendment proposals that were developed earlier in the year by the Subcommittee on Non-Delinquent Runaways.
 - The East Region submitted a rule amendment proposal to the Rules Committee to add a definition of “Human Trafficking” definition to the ICJ Rules.

Midwest Region by *Regional Representative Jacey Rader (NE)*

- Regional Representative J. Rader (NE) reported the region met on November 12 and discussed concerns related to “Form III Hearings” (regarding consent to voluntarily return) and use of “detained” in Rule 6-103.
- The region also determined whether to support proposed amendment to Rule 4-104. The Midwest Region decided to recommend the proposed amendment to the Rules Committee.

West Region by *Regional Representative Nina Belli (OR)*

- Regional Representative N. Belli (OR) reported the region met on November 13 and discussed state data collection for “non-delinquent runaways that are not held in secure detention.” The region decided that the Work Group on Returning Non-Delinquent Youths could provide clarification on the issue. The region will reconvene the discussion after they hear the recommendations provided by the Work Group on Returning Non-Delinquent Youths.

- The region also discussed a request for an advisory opinion regarding the California Law (SB-135). She shared that the California and Idaho ICJ Offices are working on a request for an advisory opinion to determine if California’s legislation has the effect of material change for the Commission’s rules surrounding eligibility.

Compliance Committee

- Compliance Chair J. Rader reported that the committee met on December 4, 2024. They discussed the UNITY Privacy Policy and recommended the Commission engage a consultant to conduct a comprehensive review. She shared that Joe Johnson, National Office, recommended a consultant from SEARCH could do the comprehensive review.
 - **J. Rader (NE) made a motion to engage a consultant to conduct a comprehensive review on the UNITY Privacy Policy. N. Belli (OR) seconded. The motion passed by way of unanimous consent.**
 - D. Dodd (NM) asked if additional costs would be incurred or if funds could be used from the UNITY budget.
 - Director Underwood answered there are funds within the budget for consultants, but it also could be covered under the UNITY budget.
- Compliance Chair J. Rader shared that the committee also discussed a Performance Measurement Assessment Program and Policy Review Plan. The Committee plans to conduct a Performance Measurement and Assessment beginning in 2026.

Information Technology Committee

- Information Technology Chair K. Torres (IA) reported that the committee met on November 12 and reviewed the 2025 Committee objectives and priorities, and assigned subcommittees.
- She stated that the committee also discussed the UNITY Privacy Policy and multi-factor authentication (MFA) releases. MFA releases will be rolled out at the beginning of 2025, after some testing.

Training, Education, and Public Relations Committee

- Training, Education, and Public Relations Committee Chair R. Heide (AK) reported the committee met on December 9 and discussed the goals, objectives, and ideas for 2025. The committee also brainstormed topics for upcoming *Wednesday Workshops* and selected Regional Ambassadors to report Training Committee activities at future regional meetings.

Racial Diversity, Equity, and Inclusion (RDEI) Committee

- Racial Diversity Committee Chair M. Casey (DE) reported that the committee will first meet on January 21, 2025.
- Chair M. Casey (DE) shared that J. Johnson, National Office, pulled data on Human Trafficking by return type, data on transfer of supervision acceptance, data on rates of approval/denial, data on transfer of supervision cases with violation reports, and data on returns due to failed supervision. RDEI Chair M. Casey (DE) and RDEI Vice Chair B. Montelongo (CO) will review the data to prioritize which data set to focus on and bring to the committee for discussion.
- The Committee’s priorities for the year includes:
 - Make a recommendation to improve identification and tracking of human trafficking.
 - Maintain relationship with OJJDP and continue collaboration with other agencies (re: tribal nations).
 - Explore working with undocumented youth.

Rules Committee

- Rules Committee Chair J. Hawkins (MO) reported the Rules Committee last met on November 14. The committee adopted a motion to recommend the Technology Committee remove the phrase “and in the best interest of said juvenile” from the ICJ Form III so that it is consistent with the ICJ Rules.
- The Committee reviewed a proposed amendment to Rule 8-101: Travel Permits. The proposal would require receiving states to provide sending states with sex offender registration reporting instructions for youth visiting on travel permits. A small subcommittee was formed to discuss the proposal in greater depth. The subcommittee will be reporting back at the next Rules Committee meeting on December 18.

Work Group on Returning Non-Delinquent Youths

- Work Group Chair C. Bickford (NH) shared that the work group will meet on January 9, 2025. She shared that they reached out to all work group members to share an overview of what the work group will be discussing over the next several months.
- Director Underwood reported she talked with NCMEC about the work group and that NCMEC is interested in partnering up in any way they can.
- Chair C. Bickford (NH) shared the biggest challenge is identifying partners in law enforcement and child welfare. She stated she welcomes any suggestions or recommendations to aid in identifying partners and stakeholders.
- Chair C. Bickford (NH) stated that the first few meetings of the work group will only include the committee members who are ICJ personnel to discuss issues within the Commission’s control. Other stakeholders will be invited to attend meetings later in the year.
- S. Jones (MD) suggested Chair C. Bickford (NH) to reach out to the United States Marshals Service. They have an initiative with partners around the nation to look for missing and exploited children.

Legal Counsel

- Legal Counsel T. Travis shared that he and Legal Counsel R. Masters have entered an appearance in the D.C. Court of Appeals, as previously approved by the Executive Committee. They have been in communication with counsel of the case and are intending to submit an amicus brief.
- Legal Counsel R. Masters reminded the Executive Committee that one of the Commission's rules related to returns is being challenged in the D.C. Court of Appeals.
- Legal Counsel T. Travis stated that they received an order from the D.C. Court of Appeals to allow the Interstate Commission for Juveniles to submit an amicus brief and it granted them access to the docket to read the briefs. The amicus brief will be due on January 29, 2025.
- Director Underwood shared that the Public Defenders Service have requested open records from the Commission for previous meeting minutes. Given that the Commission is a public agency, the requested records were provided.

Unfinished Business

Determine whether to refer review of *ICJ and AAICPC Memorandum of Agreement and Best Practice Guide* to the Work Group on Returning Non-Delinquent Youths

- Chair H. Wykes (AZ) asked for feedback on whether to refer the *ICJ and AAICPC Memorandum of Agreement and Best Practice Guide* to the work group.
- C. Bickford (NH) asked if there were other options for a committee to review the *ICJ and AAICPC Memorandum of Agreement and Best Practice Guide*.
- T. Casanova (VT) stated that the ICJ and AAICPC MOU does not only apply to non-delinquent youths.

- Director Underwood stated she was not aware of another group that would review the memorandum.
- Director Underwood shared that the memorandum was originally developed by an ICJ and ICPC Workgroup.
- C. Bickford (NH) asked if a work group or subcommittee should be formed to review the *ICJ and AAICPC Memorandum of Agreement and Best Practice Guide*.
- J. Hawkins (MO) stated that it would be more appropriate for another work group to review the memorandum.
- Legal Counsel R. Masters shared he recommended creating an ad hoc committee appointed by the Executive Committee chair.
- N. Belli (OR) asked if this should be added to the strategic plan that will be discussed at the April in person meeting in Kentucky.
- **J. Hawkins (MO) made a motion to create an ad hoc committee to review the *ICJ and AAICPC Memorandum of Agreement and Best Practice Guide*. C. Bickford (NH) seconded. The motion passed by way of unanimous consent.**

Approve updates to resources for consistency with Rule 7-103

- Chair H. Wykes (AZ) shared that the *Best Practice: Bail/Bond for Adult Charges in the Holding State with Juvenile Warrant in the Demanding State* has been updated for consistency.
 - Vermont stated that the best practice document neglected to recognize consent must be given by “holding/receiving and demanding/sending states’ courts and ICJ Offices” for a juvenile to be returned prior to the resolution of charges in the holding state. The best practice document suggested returns may be made if “adult authorities give consent.”
 - National Office staff and Legal Counsel reviewed the documents and agreed there was an inconsistency.
- **S. Jones (MD) made a motion to approve posting and the publication of the revised resource. R. Heide (AK) seconded. The motion passed by way of unanimous consent.**

Elect Victim’s Representative ex-officio Member

- Chair H. Wykes (AZ) shared there was one candidate, Nataki Brown, submitted for the Victims Representative ex-officio member.
- **S. Jones (MD) made a motion to accept Nataki Brown as the Victims Representative Ex-Officio Member. J. Rader (NE) seconded. The motion passed.**

Determine position and how to present Juvenile Justice and Delinquency (JJDP) Reauthorization Bill

- Chair H. Wykes (AZ) postponed the discussion until the next Executive Committee meeting.

New Business

Authorize signature of contract for Executive Committee Planning Meeting and Rules Committee Meeting in Lexington, Kentucky, April 7-11, 2025

- Director Underwood shared initial plans for holding in-person meetings during the same week at the Origin Hotel in Lexington, Kentucky. The hotel will honor a government room rate. She asked for the Executive Committee’s support of signing a contract with the Origin Hotel for April 7-11, 2025 for both the Executive Committee and Rules Committee to meet.
- **C. Bickford (NH) made a motion to authorize the signature of contract for the Executive Committee Planning Meeting and Rules Committee Meeting in Lexington, Kentucky in April 7-11, 2025. K. Torres (IA) seconded. The motion passed.**

Select preferred potential East Region sites for 2026 Annual Business Meeting

- Kirsten Wade, National Office, shared information regarding hotels that submitted proposals for the 2026 Annual Business Meeting. Proposed locations are in Providence, Rhode Island; Pittsburgh, Pennsylvania; Philadelphia, Pennsylvania; and Portland, Maine.
- Director Underwood shared that the decision the committee needs to make is for a site visit and not to sign a contract for the Annual Business Meeting 2026.
- Executive Committee Members selected the following order of preference for site visits:
 - Portland, Maine
 - Providence, Rhode Island
 - Philadelphia, Pennsylvania
- The National Office will conduct a site visit(s) and report back to the Executive Committee.

Discuss changes to federal law to allow use of Medicaid funds to support young people in reentry

- Chair H. Wykes (AZ) shared that R. Heide (AK) is a great resource to reach out to in regard to Medicaid funds.

Next Steps

- C. Bickford (NH) shared she would like to discuss Medicaid funding and juveniles that are transferring and residing with relatives/ non-relatives and what legal authority those individuals have when applying for Medicaid or enrolling in services.
- The next Executive Committee meeting is scheduled for Thursday, January 23, 2025.

Adjourn

Chair Wykes adjourned the meeting by unanimous consent without objection at 2:32 p.m. ET.