

**INTERSTATE COMMISSION FOR JUVENILES**  
**Rules Committee Meeting Minutes**



November 2, 2022  
2:00 p.m. ET  
Via Zoom

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**Voting Members in Attendance:**

1. Stephen Horton (NC), Commissioner, Chair
2. Caitlyn Bickford (NH), Commissioner, Vice Chair
3. Judy Miller (AR), Designee
4. Howard Wykes (AZ), Designee
5. Michael Tymkew (MI), Commissioner
6. Tracy Hudrlik (MN), Commissioner
7. Julie Hawkins (MO), Commissioner
8. Edwin Lee, Jr. (NJ), Designee (representing Commissioner Jennifer LeBaron)
9. Trissie Casanova (VT), Designee
10. Dawn Bailey (WA), Designee (representing Commissioner Jedd Pelander)

**Non-Voting Members in Attendance:**

1. Michael Farmer (CA)
2. Nita Wright (IN)
3. Kelly Palmateer (NY)
4. Raymundo Gallardo (UT)

**Guest in Attendance:**

None

**National Office Staff & Legal Counsel in Attendance:**

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

**Call to Order**

Chair Horton (NC) called the meeting to order at 2:00 p.m. ET.

**Roll Call**

Director Underwood called the roll and acknowledged that a quorum was established.

**Agenda**

**C. Bickford (NH) made a motion to approve the agenda as presented. E. Lee, Jr. (NJ) seconded. The motion passed.**

**Minutes**

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**D. Bailey (WA) made a motion to approve the August 10, 2022 meeting minutes as presented. C. Bickford (NH) seconded. The motion passed.**

## **Discussion**

### **Welcome**

- Chair Horton welcomed new and returning ICJ Rules Committee members.
- The Rules Committee has a busy year ahead, as the Rules Committee will present rule proposals for a vote during the 2023 Annual Business Meeting (ABM) in September.

### **Face-to-Face Meeting**

- Chair Horton added that during a rule amendment voting year, the Rules Committee historically meets face-to-face to review all rule comments received during the 30-day comment period to finalize drafts of the rule amendments for final vote.
- He requested that the committee save the date of May 16 for a face-to-face meeting in Lexington, Kentucky, and block May 15 and 17 as travel days.

### **Regional Proposals and Deadline for Submissions**

- Chair Horton encouraged members to provide updates in their respective region meetings regarding actions of the Rules Committee and to share the deadline of February 28, 2023 for submission of rule proposals to the Rules Committee.

### **Rule 8-101: Travel Permits**

- At the last Rules Committee meeting (August 10), the discussion was tabled about the proposed amendment to Rule 8-101: Travel Permits to add language to address “testing a residence.” The National Office displayed both versions side by side for review. Rule 8-101: Travel Permits, Paragraph 1, in the proposed amendment, states:
  - b. Juveniles who are one of the following:
    - i. state committed;
    - ii. ~~relocating~~ testing a residence when pending a request for transfer of supervision, and who are subject to the terms of the Compact;
- The Committee compared this to the proposal recommended on June 1, 2022
  - b. Juveniles who are one of the following:
    - i. state committed;
    - ii. ~~relocating~~ pending a request for transfer of supervision, and who are subject to the terms of the Compact;
- The Rules Committee deliberated the intent and the impact of the proposal and the language in both versions. An agreement was reached to continue with the original proposal, which was approved in the June 1, 2022 meeting.

### **Old Business**

There was no old business.

## New Business

### Signatures on the Travel Permit

- Chair Horton invited D. Bailey (WA) to share about incidents wherein receiving states refused to accept travel permits in UNITY because there was no signature. When the travel permit is generated, it does not auto-populate a JPO/JPS name as it does with other required reports, such as progress reports. She reported the issue in the UNITY Helpdesk and was directed to bring to the Rules Committee.
- M. Farmer (CA) commented that according to the ICJ Rule 8-101: Travel Permits, travel permits are issued at the discretion of the sending state.
- Chair Horton acknowledged that the travel permit is a notification and not a request.
- K. Palmateer (NY) added that when a travel permit is used for testing residence, the receiving state needs to acknowledge it.
- J. Hawkins (MO) commented that she would acquire signatures on the ICJ Form VI for testing placement rather than a travel permit form.
- The Rules Committee agreed that the incidents are isolated and could be more effectively addressed through training than a rule amendment.
- **D. Bailey (WA) made a motion to refer the matter to the ICJ Training Committee to recommend the issue be addressed in a training bulletin or a best practice. C. Bickford (NH) seconded. The motion passed.**

### Adjourn

**Chair Horton adjourned the meeting by acclamation without objection at 2:57 p.m. ET.**