

# INTERSTATE COMMISSION FOR JUVENILES

## *Rules Committee Meeting Minutes*

December 1, 2021  
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. Michael Farmer (CA), Commissioner
5. Mary Kay Hudson (IN), Commissioner
6. Julie Hawkins (MO), Commissioner
7. Edwin Lee, Jr. (NJ), Designee

### **Non-Voting Members in Attendance:**

1. Anna Butler (KY)
2. Michael Tymkew (MI)
3. Kelly Palmateer (NY)
4. Raymundo Gallardo (UT)
5. Dawn Bailey (WA)

### **Members Not in Attendance:**

1. Jennifer LeBaron (NJ), Commissioner
2. Tracy Hudrik (MN), Commissioner
3. Nita Wright (IN)

### **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, Project Manager

### **Call to Order**

Chair Horton (NC) called the meeting to order at 2:00 p.m. ET. Chair Horton welcomed the new and returning Rules Committee members and acknowledged the diverse group and wealth of knowledge. He encouraged everyone to participate in the meetings throughout the year and express their opinions throughout the year.

### **Roll Call**

Director Underwood called the roll and a quorum was established.

### **Agenda**

**M. Farmer (CA) made a motion to approve the agenda as presented. C. Bickford (NH) seconded. The motion carried.**

## **Minutes**

**J. Miller (AR) made a motion to approve the September 28, 2021 special meeting minutes. C. Bickford (NH) seconded. The motion carried.**

## **Discussion**

### **Rules Promulgation Process Training**

- Chair Horton presented a training for the Rules Committee members on the ICJ Rules Promulgation Process, kicking it off with the definition of promulgation: *to make known or make into law*. The training outlined the ICJ policies and procedures in the following major topic areas:
  - Developing and Submitting Proposals
  - Rules Committee Review
  - Technology Committee Review
  - Posting Proposals and Comments
  - Voting at the Annual Business Meeting
  - Rule Amendment Training
  - Emergency Rules
  - Correction to Rules
- Director Underwood noted the importance of using the most recent version of the rules when preparing a rule proposal submission.
- J. Miller (AR) requested a copy of the presentation. J. Adkins updated that the presentation was used for creation of an on-demand course. J. Hawkins (MO) and J. Miller (AR) requested an opportunity for the members to review the Power Point presentation for additional comments/suggestions before development of the course. Chair Horton agreed.
- The National Office will share the presentation with the Rules Committee members for additional input by December 10, 2021.

### **Rule Amendments Training Plans**

- Chair Horton updated that he and past Rules Committee Chair Hudrlik will present two live training sessions in February on the rule amendments going into effect March 1, 2022.
- The training will be recorded and made available as an On Demand course via Talent LMS for later review.

## **Old Business**

There was no old business.

## **New Business**

### **Rule 1-101: Relocate**

- J. Hawkins (MO) suggested the Rules Committee reconsider amending Rule 1-101 Definitions: Relocate. A proposed amendment was discussed last year and the proposal failed.
- Chair Horton agreed to include this on the next meeting's agenda and asked for volunteers to develop a proposal for consideration and discussion at the next meeting. J. Hawkins (MO), J. Miller (AR), and C. Bickford (NH) volunteered.

### Vice Chair

- Chair Horton announced and thanked Caitlyn Bickford (NH) for agreeing to serve as the Vice Chair of the Rules Committee this year.

### **Adjourn**

- **M. K. Hudson (IN) made a motion to adjourn. Chair Horton adjourned the meeting by acclamation at 2:48 p.m. ET.**