

INTERSTATE COMMISSION FOR JUVENILES

West Region Meeting Minutes

April 10, 2024

3:00 p.m. ET

Via Zoom



Preliminary Business

Call to Order

Representative H. Wykes (AZ) called the meeting to order at 3:00 p.m. ET.

Roll Call

Director Underwood called the roll and quorum was established.

Voting Commissioners/Designees in Attendance:

1. Howard Wykes (AZ), Designee, West Region Representative
2. Maureen Clifton (WY), Commissioner, West Region Alternate Representative
3. Robert Heide (AK), Commissioner
4. Jason Johnson (CA), Commissioner
5. Brooke Montelongo (CO), Commissioner
6. Kristin Davidson (HI), Commissioner
7. Anne Connor (ID), Designee
8. Dale Dodd (NM), Commissioner
9. Nina Belli (OR), Commissioner
10. Raymundo Gallardo (UT), Designee
11. Jedd Pelander (WA), Commissioner

Compact Staff in Attendance:

1. Nichel Saceda-Hurt (AK), Designee
2. Michael Farmer (CA), Designee
3. Shirleen Cadiz (HI), Designee
4. Dawn Bailey (WA), Designee
5. Jovay Jackson (AZ)
6. Craig Massey (AZ)
7. Bryan Stephens (CA)
8. Jose Villalobos (CA)
9. Robert Hislop (MT)
10. Gladys Altamirano (NV)
11. Anali Aaron (OR)
12. Kimberly Haywood (UT)
13. Brandon Schimelpfenig (WY)

Voting Members Not in Attendance:

1. Sean Goeddel (MT), Commissioner
2. David Laity (NV), Commissioner
3. Sonia Sweeney (UT), Commissioner

National Office Staff in Attendance:

1. MaryLee Underwood, Executive Director
2. Amanee Cabbagestalk, Training and Administrative Specialist

3. Jenny Adkins, Operations and Policy Specialist
4. Joe Johnson, System Project Manager
5. Emma Goode, Logistics and Administrative Specialist

Agenda

J. Johnson (CA) made a motion to approve the agenda as presented. R. Heide (AK) seconded. The motion passed.

Minutes

N. Belli (OR) made a motion to approve the January 10, 2024, meeting minutes. B. Montelongo (CO) seconded. The motion passed.

Reports

Hot Topics from the “ICJ Updates”

- Representative H. Wykes (AZ) reported the following from the most recent issues of the “ICJ Updates.”
 - Rule amendments, updated forms, and UNITY updates effective April 1, 2024, are now in effect. A complete [list of updated resources](#) is available with links to the Commission’s website. *Rule Amendments Training Sessions A & B* were recorded and are now available on the TalentLMS site. She reminded members to distribute updated forms to local authorities. A *UNITY Spotlight* special edition was also issued outlining the changes.
 - Previous *Wednesday Workshop* sessions were recorded and posted on the TalentLMS site, including the *ICJ & NCMEC Collaboration* session and the *Absconder Reports* session. In May, the following sessions are scheduled:
 - [May 1](#): *Best Practice on Home Evaluation Considerations for Unconventional Families*, presented by the Racial Diversity, Equity, and Inclusion Committee
 - [May 29](#): *Office of Refugee Resettlement Information Session*
 - The [Training Report Form](#) has been improved. States are required to submit information regarding trainings provided and may now submit information regarding multiple sessions on one form.
 - Section IV of the [ICJ Expungement Policy](#) has been updated. The policy provides guidelines and procedures for expunging juvenile records from the Commission’s electronic information system. Director Underwood added the update was to ensure both states are notified.
 - Section IV, Paragraph C of the [ICJ Travel Reimbursement Policy](#) has been updated. The policy ensures the prudent and reasonable use of Commission funds in the conduct of official business. Director Underwood noted the update increased the allowable expenditure for airport parking.
 - The [2024 Annual Business Meeting](#) will be in Mobile, Alabama, at the Renaissance Riverview Plaza, from September 23-25, 2024. J. Pelander (WA) asked if members could register prior to July 1, 2024. Director Underwood confirmed that registration would open in June.

Reports

- Executive Committee
 - Commission Chair N. Belli (OR) reported the Executive Committee met [January 24](#), [February 22](#), and [March 28, 2024](#) since the last West Region meeting.
 - She congratulated ICJ leaders who recently completed the Alliance for Community and Justice Innovation (ACJI) 2024 Implementation Leadership Academy.
 - The 2025 Annual Business Meeting, August 25-27, 2025, will be held at the Hilton Downtown Cleveland in Cleveland, Ohio.

- The Executive Committee will conduct the annual ICJ Spring Planning Meeting in Louisville, Kentucky, April 23-24. Glenn Tapia, ACJI, will provide implementation leadership training to help Executive Committee develop the Commission’s strategic planning for the year. The Executive Committee will also conduct the regular monthly committee meeting.
 - Last month, Director Underwood co-presented a workshop on ICJ Returns at the National Council of Juvenile and Family Court Judges (NCJFCJ) Juvenile Justice Conference in Cleveland, Ohio, along with Judge Robert Hofmann (NCJFCJ Ex Officio) and Commission Vice Chair Julie Hawkins (MO). Ohio Commissioner, Sasaun Lane, attended the conference and staffed the ICJ exhibit booth. Approximately 60 judges attended the workshop, which led to discussion of future collaborations. The presentation will be made available to states to use for their in-state judicial training.
 - Commission Chair N. Belli (OR), reported this meeting to be the last West Region meeting with noting that Emma Goode, Logistics and Administrative Specialist, would be retiring in May and would not be present at future region meetings. She acknowledged and thanked her for the 14 years of dedicated service to the Commission.
- Compliance Committee
 - Compliance Committee Ambassador R. Gallardo (UT) reported the Compliance Committee met March 11 and April 3. The [ICJ Bench Book for Judges and Court Personnel](#) has been updated to incorporate recent rule amendments. He noted *ICJ Bench Book* is a very valuable resource for the operations of the Commission. Since it is designed primarily for lawyers and judges, it provides extensive discussions of case law. Compact staff are encouraged to share it with agency attorneys and work closely with them.
- Finance Committee
 - Finance Committee Chair D. Dodd (NM) reported the Finance Committee met [December 13, 2023](#), and [February 15, 2024](#).
 - The [ICJ Administrative Policy 06-2009: Travel Reimbursement](#) was amended to increase the reimbursable rate for airfare to \$800, increase the reimbursement rate for airport parking, and authorize the Executive Director to approve exceptions.
 - The Finance Committee reviewed the fiscal year 2024 budget worksheet, which is in good standing.
 - The next meeting is scheduled for May 9, 2024.
- Technology Committee
 - Technology Committee Ambassador M. Clifton (WY) reported the Technology Committee met [February 13](#), and [March 12](#), and [April 9](#). The Technology Committee has two subcommittees: the Rule Enhancement Subcommittee and the Tableau/UNITY Maintenance Subcommittee.
 - The Rule Enhancement Subcommittee completed work required for the enhancements that became effective on April 1, 2024, and participated in the rule amendment training sessions.
 - The Tableau/UNITY Maintenance Subcommittee is focused on the maintenance reports being released throughout the year and the reports regarding returns that will be released in July.
 - Information from the “Voluntary Return Report (B-01)” and “Involuntary Return Report (B-02)” will be useful for proactive monitoring of compliance with timelines for returning runaways and other juveniles.
 - The Technology Committee was tasked by the Executive Committee to review annual reported data related to returns and airport surveillance. Technology Committee

recommended that the completion of the “Travel Plan Detail” section in UNITY be mandatory for air travel.

- The Technology Committee provided input on top priorities and a five-year plan as it relates to UNITY in preparation for the vendor contract renewal.
 - M. Farmer (CA) questioned the status of building the Tableau reports to include zones. Joe Johnson, Systems Project Manager, responded that work is in progress. A custom data set must be developed for each state due to the differences in each state’s zone architecture.
- Racial Diversity Equity and Inclusion (DEI) Committee
- Racial Diversity, Equity, and Inclusion (DEI) Committee Ambassador, B. Montelongo (CO) reported that the Racial DEI Committee met [January 16, 2024](#) and [March 19, 2024](#).
 - The committee is working to strengthen collaborations with affiliates, such as the Office of Juvenile Justice and Delinquency Prevention (OJJDP) and tribal communities. Marcia Good (OJJDP) will present a Wednesday Workshop training session on tribal nations this summer. The committee is also working with Marcia Good (OJJDP) to present during a RDEI Committee meeting, where she and a victim’s representative from the FBI will discuss tribal collaborations.
 - On May 1, the committee will host a Wednesday Workshop that aligns to the new Best Practice on *Home Evaluation Considerations for Unconventional Families*.
- Rules Committee
- Rules Committee Ambassador H. Wykes (AZ) reported the Rules Committee met [January 17](#) and [February 21, 2024](#). There was no meeting in March due to the live rule amendment trainings.
 - The Rules Committee began a discussion on the recommendation from the West Region to review “danger to themselves or others” in Rules 6-102 and 6-103. There was a lengthy discussion which will resume in the next meeting on April 17, 2024.
- Training Committee
- Training Committee Vice Chair R. Heide (AK) reported the Training Committee met [February 1](#), [March 7](#), and [April 4, 2024](#).
 - The Training Committee reviewed website resources updates due to the rule amendments. They also discussed adding additional Wednesday Workshops to the calendar. The frequency will be reevaluated and may go back to one per month. The following sessions are scheduled next month:
 - [May 1](#): Racial DEI Best Practice on Home Evaluation Considerations for Unconventional Families
 - [May 29](#): Office of Refugee Resettlement (ORR) Information Session
 - The 2024 Annual Business Meeting agenda was recommended to the Executive Committee for approval later this month.
 - During the last Training Committee meeting, the 2024 Annual Business Meeting (ABM) host state, Alabama, introduced the [Perdido Queen](#) dining cruise as an optional activity. The dock is walking distance from the hotel. The cost is to be paid for directly by the attendee 30 days in advance. Prior to obtaining additional information, they have asked that each region conduct a live poll to gauge interest.
 - Amanee Cabbagestalk, National Office Staff, administered the live poll and will report the results to Alabama.
 - Additionally, the following first quarter training tallies were reported:
 - TalentLMS
 - 1,154 logins from 379 users
 - 2,128 course completions

- Wednesday Workshops and Live Trainings
 - Total Attendees: 888 people
 - January: National Runaway Safeline
 - February: Absconder Reports
 - March: NCJFCJ Conference Workshop
 - 4 Rule Amendment Training Sessions (Every Wednesday in March)
- Online Training Reports
 - 33 reports submitted by 14 states
 - 34 trainings conducted
 - 516 people trained

Unfinished Business

Discuss a California Law Change (Welfare and Institution Code, Section 607)

- M. Farmer (CA) provided the following information requested at the last meeting related to the California Law Change (Welfare and Institution Code, Section 607).
- The new law allows certain individuals who were tried as adults when they were juveniles to request review of their cases by a juvenile court.
- California probation will handle these cases as hybrid supervision, meaning some will be supervised by an intense juvenile probation unit and others by adult probation offices and the officers may or may not be armed.
- To date, only a couple counties have had questions about the code involving only a handful of cases.
- D. Dodd (NM) cautioned that the new California law could lead to a 30-year-old sex offender being considered a juvenile eligible for transfer pursuant to ICJ. This would be most problematic in states where sex offender registry requirements do not apply to juveniles.
- A. Connor (ID) questioned if there were any further discussion with ICAOS for a Memorandum of Understanding (MOU). M. Farmer (CA) commented that the discussion had not happened as the information had not been shared until today.
- R. Heide (AK) updated that Alaska is exploring the option of a MOU with the adult system. Alaska also does not require sex offender registration.
- Director Underwood asked M. Farmer (CA) to forward the information he mentioned in an email. She was interested to know more about the Alaska contract. Her initial thought was approaching the issue in-state would be more effective than one the national level.
- A. Connor (ID) mentioned there would be challenges with those states where ICJ is housed under Children and Family Services rather than the Department of Corrections.
- R. Heide (AK) shared the success they have had in their state and their ICJ is housed under child welfare rather than correction. They must be willing to come to the table.

New Business

New Commissioner

- Region Representative Wykes (AZ) welcomed the new ICJ Commissioner, Sean Goeddel, from Montana.

Discussion on Juvenile Expungements

- Representative H. Wykes (AZ) opened the floor for states to share how their Compact Office ensures the state is aware of juvenile expungements on both the probation and parole sides.
- D. Bailey (WA) updated that Washington sends notices to the National Office and the other state where the youth was supervised.

- R. Gallardo (UT) updated that in Utah, it is now the responsibility of the juvenile court to notify parties and agencies involved. The Utah Compact Office then notifies the ICJ National Office. Sealing a sending state's case while keeping the receiving state's case open due to a delinquency history has been an issue.
- D. Dodd (NM) updated that all juvenile records are sealed two years after the termination date or youth is on supervised release, at age 21 the record is automatically sealed for both incoming and outgoing.
- B. Montelongo (CO) thanked members for their input. Colorado is working on their internal processes for expungement.

Discussion on Non-Delinquent Runaways

- Representative Wykes (AZ) reported opened the floor for states to share how states handle non-delinquent runaways, ages 10-12.
- B. Montelongo (CO) shared the process she created within the bounds of the ICJ Rules and Colorado laws. The youth is detained until after the detention hearing. When the judge finalizes harm to self or others, an order for involvement by the Department of Health Services (DHS) is requested, if needed, then the non-delinquent runaways (10-12 years of age) placed in a residence or other appropriate placement.

Upcoming Survey on Returns

- Director Underwood provided the background leading up to the proposed survey on returns. During the discussion of returns in the East Region and the Rules Committee, it was determined to be an area to address. Both East and Rules provided input on questions and those questions have been categorized with the assistance of the National Office.
- The questions are complicated and will require time to complete. The regions are being notified that the survey is coming and may require collaborations with ICJ affiliates.
- A. Connor (ID) asked if there will be questions related to ORR, URM, or URC youth; and is ICJ the best agency to address those concerns. Director Underwood replied the question asked is related to the frequency of those occurrences.

Next Steps

- M. Farmer (CA) said farewell to the West Region as he will retire at the end of June, and this will be his last West Region meeting.
- A. Connor (ID) requested under new business at the next meeting a discussion of guardianship, stating that more and more questions are coming from field staff related to legal guardianship for juveniles to enroll in school.
- The next meeting is scheduled for July 10, 2024 @ 3:00 p.m. ET.

Adjourn

Representative Wykes adjourned the meeting by acclamation without objection at 4:15 p.m. ET.