



ASSOCIATION OF JUVENILE COMPACT ADMINISTRATORS

2004 Annual Meeting
Thursday, August 5, 2004
Olympia, Washington

Meeting Minutes

Officers Present:

Ronald J. Leffler, Indiana Parole, President
Donna Bonner, Texas, Vice President
Pam Helbling, North Dakota, Secretary
Cindy Pittman, Georgia, Treasurer

Secretariat:

Kristine C. Prince

Members Present:

Darrell Morong, Arizona
Judy Miller, Arkansas
Bill Campos, California
Summer Foxworth, Colorado
Rose Holmquist, Delaware
JoAnn P. Rohan, D.C.
Jean Hall, Florida
Alicia Ehlers, Idaho
Christine Reece, Kansas
Mark Boger, Maine
Cynthia Yim, Maryland

Brent Buerck, Missouri
Nancy Wikle, Montana
Cheri Bragg, Montana
Linda Bowmer, Nevada
Molli Davis, Nevada
Dennis Wertz, NJ Parole
John Gusz, NJ Probation
Dale Dodd, New Mexico
Judy Stephens, North Carolina
Harry Gilmore, Oregon
Carol Gillespie, Oregon
Amanda Behe, Pennsylvania

Ryan Pinto, Washington
Craig Knutzen, Washington
Kathleen McBride, Washington.
Mike Lacey, West Virginia

Guests:

Kirk Kennedy, Captain Innovations
Detective Bob Shilling, King County Police Department

1. WELCOME/CALL TO ORDER

Ron Leffler welcomed members to the meeting and explained the agenda for the day.

2. PROPOSED AJCA STRATEGIC PLAN

Mr. Leffler reviewed the history of the strategic planning process which was begun at the Mid-Winter Workshop with Mary Leffler from Indiana facilitating the discussion. In the next step, the Board reviewed Ms. Leffler's initial draft, made some changes and then emailed the final draft to the membership the first of July. The AJCA Strategic Plan is comprised of four sections: Administrative Functions, Professional Development, Supervision and Public Welfare, and Rules and Regulations. Mr. Leffler asked each section chairperson(s) to give a brief overview. Members were then divided into four smaller groups for the remainder of the morning to discuss their assigned section of the proposed strategic plan.

After lunch, the membership convened to hear each group report on their discussions. Molli Davis reported for section # 1, Professional Development. This group

suggested that a core of trained volunteer ICJ instructors be developed so that the responsibility of training at the Mid-Winter and Annual Meetings be shared. They also suggested that after the first ICJ staff training, members should be encouraged to attend "advanced" ICJ training in following years. A training curriculum would need to be developed. This could be implemented on a statewide basis as well. This group suggested that the Rules and Regulations be revised and updated more often than once per year, suggesting a quarterly time table. They also suggested that regional representatives be encouraged to have quarterly conference calls with the states within each region to solve regional problems and build solidarity and camaraderie. Ms. Davis reported that this group suggested that states be able to download the Rules and Regulations, the ICJ handbook and the AJCA brochure from the AJCA website to use for local training.

Ryan Pinto reported for section #2, Supervision and Public Welfare. This group suggested that workload standards be researched and a recommended standard be identified. Linda Bowmer volunteered to do some research and Dale Dodd volunteered to look into a DACUM study of workload.

The group that reviewed section #3, Administrative Functions, identified increasing attendance at AJCA meetings as a priority. There was a suggestion that possible grant funding for travel assistance to meetings be researched and Christine Reece volunteered for that assignment. Another goal identified was to build a stronger partnership with judges and ask that an AJCA representative be invited to be on the agenda for the NCJFCJ annual meetings. Training specifically for judges is needed and John Gusz volunteered to look into developing that training. Developing a workable transition plan was next identified and the suggestion was made to invite Don Blackburn, Executive Director, Interstate Compact for Adults, to speak at a future AJCA meeting to talk about the experience of the adult system in transitioning to their new compact. The final recommendation by this group for section #3 is to work more closely with ICPC to develop a better process to handle the cases that fall between the cracks of ICJ and ICPC.

There were no recommended changes to section #4, Rules and Regulations.

At the end of the morning, groups were dismissed for lunch. Detective Bob Shilling of the King County Police Department was the lunch speaker. Detective Shilling talked about sex offenders and the development of the sex offender registration process in Washington.

3. AJCA WEBSITE

Kirk Kennedy of Captain Innovations gave a tour of the AJCA website and asked for comments and or suggestions. He highlighted some minor changes made to the website since the last Annual Meeting and stated that he is continually working to upgrade the information available. He reported that a suggestion has been made to add a protected "Message Board" where members can post questions and answers. He is continuing to work on getting the AJCA Manual in PDF format on the website. He is also tracking how many "hits" have been made to the website and will be changing that feature so that a "hit" by any one particular computer location will only be counted once and not each time the site is accessed by that computer.

He asked for further suggestions and was asked to make some changes to the formatting of the homepage and add a drop down menu to the "About Us" section. Ms. Bonner asked if the surveys that the membership have talked about doing could be done interactively on the website and Mr. Kennedy said that was certainly possible. Ms. Bonner asked if a data base could be added to the website and Mr. Kennedy responded that the site was constructed with a data base built into it. Once he is told what information AJCA wants in the data base, he can construct it.

Kirk Kennedy added that his company also provides offsite backup of important computer files for any agency that is interested. Mr. Leffler thanked Mr. Kennedy for coming to the meeting and addressing the AJCA website.

5. REGIONAL MEETINGS

Members were divided into regions and asked to discuss regional problems/solutions, training needs and the strategic plan. Groups then reported back to the membership about their discussions. The following suggestions were made:

1. Increase and improve the information available on the AJCA website
2. Add reference material links to state statutes on the website AJCA roster pages
3. Make available more succinct training on the AJCA forms
4. Put the AJCA PowerPoint training on the website (this is already available on the website)
5. Provide "Train the Trainer" for members who are interested in being ICJ trainers
6. Provide more time in ICJ trainings for "practice" and role-playing
7. Develop training on what members can expect to deal with during the transition time between the two compacts
8. Strengthen the role of regional representatives and clarify the expectation that regional representatives will act as "mentors" within their regions

9. Put information on the website that informs those who access the state contact information sites that locals are not to contact other states directly, but are to go through their own ICJ offices instead
10. Include more small discussion groups on AJCA meeting agendas to discuss "Issues Among Us"
11. Collect information to develop a caseload ratio. Develop a self-reporting mechanism.
12. Research grant funding for attendance at AJCA meetings
13. Track the following in measuring compliance with Rules and Regulations: timeliness of home evaluations (i.e., 45 days); timeliness of quarterly reports (i.e. 90 day) keeping track of dates when receiving state was contacted and how many times; track travel permits; track requests for closure and the response of the home state, track the number of time states fail to return violators; and, track the number of runaway youth who are being held in nonsecure confinement.
14. Establish a base line in order to track compliance. Each state should start measuring a few data elements and develop a simple system to keep track.
15. Develop a form for ICJ notification when juveniles are placed into residential treatment centers. Perhaps this could be accomplished by adding a check box on the travel permit form.
16. Engage in discussions with ICPC regarding the residential placements of juveniles who are over age 18.
17. Establish a national training committee with regional trainers who would be funded by AJCA to provide training within their regions.
18. Develop specific training modules.
19. Develop specific training for specific audiences such as judges.
20. Provide ICPC training at the AJCA Mid-Winter Workshop and ask Rick Masters to let ICPC know that AJCA would like to work with them in rewriting the ICPC.
21. Develop supervision standards and provide training.
22. Look into a case management tracking system.

Mr. Leffler thanked everyone for their active participation in the regional meetings. He stressed that volunteers are needed in order to address the many issues identified by the regions. The time has passed when only a small group of Executive Board members could take on all the assignments. He asked members to volunteer for committee assignments during Friday's discussion of the strategic plan.

6. ADJOURNMENT

Mr. Leffler asked the Board members to remain to convene a short Board meeting to consider whether any final changes need to be made to the proposed Strategic Plan.

The final revision will be presented to the membership tomorrow. The AJCA meeting was then adjourned for the day.