



ASSOCIATION OF JUVENILE COMPACT ADMINISTRATORS
Executive Board Teleconference
January 19, 2005

Meeting Minutes

Officers Present:

Donna Bonner, Texas, President
Ryan Pinto, Washington, Vice President
Pam Helbling, North Dakota, Secretary
Cindy Pittman, Georgia, Treasurer

Secretariat:

Kristine C. Prince

Board Members Present:

Darrell Morong, Arizona
Judy Miller, Arkansas
Summer Foxworth, Colorado
Dale Dodd, New Mexico
Ronald Leffler, Indiana Parole, Immediate Past President

Guest:

Jean Hall, Florida

1. WELCOME/ROLL CALL/APPROVAL OF MINUTES

Donna Bonner welcomed everyone to the meeting. Roll call was taken by the Secretariat. Ms. Bonner asked for a motion on the minutes of the last Board meeting.

Motion: *Cindy Pittman made a motion to approve the minutes of the November 17, 2004 Executive Board meeting with minor corrections. Summer Foxworth seconded the motion. The motion passed.*

2. VICE PRESIDENT'S REPORT

Ryan Pinto updated the Board on the possible grievance between the states of Montana and California. Mr. Pinto spoke with Nancy Wikle (Montana) regarding the possible grievance and she advised him that Montana sent an official notice of the grievance to the state of California but that apparently the notice was sent incorrectly. Montana then resubmitted the notice. Bill Campos, California Deputy Compact Administrator, reported that his office has not received the resubmitted notice as of this date. Mr. Pinto has tried on numerous occasions to make contact with the Montana ICJ office but has not received any responses. The Board directed Mr. Pinto, as Chair of the AJCA Mediation Committee, to write a letter to the grieving state advising them that the matter is being closed due to a lack of response to numerous phone calls and emails sent by Mr. Pinto to that state. Mr. Pinto will send the Board a copy of his letter.

3. SECRETARY'S REPORT

Pam Helbling reported that she has made several updates on new personnel and addresses on the AJCA website roster pages.

4. TREASURER'S REPORT

Cindy Pittman reported that she would send out 2005 dues notices soon. She will also continue to remind states that are overdue on their 2004 dues. All bills are paid and deposits have been sent to the Radisson Resort Parkway Hotel for the Mid-Winter Workshop in March.

5. STRATEGIC PLAN COMMITTEE REPORTS

- a. Administrative Functions: Summer Foxworth reported that she has spoken with Don Blackburn, Executive Director, Adult Interstate Compact Commission and that he has agreed to come to the AJCA Mid-Winter Workshop in Orlando and make a presentation. He will discuss the experience of the adult compact in transitioning to their new interstate compact and offer insights and advice to AJCA as they prepare for the new Juvenile Interstate Compact. AJCA will pay for Mr. Blackburn's travel expenses, hotel and per diem, which is \$39 per day. There was some discussion about whether to offer Mr. Blackburn an honorarium, but the Board decided that would not be appropriate. Ms. Foxworth will send Mr. Blackburn a speaker contract and email a copy to Donna Bonner.
- b. Professional Development: Cynthia Yim and Amanda Behe, Co-Chairs of the Professional Development Committee did not participate on the conference call. However, Donna Bonner reported that she has spoken with Cynthia Yim regarding the AJCA Newsletter and that it is Ms. Yim's intent to get the Newsletter out to members by the beginning of February. She has extended the deadline for the submission of articles to her to the end of January. She will then forward everything to the Secretariat. Ms. Bonner reported that Chris Reece sent a draft of the revised AJCA Handbook to committee members for their review. It is her intent to have the Handbook updated and available at the AJCA display booth at the National Juvenile Justice Conference in Orlando in March.
- c. Rules and Regulations Compliance: Dale Dodd reported that he has not yet spoken to Rose Holmquist regarding the survey, but he will try to do so as soon as possible. Ms. Bonner asked Mr. Dodd to contact her next week to let her know what is happening with the survey.
- d. Supervision/Public Welfare/Enforcement: Darrell Morong reported that Dr. Bruce Wolford of Eastern Kentucky University would not be able to attend the Mid-Winter Workshop to discuss the DACUM project. However, he would still like to proceed with the DACUM and offered to have his staff conduct a two-day DACUM Occupational Analysis Workshop in Kentucky to develop a

job profile for Interstate Compact Administrators. He would like to schedule the workshop sometime in April, May or June. Dr. Wolford suggested inviting the ICJ administrator in Kentucky as well as ICJ administrators in states geographically close to Kentucky to participate. The outcome of this activity would then be presented to a larger group of ICJ administrators to act as a validation of what the smaller group put together. This larger group could be comprised of the AJCA Executive Board and could be done via a conference call. The next step would be to present this to the membership at the Annual Meeting in North Dakota. A DACUM chart would be produced that would include the duties, tasks, knowledge, skills, and traits required to perform the job of an Interstate Compact Administrator. The analysis would also include a rank order of the duties; a sequenced and prioritized tasks list (critical and most frequently performed), a brief job description and a prioritization of new worker and veteran worker training needs. Mr. Morong asked for the Board's approval to proceed with this new proposal.

The Board discussed who would pay travel costs associated with the meeting in Kentucky and in the end decided that AJCA should pay those costs for each state that was invited to send a representative. The Board identified the following states as possible attendees at the workshop: Indiana Parole, West Virginia, Georgia, Missouri, Ohio, and Arkansas.

6. COMMITTEE REPORTS

- a. Forms Committee: No report provided.
- b. Legal Issues Committee: Dale Dodd agreed to write a formal position paper on behalf of AJCA regarding AJCA's concerns about adjudicated juveniles in residential placements placed through the Interstate Compact on the Placement of Children (ICPC).
- c. Partnerships Committee - Darrell Morong's report on the progress of the DACUM was the Partnerships Committee report.
- d. Technology Committee: No report was given.

7. MID-WINTER WORKSHOP AGENDA

Cindy Pittman reported that she will contact Elaine Bryant regarding the training

modules for the Mid-Winter Workshop and will get a speaker contract out to Elaine as soon as possible. Ms. Pittman said she has not heard back from Marty Martinez from Wackenhut Transports and so she is not sure if he still wants to be on the agenda for the Mid-Winter Workshop. She has received nine registrations for the Workshop as of this date.

Jean Hall said that the hotel has agreed to provide an American flag in the meeting room for the Workshop. The Florida ICJ staff is working to contact vendors and others to get items for a "goodie bag" to give out at the registration desk. She is working with the Assistant Secretary to make arrangements for a van to transport AJCA members to places that are outside of the hotel shuttle route. The Board asked Ms. Hall to look into getting a color guard to post the colors on Sunday, the opening day of the Workshop and she agreed. The new administrator training will be taught by both Amanda Beagles and Jean Hall. They are not expecting very many local juvenile justice staff to attend because it is scheduled on a Saturday.

The Board reviewed the agenda day by day. No changes were made to the Saturday agenda. On Sunday, Ms. Bonner said she would add an invocation and a Pledge of Allegiance from 8:45 am - 9:00 am. Everything else on Sunday's agenda will be moved down 15 minutes. The entire afternoon on Sunday will be spent in committee work. In discussing Monday's agenda, it was decided to give Don Blackburn more time on the agenda to respond to questions. The Board decided to delete Marty Martinez from the agenda in order to give Mr. Blackburn more time. The rest of the Monday morning agenda was unchanged. Donna Bonner suggested that Jim Toner be asked to speak either at the Monday lunch or sometime on Monday afternoon. Mr. Toner, Dean of the National College of Juvenile and Family Court Judges, Reno, Nevada, and recipient of the AJCA Mitchell Wendell Award will be retiring soon. The Board agreed. Ms. Bonner will get in touch with Mr. Toner to see if he was available.

No changes were made on the Tuesday agenda, although Ms. Pittman asked that the agenda clearly state that lunch will be at the National Juvenile Justice Conference and will not be provided at the Mid-Winter Workshop on Tuesday. No changes were made to the agenda for Wednesday.

The Board decided to use AJCA portfolios as speaker gifts. The registration gift will be an AJCA logo polo shirt and members will be asked to wear those shirts at the National Juvenile Justice Conference on Tuesday morning.

Ms. Bonner will update the agenda and email it out to the Board as soon as possible.

8. NEW ITEMS

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- a. ICPC Rewrite Draft: Donna Bonner emailed out the draft copy of the new Interstate Compact on the Placement of Children (ICPC) to Board members for their review and response. Only one response was received. Since the deadline for comments is this Friday, Donna agreed to write an official response outlining AJCA's ongoing concerns about residential placements. She will email a copy to the Board.
- b. Adult Compact Issues: There was no time to discuss this issue.
- c. Honorary Lifetime Members: Donna Bonner and Cindy Pittman suggested that the Board consider awarding Jim Toner an Honorary AJCA Lifetime Award upon his retirement from the National Conference of Juvenile and Family Court Judges. Mr. Toner has been a long-time friend and advocate of AJCA throughout the years and it is entirely appropriate that the Board honor him for all he has done.

Motion: Cindy Pittman made a motion to award Jim Toner an Honorary AJCA Lifetime Membership Award at the Mid-Winter Workshop. Pam Helbling seconded the motion. The motion passed.

Cindy Pittman suggested also honoring Kathleen McBride, Deputy Compact Administrator, State of Washington, upon her retirement in February. Ms. McBride has worked diligently to bring the state of Washington into compliance with the ICJ and has put forth much effort to build better relationships with other states during her tenure.

Motion: Pam Helbling made a motion to award Kathleen McBride an AJCA Lifetime Membership Award and to present the award to her at her retirement party in February. Cindy Pittman seconded the motion. The motion passed.

- d. HIPAA: This item was not discussed.

9. ADJOURN

The meeting was then adjourned. The next meeting is scheduled for Wednesday, February 16, 2005 at 2:00 pm Central Time.