



**ASSOCIATION OF JUVENILE COMPACT ADMINISTRATORS**  
**Executive Board Teleconference**  
**November 17, 2004**

**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**  
**Rose Holmquist, Delaware**  
**JoAnn P. Rohan, District of Columbia**  
**Cynthia Yim, Maryland**  
**Dale Dodd, New Mexico**  
**Amanda Behe, Pennsylvania**

**Guests:**

**Amanda Beagles, Florida**

1. WELCOME/ROLL CALL/APPROVAL OF MINUTES

AJCA President Donna Bonner welcomed everyone to the meeting. Roll call was taken by the Secretariat. Ms. Bonner welcomed Amanda Beagles, Florida ICJ, to the meeting to provide an update on the 2005 Mid-Winter Workshop scheduled in March in Kissimmee, Florida.

Ms. Bonner asked for a motion on the minutes of the last Executive Board meeting.

Motion: *Judy Miller made a motion to approve the minutes of the October 20, 2004 Board meeting with a few minor changes. Cynthia Yim seconded the motion. The motion passed.*

2. MID-WINTER WORKSHOP TENTATIVE AGENDA

The Board reviewed the proposed agenda for the Mid-Winter Workshop. Amanda Beagles reported that she has spoken with Cindy Pittman and Donna Bonner about contracting with Elaine Bryant of EW Bryant Associates to provide some team-building training and also some training on dealing with change. Ms. Bryant is anxious to provide training that is specific to the needs of AJCA. Her charge for the two sessions would be

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\$2,500, which would include all handout material. Travel would be extra. However, she would be willing to teach an additional workshop for a total price of \$2,750. Ms. Beagles said that Ms. Bryant is well known throughout the state of Florida as an excellent presenter. The Board agreed to contract with Ms. Bryant for three sessions. Ms. Bonner asked Board members to access Ms. Bryant's website and review the list of topics she can present on, and then to email Ms. Bonner with suggestions for the additional training topic.

Motion: *Ryan Pinto made a motion that AJCA contract with Elaine Bryant to teach three sessions at the Mid-Winter Workshop in Florida. Cindy Pittman seconded the motion.*

Motion: *Cindy Pittman made a motion that the Board approve contracting with Ms. Bryant to provide three training sessions at a cost of \$2,750. The motion was seconded by Judy Miller. The motion passed.*

Darrell Morong provided an update on the work he has done to get ready for the DACUM study and how much time would be needed on the agenda for that topic. As he mentioned at the last meeting, the National Institute of Corrections (NIC) has agreed to fund the DACUM study and has given the go-ahead to contract with Dr. Bruce Wolford at Eastern Kentucky University to do the DACUM. However, NIC would like Dr. Wolford to have a full eight hours on the Mid-Winter Workshop agenda.

In a conference call on November 10th, it was decided that certain representative states would be chosen from each geographical region to participate in the DACUM. Those states are: Arizona, Washington, Minnesota, Colorado, Missouri, Texas, Massachusetts, New Jersey, Ohio, Pennsylvania, Florida and Georgia, with alternative states being North Carolina and Nevada. States will be asked to identify their workload and workload issues, beginning with administrator duties. Donna Bonner will contact those states to inform them that they have been chosen to participate, what will be expected of them and what the time commitment will be. Ryan Pinto suggested that states be sent a one-page letter describing the DACUM process before they are contacted by telephone by Ms. Bonner. After Ms. Bonner's letter goes out, states will be contacted by someone from Eastern Kentucky University to walk them through each part of the DACUM. Dr. Wolford will then synthesize that information and bring it to the Mid-Winter Workshop. Time on the agenda will be needed for a DACUM focus group. During that discussion, tasks for each identified duty of compact staff will be identified. The duties will be taken from the AJCA Compact Administrator job description.

Amanda Beagles, Compact Administrator in Florida, will provide the new staff

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training on Saturday, March 19th. The agenda for Sunday was reviewed and the Board asked Ms. Bonner to move roll call to the start of the day rather than in the afternoon. The agenda for Monday was left unchanged. The Board decided to delete the presentation on secure transportation scheduled for Tuesday. However, Mr. Martinez should be offered the chance to put up a display outside the conference room to provide information about Wackenhut. Donna has spoken with Liz Oppenheim about presenting an update on the Interstate Compact on the Placement of Children (ICPC) and Ms. Oppenheim has agreed if AJCA will pay her airfare. She will not need a hotel sleeping room.

Motion: *Judy Miller made a motion to approve paying for airfare for Liz Oppenheim (ICPC) to present at the Mid-Winter Meeting. Summer Foxworth seconded the motion. The motion passed.*

Ms. Bonner stated that it is her intention to get the agenda out to all member states before the end of November.

3. VICE PRESIDENT'S REPORT

Ryan Pinto, AJCA Vice President, reported that a possible grievance would be filed by the state of Montana against the state of California. The official grievance letter was sent out from the state of Montana on October 15, 2004. It was received by the state of California through certified U.S. mail on October 26, 2004. California has thirty days to respond, after which a Mediation Panel will be convened. As of this date, there has been no official response. Mr. Pinto stated the Mediation Panel would be convened on November 29th if he is notified by Montana and is provided documentation.

Mr. Pinto reported that he has accepted a new assignment within his department in the state of Washington, but he will continue to oversee the state's Interstate Compact activities and plans to continue on in his capacity as AJCA Vice President. He further reported that Kathleen McBride, the ICJ Compact Administrator in Washington, is planning to retire in February.

4. SECRETARY'S REPORT

AJCA Secretary Pam Helbling was absent. Ms. Bonner reported that Ms. Helbling completed the AJCA Annual Statistic Report and it was emailed to the membership. She asked Amanda Behe to use the new statistics to update the AJCA display board.

5. TREASURER'S REPORT

No report was given.

6. STRATEGIC PLAN COMMITTEE REPORTS

a. Administrative Functions: Summer Foxworth reported that she plans to contact Don Blackburn, Executive Director, Adult Interstate Compact Commission, to see if he would be willing to attend the AJCA Mid-Winter Workshop to report on their experience in transitioning from the old to the new adult compact. In addition, Ms. Foxworth reported that Brent Buerck, Missouri ICJ, is looking into the possibility of getting funding assistance from the Office of Juvenile Justice and Delinquency Prevention (OJJDP) to assist each member state to send a representative to the AJCA Annual Meeting in North Dakota in August. He plans to request \$1,500 per state.

b. Professional Development: Amanda Behe reported that she is working with Chris Reece, Kansas ICJ, to update the AJCA Handbook and the AJCA display booth. She informed the Board that the AJCA display booth was set up at the November 5th Pennsylvania Juvenile Justice Conference where many stopped by to ask questions and look at the display materials. Now that the Annual Statistic Report has been completed, she will update the pie charts and graphs for the display. The information on the AJCA website will also be updated. Ms. Behe will contact the Mid-Winter Workshop host state, Florida, to discuss what items are available to be given away at the display booth when it is set up at the National Juvenile Justice Conference in March.

Cynthia Yim reported that she is continuing to work on getting articles for the AJCA newsletter. At this point, she has four articles, which have been submitted. She asked Donna Bonner to write the traditional "Message from the President" article. She plans to ask Cindy Pittman to write a Treasurer's article as well. She asked that all articles be submitted to her by December 1st. She would welcome any additional articles from Board members.

c. Rules and Regulations Compliance: Rose Holmquist informed the Board that her committee had relied on information that a Rules and Regulations non-compliance survey had already been drafted for the August Annual Meeting. However, she and others have not been able to locate the survey and asked the Board for direction. The Board asked Ms. Holmquist and her committee to draft a new survey because the issue of accountability is an important issue and it is important to have states begin to keep track of non-compliance as soon as possible. However, rather than having states identify and report on their own violations, it was suggested that a better measure would be to have

states identify other states who have been non-compliant. Ms. Holmquist agreed to confer with her committee, decide which specific rules to concentrate on, and draft a survey.

d. Supervision/Public Welfare/Enforcement: Darrell Morong's update was contained in his report on the DACUM study.

7. COMMITTEE REPORTS

a. Forms: Forms committee chair, Nancy Wikle, was absent from the meeting.

b. Legal Issues: Dale Dodd reported that he has reviewed past legal opinions regarding the issue of who is responsible to supervise juvenile delinquents who are placed in out-of-state private residential treatment facilities. In his opinion, it is very clear that this responsibility falls under the Interstate Compact on the Placement of Children (ICPC). He advised the Board that another legal opinion is not necessary. However, Ms. Bonner informed the Board that this responsibility was not going to be written into the new ICPC and the concern is that if that happens, no one will have the authority to supervise these juveniles. Ms. Rohan asked about the issue of the supervision of juveniles in out-of-state treatment facilities who are over the age of 18 and Ms. Bonner answered that this issue has not been resolved either. After discussing the situation, the Board reached a consensus to not seek another legal opinion at this time.

c. Manual: JoAnn Rohan thanked Donna Bonner for all her work over the years on the AJCA Manual. Ms. Rohan suggested to the Board that there be no major revisions to the Manual other than the cover page, the table of contents, and the names of AJCA officers and Executive Board members. She referred everyone to the email that Ms. Bonner sent out on November 4, 2004 transmitting those pages and asked members to print them out and replace those pages in their current manuals. Ms. Bonner is continuing to work with Kirk Kennedy to get the manual posted on the website in PDF format.

d. Partnerships: (See Darrel Morong's report on the progress of the DACUM study which is being funded by NIC.)

e. Technology: John Gusz was absent from the meeting.

8. OTHER ITEMS

The Board decided that there was no need to schedule a meeting in December. If any issues arise, they will be handled via email.

9. ADJOURN

The meeting was then adjourned. The next meeting was scheduled for January 19, 2005 at 2:00 pm Central Time.