



Preliminary Business

Call to Order

Commission Chair H. Wykes (AZ) called the meeting to order at 1:35 p.m. EDT.

Roll Call

Director Underwood called the roll, and quorum was established.

Committee Members in Attendance

1. Howard Wykes (AZ), Commission Chair
2. Sherry Jones (MD), Commission Treasurer
3. Nina Belli (OR), Commission Immediate Past Chair and West Regional Representative
4. Dale Dodd (NM), Finance Committee Chair
5. Kellianne Torres (IA), Information Technology Committee Chair
6. Robert Heide (AK), Training, Education, and Public Relations Committee Chair
7. Francis "Mike" Casey (DE), Racial Diversity, Equity, and Inclusion (RDEI) Committee Chair
8. Trissie Casanova (VT), East Regional Representative
9. Felicia Dauway (SC), South Regional Representative

Members Not in Attendance

1. Caitlyn Bickford (NH), Commission Vice Chair
2. Jacey Rader (NE), Compliance Committee Chair and Midwest Regional Representative
3. Julie Hawkins (MO), Rules Committee Chair
4. Nataki Brown, Victims Representative

National Office Staff and Legal Counsel in Attendance:

1. MaryLee Underwood, Executive Director
2. Jenny Adkins, Operations and Policy Specialist
3. Amanee Cabbagestalk, Training and Administrative Specialist
4. Joseph Johnson, Systems Project Manager
5. Kirsten Wade, Logistics and Administrative Specialist
6. Thomas Travis, Legal Counsel

F. Dauway (SC) made a motion to approve the revised agenda. Chair H. Wykes (AZ) indicated the agenda was approved by unanimous consent without objection.

S. Jones (MD) made a motion to approve the minutes of the meeting on March 27, 2025, as presented. Chair H. Wykes (AZ) indicated the minutes were approved by unanimous consent without objection.

Reports

Commission Chair Report *by Howard Wykes (AZ)*

- Chair H. Wykes (AZ) thanked members and the National Office for their participation at the joint Rules and Executive Committee meeting in Lexington, Kentucky.

National Office Report by MaryLee Underwood, Executive Director

- Director Underwood reported the following updates:
 - The National Office reported that the fiscal year 2026 dues invoices were sent to all states.
 - Director Underwood reported that the National Office is in contract discussions with Holiday Inn by the Bay in Portland, Maine, for the 2026 Annual Business Meeting (ABM).
 - Director Underwood reported that the National Office lease will expire in March 2026. If any changes are to be made, the landlord must be notified at least six months in advance.

Compliance Committee

- Director Underwood reported that the Compliance Committee reviewed compliance standards and discussed issues related to future performance measurement assessments.
- Jenny Adkins, National Office, added that the Compliance Committee reviewed the 2025 State Council Reports.

Training, Education, and Public Relations Committee

- Training, Education, and Public Relations Committee Chair R. Heide (AK) reported the committee met on April 3, 2025, and reviewed edits on the *ICJ Quick Reference Guide*. The updated *ICJ Quick Reference Guide* has been published.
- Chair R. Heide (AK) reported that the Training Committee was working to finalize a keynote speaker for the 2025 ABM.

Legal Counsel

- Legal Counsel T. Travis provided an update regarding *In re: GW* case pending in the Court of Appeals for the District of Columbia, in which the Commission filed an *amicus curiae* brief. Oral arguments were canceled. Thus, the court's decision will be based on arguments presented in briefs.
- Legal Counsel T. Travis reported that the draft *Advisory Opinion 01-2025* analyzes Rule 7-103 in relation to youth placed in residential facilities pursuant to the Interstate Compact on the Placement of Children (ICPC).
- N. Belli (OR) suggested that other Commission resources related to this issue should be reviewed for consistency, including the ICJ/ICPC Memorandum of Agreement, and that consideration should be given to issuing a white paper.
- **S. Jones (MD) made a motion to publish *Advisory Opinion 01-2025*. D. The motion passed by unanimous consent without objection.**

Unfinished Business

No unfinished business was discussed.

New Business

- F. Dauway (SC) expressed concern that insufficient resources are allocated for the operation of the Commission's national office, noting that staffing had not increased at the same pace as workloads. She suggested conducting a global assessment.

- Director Underwood provided additional information regarding national office operations, performance review processes, and staffing needs. Director Underwood indicated she will contact a human resources firm to assess staff needs and other related issues.

Determine next steps with the Implementation Leadership Academy

- Director Underwood requested input on future sponsorship of the Implementation Leadership Academy (ILA) participation for budget planning purposes.
- Members provided input regarding the value of the training, the importance of training emerging leaders, the need for funds to support other projects, and whether national office staff could provide similar training.
- Chair H. Wykes emphasized the importance of assessing staffing needs before determining how to modify the allocation of resources for ILA participation.
- Members offered ideas for redistributing workloads, such as committee chairs and regional representatives taking on more responsibilities and reducing the number of national office staff members in meetings.
- Director Underwood will provide an update regarding staffing needs at the next meeting.

Next Steps

- The next Executive Committee meeting was scheduled for Thursday, May 22, 2025.

Adjourn

Chair Wykes adjourned the meeting by unanimous consent without objection at 2:56 p.m. EDT.