



## INTERSTATE COMMISSION FOR JUVENILES

### Training Education and Public Relations Committee

#### Meeting Minutes

February 08, 2018

2:00 p.m. ET

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#### Commissioners/Designees in Attendance:

1. Cathlyn Smith (TN) Chair
2. Patrick Pendergast (AL) Designee
3. Maria Genca (CT) Designee
4. Agnes Denson (FL) Commissioner
5. Jeff Cowger (KS) Commissioner
6. Charles Frieberg (SC) Commissioner
7. Eavey-Monique James (VI) Commissioner

#### Members Not in Attendance:

1. Anne Connor (ID) Designee
2. John Davis (MS) Commissioner
3. Traci Marchand (NC) Commissioner
4. Mia Pressley (SC) Commissioner
5. Trudy Gregorie (Victims) Ex Officio
6. Maureen Blaha (Runaways) Ex Officio

#### Non-Voting Committee Members in Attendance:

1. Ellen Hackenmueller (AK)
2. Kaki Sanford (AL)
3. Daniel Horacek (AZ)
4. Dawn Bailey (WA)
5. Joy Swantz (WI)

#### Guests in Attendance:

None

#### ICJ Staff in Attendance:

1. MaryLee Underwood, Executive Director
2. Emma Goode, Training and Administrative Specialist
3. Jenny Adkins, Project Manager
4. Monica Gary, Administrative and Logistics Coordinator

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#### Call to Order

Chair Smith called the meeting to order at 2:01 p.m. ET.

## Roll Call

Director Underwood called the roll and a quorum was established.

## Agenda

**C. Frieberg (SD) made a motion to approve the agenda. A. Denson (FL) seconded. The motion passed.**

## Minutes

**J. Cowger (KS) made a motion to approve the meeting minutes of January 11, 2018. A. Denson (FL) seconded. The motion passed.**

## Discussion

## Trainings Updates

### Rules Training via WebEx

- Chair Smith announced that 3 rule amendment trainings are scheduled in February on 2/12/18, 2/13/18, and 2/26/18.
- Chair Smith reported that the Full Rules Training will last two days. The training assignments are filled. **C. Frieberg (SD) made a motion to approve the 2018 ICJ Rules Training Calendar as presented. J. Cowger (KS) seconded. Motion passed.**
- Chair Smith asked that E. Goode send out a poll for dates near the first of March for Train the Trainer session for new and returning trainers. Also, the Powerpoint used for training will be updated and sent prior to the training dates.
- Chair Smith reported that there will be a JIDS training for field and compact staff
- E. Goode reported that there was a great response to the Rules Training.

## Conferences and Training and Technical Assistance (TTA)

### 2018 New Mexico Children's Law Institute

January 10-12 in Albuquerque, New Mexico.

- Connor (ID) and Dale Dodd (NM) attended and worked the ICJ booth.

### APPA Winter Training Institute

January 21-24 in Houston, Texas

- Traci Marchand (NC) and Jenny Adkins from the National Office presented a workshop entitled "JIDS for Kids."

### 2018 NCJFCJ National Conference

March 18-21 in Coronado, California

- Chair Smith updated that ICJ's proposal was approved and a booth will be there for presentation.

### NCJFCJ 81<sup>st</sup> Annual Conference

July 22-25 in Denver, Colorado

- Chair Smith shared that to date, there has been no response to the proposal submitted.
- Chair Smith updated that this week similar proposals were submitted to the two conferences below. The submissions were similar a proposal to co-present with AAICPC.

### Training and Technical Assistance (TTA)

- Chair Smith requested approval for T. Marchand to submit a proposal to the 24<sup>th</sup> Symposium on Juvenile Services in October in North Carolina.

**J. Cowger (KS) made a motion to allow Traci Marchand to present proposal to the 24<sup>th</sup> National Symposium on Juvenile Services. M. Genca (CT) seconded. Motion approved.**

### Return of the Month

- Chair Smith reported that the Committee has received only four scenarios, all from Nevada. She requested scenarios from each Committee member. She encouraged that two scenarios be submitted from each committee member /state. The scenarios will be collected and reviewed by the Committee. Once reviewed the scenarios will be shared in the ICJ Newsletter.
- Chair Smith clarified that Emma Goode will distribute a template for submission of scenarios to the Committee members. E. Goode noted that the template and all scenarios are on the ICJ website.

### 2018 Annual Business Meeting

- Chair Smith shared that the 2018 Annual Business Meeting preparations have begun and the first preliminary planning meeting was held on January 31<sup>st</sup>. There is a draft agenda, training and presentations will be available at next meeting. Planning is in progress.

### Old Business

There was no old business.

### New Business

- New rules become effective March 1, 2018. All applicable resources and training material are being updated with new rules.
- The Quick Reference Guide has been updated to include the latest revisions.  
**E. M. James (USVI) made a motion to approve the Quick Reference Guide with corrected verbiage. P. Pendergast (AL) seconded. Motion approved.**
- Chair Smith noted that the following have been updated and are ready to be posted:
  - Training Bulletin
  - Travel Permits
  - Saving Documents in JIDS
  - Managing JIDS Users
- Director Underwood shared that there will be several updates to ICJ Best Practices. She stated that the Best Practice for Form IA/VI has been removed from circulation due to being superseded by the Advisory Opinion. Several Advisory Opinions have been reviewed and amendments will be included with updates to the Bench Book.
- Chair Smith stated that Rules Training and Judicial Training PowerPoints will be updated. She asked that Director Underwood give an update on the OnDemand Training.
- Director Underwood shared that the National Office is in the process of updating the OnDemand Modules making sure that the revised Rules are reflected in our training. She shared that it was necessary to purchase a new subscription to ensure the technology is up-to-date. E. Goode will be attending related training in March.

### Adjourn

- The next meeting of the Training Committee is March 8, 2018 @ 2:00 p.m. ET.
- **Chair Smith adjourned the meeting at 2:31 p.m. ET by unanimous consent.**