



INTERSTATE COMMISSION FOR JUVENILES

Training Education and Public Relations Committee

Meeting Minutes

April 12, 2018

2:00 p.m. ET

Commissioners/Designees in Attendance:

1. Cathlyn Smith (TN) Chair
2. Agnes Denson (FL) Commissioner
3. Anne Connor (ID) Designee
4. Maxine Baggett (MS) Designee
5. Traci Marchand (NC) Commissioner

Non-Voting Committee Members in Attendance:

1. Jessica Wald (ND)
2. Kaki Sanford (AL)
3. Daniel Horacek (AZ)
4. Trudy Gregorie (Victims) Ex Officio
5. Maureen Blaha (Runaways) Ex Officio

Members Not in Attendance:

1. Patrick Pendergast (AL) Designee
2. John Davis (MS) Commissioner
3. Mia Pressley (SC) Commissioner
4. Jeff Cowger (KS) Commissioner
5. Charles Frieberg (SC) Commissioner
6. Eavey-Monique James (VI) Commissioner
7. Ellen Hackenmueller (AK)
8. Daniel Horacek (AZ)
9. Dawn Bailey (WA)
10. 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

Call to Order

Chair Smith called the meeting to order at 2:16 p.m. ET.

Roll Call

Director Underwood called the roll. Five of ten voting members were present. Jessica Wald (ND) updated she had recently been appointed Commissioner/Designee and the paperwork would be forthcoming to the National Office. The meeting progressed formally on the assumption there was a quorum with Jessica Wald as the sixth voting member present. [Note: Upon conclusion of the meeting and upon receipt of the official appointment documentation by the National Office, it was determined that the appointment was designee in the absence of Commissioner Bjergaard. As Commissioner Bjergaard currently is not a member of the Training Committee; therefore, a designee's attendance could not be considered a voting member.]

Agenda

A. Connor (ID) made a motion to approve the agenda. A. Denson (FL) seconded. The motion passed.*

Minutes

A. Connor (ID) made a motion to approve the meeting minutes of February 8, 2018. J. Wald (ND) seconded. The motion passed.*

**Due to the lack of a quorum, the meeting is determined to be informal and the motions above null and void. The February meeting minutes will be reviewed for approval at the next meeting.*

Discussion

- Chair Smith provided updates since the last Training Committee meeting as outlined below.

Trainings

Rule Amendments Trainings

The instructor-led rule amendments trainings offered via Webex are complete. A total of 312 attended the four (4) amendment training sessions. A recording of the March session is available on the Commission's website.

2-day Rules Trainings

Four (4) of the eleven (11) webex instructor-led 2-day rules trainings are complete. A total of 67 persons completed the four-hour training. Registration for the upcoming April and May Trainings are available on the Commission's website.

Training and Technical Assistance (TTA)

There have been no new requests since the last meeting.

Intrastate Trainings

States continue to submit their state's training ICJ trainings via the online submission form. A total of all submissions will be included in the 2018 Annual Report.

Return of the Month

No additional submissions for a *Return of the Month* scenario have been received for publishing in the weekly newsletter.

On Demand Modules

Module 1 – Course 001: Introduction to the ICJ and Eligibility Requirements updated with the new rule amendments has been completed and will be available via the Commission’s website next week.

Conferences

2018 NCJFCJ National Conference - March 18-21 in San Diego, California

A. Connor (ID) reported she attended and presented a session entitled: *Runaways 101* at the NCJFCJ conference. She noted that her presentation can be tweaked should others wish to share within their state. Additionally, she worked the exhibit booth and handed over 100 flash drive loaded with the ICJ Statute; updated ICJ Rules; and updated Advisory Opinions to judges attending the conference. The partnership between ICJ and NCJFCJ continues to strengthen.

CJJ – Washington DC - June 27-30

Chair Smith reported ICJ has been approved to participate in the “table talk” session during the 2018 CJJ Conference. Chair Smith will lead the session. She and Trudy Gregorie will work the exhibit booth.

APPA – 43rd Annual Training Institute – Philadelphia – July 20-August 1

The proposed ICJ-ICPC co-presentation has been accepted. This is the first of its kind to present jointly and to exhibit the ICJ booth.

2018 Annual Business Meeting

AM Training Session

Communication Scenarios

- Chair Smith reported that the 2018 Annual Business Meeting agenda was approved at the Executive Committee Face-to-Face Meeting. The Tuesday training sessions times and titles are slotted. The Tuesday Training Day Agenda was presented for discussion to begin preparing the curriculums. Survey results from last year’s scenario trainings received positive feedback and the top requested training topic was *communication*.
- The Training Committee discussed and agreed to develop the Tuesday morning session around communication in a scenario-based and open discussion format similar to last year.
- A. Connor (ID) recalled the multiple topics, scenarios, presenters, and hours preparing the 2017 ABM Training. The Training Committee discussed and agreed to the value of hearing from a cross section of the regions on how states communicate.
- The Training Committee reached a consensus that a few members would work on the scenarios apart from the full committee. The following volunteered to work on the curriculum: Cathlyn Smith, Anne Connor, Agnes Denson, Jessica Wald, and Traci Marchand.
- The National Office will poll for a meeting date to those who volunteered and others not present who may be interested in participating in sub-committee work group to develop prepare the morning session training.

State Council Toolkit

- Director Underwood updated that the Executive Committee endorsed an idea presented by Ex Officio Trudy Gregorie during the face-to-face meeting for development of a State Council Toolkit. The online resource would consist of five parts outlined below:
 1. **State Council Guideline**
 - A new resource to be developed to assist states in the developing and maintaining an active state council. T. Gregorie agreed to lead in the development of this one-page tip sheet.
 2. **State Council Brochure** (*color tri-fold*)
 - The brochure was developed as a resource for the State Council Panel Discussion session during the 2016 Annual Business Meeting. The brochure will be edited to promote and share information about ICJ and the purpose of the State Council.
 3. **State Council Annual Report**
 - The national office will develop an online template to assist states in completing their annual report and provide a consistent format.
 4. **State Council Enforcement Policy**
 - The current ICJ Policy #01-2001 will be included as one of the resources comprising the toolkit.
 5. **State Council Training**
 - The current online power point presentation under the training resources will be included as one of the resources comprising the toolkit.

PM Training Session

Juvenile Justice Reform Panel Discussion

- A. Connor (ID) noted that the questions for the afternoon panel discussion will be developed after all the panelists have been confirmed.

Old Business

There was no old business.

New Business

There was no new business.

Adjourn

- The next meeting of the Training Committee is May 10, 2018 @ 2:00 p.m. ET.
- Chair Smith adjourned the meeting at 3:02 p.m. ET.