



INTERSTATE COMMISSION FOR JUVENILES
Training Education and Public Relations Committee
Meeting Minutes
June 14, 2018
2:00 p.m. ET

Commissioners/Designees in Attendance:

1. Cathlyn Smith (TN) Chair
2. Agnes Denson (FL) Commissioner
3. Traci Marchand (NC) Commissioner
4. Mia Pressley (SC) Commissioner
5. Charles Frieberg (SD) Commissioner
6. Eavey-Monique James (VI) Commissioner

Voting Members Not in Attendance:

1. Patrick Pendergast (AL) Designee
2. Anne Connor (ID) Designee
3. John Davis (MS) Commissioner
4. Jeff Cowger (KS) Commissioner

Non-Voting Committee Members in Attendance:

1. Daniel Horacek (AZ)
2. Jessica Wald (ND)
3. Dawn Bailey (WA)
4. Joy Swantz (WI)

Guests in Attendance:

1. Tracy Bradley Walden (FL)

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 2:02 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. T. Marchand (NC) seconded. The motion was approved.

Minutes

T. Marchand (NC) made a motion to approve the meeting minutes of February 8, 2018. C. Friedberg (SD) seconded. The motion was approved.

Training Education and Public Relations Discussion

Chair Smith report the following updates:

Trainings Update

- The ICJ Training Committee has trained approximately 200 compact office staff via webinar/WebEx training.

Conferences

CJJ – Washington DC - June 27-30

- Chair Smith reported that ICJ will participate in the “table talk” session during the conference 2018 CJJ Conference. Chair Smith will lead the session and Trudy Gregorie will work the exhibit booth during the conference.

NCJFCJ – Denver CO DC - July 22-25

- Commission Chair Connor and Director Underwood will attend the 81st Annual National Council of Juvenile and Family Court Judges work the ICJ exhibit booth.

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

- Chair Smith and Carla Fultz will co-present ICJ-ICPC as a joint work shop.

Training Resources

New Bench Card on Runaways

- Chair Smith reported that staff has developed a new resource titled “Bench Card: Return of Runaways, Probation/Parole Absconders, Escapees & Accused Delinquents” to be distributed to judges, court staff, and field staff.
- The Training Committee reviewed the new resource.
- **M. Pressley (SC) made a motion to approve the “Bench Card: Return of Runaways, Probation/Parole Absconders, Escapees & Accused Delinquents” to be sent to the ICJ Executive Committee for approval. T. Marchand (NC) seconded. The motion was approved.**

Bench Book

- Chair Smith reminded members to respond to Director Underwood’s email regarding the distribution of the updated bench book and complete the form.
- Director Underwood acknowledged that T. Marchand (NC) suggested tracking in a previous committee meeting and updated on responses noting that most Compact offices are sharing the updated Bench Book electronically.

2018 Annual Business Meeting Training Updates

- Chair Smith shared the 2018 Annual Business Meeting Training Agenda and updated on the six confirmed panelists.
- The training sub-committee continues to meet to discuss scenarios and plan for the training session. Chair Smith updated that the sub-committee is considering passing out a scenario to each table for discussion and someone from each table be assigned to lead the table discussion and share the table’s conclusions/suggestions followed and ending discussion of each scenario by the writer of the scenario sharing with the entire group how

the scenario was resolved in their state. The intent of the proposed method of presentation is to encourage communication and interaction among the attendees rather than passive listening. M. Pressley (SC) suggested that there be a designated time keeper during the scenarios to manage the time spent on each scenario. There were no additional suggestions or objections to the proposed format.

- Director Underwood reported that the ICJ National Office is developing of a State Council Toolkit. The online resource would consist of five parts outlined below:
 1. State Council Requirement
 2. Developing a State Council
 3. Operating a State Council.
 4. Annual Reporting Requirements
 - Online form
 - ICJ Administrative Policy
 5. Outreach and Training Resources
 - ICJ State Council Training (PowerPoint slides)
 - State Council Orientation Guide (Tri-fold brochure online at
- Director Underwood encouraged all Committee members to share suggestions or provide feedback that would assist with developing the State Toolkit. Several members volunteered to submit resources used in their states. The State Council Toolkit will be available at the 2018 ICJ Annual Business Meeting in New Orleans, LA.
- The Committee agreed to review the ICJ State Council Toolkit at the next meeting to be sent to the Executive Committee for approval before publication and make the announcement at the 2018 ICJ Annual Business Meeting to be included in the Docket Book.
- Again, this year attendees will be provided a form to submit within their states for any applicable qualifying continuing education credit.

Old Business

There was no old business.

New Business

There was no new business.

Adjourn

- The next meeting of the Training Committee is July 2018 @ 2:00 p.m. ET.
- Chair Smith adjourned the meeting at 3:02 p.m. ET without objection.