



## INTERSTATE COMMISSION FOR JUVENILES

### Training Education and Public Relations Committee Meeting Minutes July 12, 2018 2:00 p.m. ET

---

#### **Commissioners/Designees in Attendance:**

1. Cathlyn Smith (TN) Chair
2. Pat Pendergast (AL) Designee
3. Agnes Denson (FL) Commissioner
4. Anne Connor (ID) Designee
5. Jeff Cowger (KS) Commissioner
6. Traci Marchand (NC) Commissioner
7. Charles Frieberg (SD) Commissioner
8. Eavey-Monique James (VI) Commissioner
9. Joy Swantz (WI) Commissioner

#### **Voting Members Not in Attendance:**

1. John Davis (MS) Commissioner
2. Mia Pressley (SC) Commissioner

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

1. Kaki Sanford (AL)
2. Ellen Hackenmueller (AK)
3. Daniel Horacek (AZ)
4. Jessica Wald (ND)
5. Dawn Bailey (WA)
6. Maureen Blaha (NRS) Ex Officio

#### **Guests in Attendance:**

1. Tracy Bradley (FL)

#### **ICJ Staff in Attendance:**

1. MaryLee Underwood, Executive Director
  2. Emma Goode, Training and Administrative Specialist
  3. Jenny Adkins, Project Manager
- 

#### **Call to Order**

Chair Smith called the meeting to order at 2:00 p.m. ET.

#### **Roll Call**

Director Underwood called the roll and a quorum was established.

---

## Agenda

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

## Minutes

**T. Marchand (NC) made a motion to approve the meeting minutes from June 14, 2018. J. Swantz (WI) seconded. The motion was approved.**

## Training Education and Public Relations Discussion

### Trainings Update

- Chair Smith report the following updates:
  - The ICJ Training Committee has held approximately 772 participating in the instructor and JIDS trainings via WebEx
  - Two 2-day rules trainings remain before the 2018 Annual Business Meeting
  - The Transfer of Supervision Module #003 is online
  - There have been 11,971 instances to access OnDemand Modules

## Conferences

### **CJJ – Washington DC - June 27-30**

- Chair Smith reported that she and Trudy Gregorie attended the conference and hosted the ICJ booth.
- Chair Smith led a “table talk” session regarding ICJ during the conference.

### **NCJFCJ – Denver CO DC - July 22-25**

- Commission Chair Connor updated that she and Director Underwood will attend the 81<sup>st</sup> Annual National Council of Juvenile and Family Court Judges. They are not presenting, but will work the ICJ exhibit booth.

## Training Resources

### **New Bench Card on Runaways**

- Chair Smith reported that the committee previously approved a new resource: “Bench Card: Return of Runaways, Probation/Parole Absconders, Escapees & Accused Delinquents”.
- The Training Committee viewed the new resource in color print on the screen. The first group to receive the color printed resource will be attendees at the NCJFCJ Denver Conference.

### **Best Practice: Return of a Juvenile Serving a Correctional Sentence in another State**

- Chair Smith displayed the approved resource in color previously approved and now available on the Commission’s website.
- A. Connor (ID) acknowledged the contributions by Dale Dodd (NM), Daryl Liedecke (TX), and Jen Baer (ID) to the drafting of the best practice.

### **Advisory Opinion 02-2018: Return of a Juvenile Serving a Sentence for a New Offense in a Receiving State**

- Chair Smith also shared the advisory opinion to which the best practice is related is now available on the Commission’s website.

## **2018 Annual Business Meeting Training**

### **Scenario Training on Communication**

- Chair Smith updated that the 2018 Annual Business Meeting Training for the scenarios workgroup continues. She requested that the Training Committee members assisting in that area stay on the call at the close of the Training Committee meeting.

### **State Council Toolkit**

- Chair Smith updated that the new resource is being finalized.
- Director Underwood shared the narrative of the new resource and highlighted the four major sections of the state council toolkit:
  1. State Council Requirements and Responsibilities
  2. Appointments and Organization
  3. Leadership and Operations
  4. Sample Documents and Print-Ready Resources
- The narrative presented will be formatted into a new color printed flyer and all will be online on the Commission's website.
- Director Underwood noted the new web-based form for submitting state council annual reports. She noted that states may still submit more detailed reports and supplemental materials. Committee members provided positive feedback to the new form.
- Information regarding how to request training and technical assistance (TTA) is included in the toolkit, as there has been an interest in requesting TTA with state councils. Additional information is included regarding state council training by states and the resources on the website currently online. State examples that were submitted are available on the website. Also included is assistance information regarding state council preparation of meeting notices, agendas, and minutes.
- Lastly, the last two appendices are "tip sheets" that will be printed and published as a resource.
- The new resource will be available online and highlighted and revealed at the annual meeting.
- **A. Connor (ID) made a motion to release the new State Council Toolkit resource at the 2018 Annual Business Meeting. J. Swantz (WI) seconded. The motion passed.**

### **Old Business**

There was no old business.

### **New Business**

- Chair Smith reported that the Executive Committee recommended that the Training Committee review the online and instructor-led trainings regarding Rule 7-104. This task will be completed after the ABM.

### **Adjourn**

- Chair Smith adjourned the meeting at 2:32 p.m. ET without objection.