

## INTERSTATE COMMISSION FOR JUVENILES

### *Training, Education, and Public Relations Committee Meeting Minutes*

April 3, 2025

2:00 p.m. EDT

Via Zoom



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### **Preliminary Business**

#### **Call to Order**

Chair R. Heide (AK) called the meeting to order at 2:02 p.m. EDT.

#### **Roll Call**

Marylee Underwood, Executive Director, called the roll, and a quorum was established.

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

1. Robert Heide (AK), Commissioner, Chair
2. Chanda Leshoure (AL), Designee, Vice Chair
3. Antonio DeJesus (CA), Commissioner
4. Jean Hall (FL), Commissioner
5. Jessica Wald (ND), Designee

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

1. Tracy Cassell (GA)
2. Shirleen Cadiz (HI)
3. Nataly Sevilla (IN)
4. James Maloney (NY)

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

1. Becki Moore (MA), Commissioner
2. Lisa Bjergaard (ND), Commissioner
3. Bridget Webb (SC)
4. Raymundo Gallardo (UT)
5. Nataki Brown, Victims Representative

#### **National Office Staff in Attendance:**

1. MaryLee Underwood, Executive Director
2. Amanee Cabbagestalk, Training and Administrative Specialist
3. Kirsten Wade, Logistics and Administrative Specialist

A. DeJesus (CA) made a motion to approve the agenda as presented. The motion passed.

A. DeJesus (CA) made a motion to approve the minutes of the meeting on March 6, 2025. The motion passed.

### **Unfinished Business**

#### **Review edits to ICJ Resources (*Quick Reference Guide for ICJ Cases, Bench Card on Returns, Bench Card on Transfer of Supervision*)**

- Amanee Cabbagestalk, National Office, presented the *Quick Reference Guide for ICJ Cases* (web version).

- Members discussed the importance of determining the audience for resources and agreed the *Quick Reference Guide for ICJ Cases* was intended for multiple audiences. They also discussed the importance of developing distribution plans for resources.
- Members suggested funding for printed resources should be increased to enable the Commission to provide more copies of printed resources for state ICJ offices to distribute. The topic will be addressed in the next meeting.
- Amanee Cabbagestalk presented a postcard-sized resource distributed to judges at conferences as a sample of a low-cost printed resource. It featured a list of other resources and a QR code for accessing additional information.
- Amanee Cabbagestalk presented proposed edits to the *Quick Reference Guide for ICJ Cases*, and members provided feedback.
- Chair R. Heide (AK) asked members to review the proposed edits to the *Bench Card on Returns* and the *Bench Card on Transfer of Supervision* for the next meeting.

#### New Business

- No new business was discussed.

#### Next Steps

- The next Training Committee meeting was scheduled for Thursday, May 1, 2025, at 2:00 p.m. EDT.

#### Adjourn

Training Committee Chair Heide (AK) adjourned the meeting by acclamation without objection at 3:03 p.m. EDT.