

INTERSTATE COMMISSION FOR JUVENILES

Training Committee Meeting Minutes

February 3, 2022
2:00 p.m. ET
Via Zoom



Voting Members in Attendance:

1. Daryl Liedecke (TX), Commissioner, Vice Chair
2. Patrick Pendergast (AL), Designee
3. Nordia Napier (CT), Designee
4. Roy Yapple (MI), Commissioner
5. Jessica Wald (ND), Designee

Non-Voting Members in Attendance:

1. Chanda Leshoure (AL)
2. Shirleen Cadiz (HI)
3. Holly Kassube (IL)
4. Latoya Oliver (MD)

Members Not in Attendance:

1. Nate Lawson (OH), Commissioner, Chair
2. Tasha Hunt (CT), Commissioner
3. Lisa Bjergaard (ND), Commissioner
4. Tracy Cassell (GA)

Guest:

None

National Office Staff & Legal Counsel in Attendance:

1. Marylee Underwood, Executive Director
2. Emma Goode, Logistics and Administrative Specialist
3. Amanee Cabbagestalk, Training and Administrative Specialist
4. Jenny Adkins, Policies and Operations Specialist
5. Joe Johnson, Project Manager

Call to Order

Vice Chair Liedecke (TX) called the meeting to order at 2:00 p.m. ET.

Roll Call

Director Underwood called the roll and a quorum was established.

Agenda

J. Wald (ND) made a motion to approve the agenda as presented. P. Pendergast (AL) seconded. The motion passed.

Minutes

N. Napier (CT) made a motion to approve the January 6, 2022 meeting minutes as presented. P. Pendergast (AL) seconded. The motion passed.

Discussion

ICJ Training Bulletin: Transportation Identification Form

- Amanee Cabbagestalk updated that she, Nate Lawson, Holly Kassube, Jessica Wald, and Jenny Adkins met in January and drafted the training outline for the upcoming Transportation Identification Form Training. Stacy Sanders, with the Transportation Security Administration (TSA), will also participate for the session.
- The next step is to confirm a date for the session.

2022 Annual Business Meeting (ABM) Update

- Director Underwood provided an update on the 2022 Annual Business Meeting (ABM) planning. With the onset of the new Omicron variant and spikes in COVID, it is important to consider virtual options as plans can change suddenly with COVID. The ICJ National Office and Officers have conducted research and presented costs and COVID precautions suggestions to the Finance and the Executive Committees.
- Director Underwood shared a brief synopsis of options in order of costs that will be considered by the Executive Committee:
 1. Virtual – most cost effective and reaches the largest audience.
 2. In-person 3-day meeting as in the past – within budget without restrictions or live streaming.
 3. In-person meeting with COVID precautions and restructured agenda and attendees limited to 1 per state and ex officio members
 - Live stream only - within budget
 - Hybrid (to allow off-site voting) - additional \$40,000 to the budget
- The Executive Committee will reassess and make a final decision in the spring.
- Director Underwood explained that whatever the decision for the meeting format, three training sessions and a keynote speaker must be determined and preparations initiated. To date, the three sessions were proposed for consideration:
 1. The Ad Hoc Committee for Racial Justice has expressed an interest for one of the training sessions to share their work related to unbiased report writing.
 2. The Technology Committee has mentioned a UNITY training in a scenario format.
 3. Training Committee input is needed for the third training session and a keynote speaker.
- N. Napier (CT) requested the Training Committee review the suggestions from the 2021 ABM Survey before making a suggestion.
- Vice Chair Liedecke (TX) agreed to include on the agenda for the next meeting. The National Office will forward the information from the survey prior to the meeting.

Review of Training and Technical Assistance (TTA) #07-2009

- Vice Chair Liedecke (TX) presented a draft modified ICJ Administrative Policy #07-2009 - Training and Technical Assistance (TTA) for discussion.

- Director Underwood provided an overview of suggested changes to the policy, noting the last update was 2010. In accordance with the policy, all training and technical assistance requests are approved by the Training Committee. The modifications proposed better reflect the Commission's practices relative to requests for various ICJ trainings and include additional suggestions for improvement.
- Director Underwood updated that Jenny Adkins researched the Office Juvenile Justice Delinquency Prevention (OJJDP) TTA Handbook for information and guidance. The draft policy incorporates some of the findings modified to better suit the Commission, such as categorizing the training into three levels:
 1. Universal – The dissemination of information or resources that are widely available to the general public.
 2. Targeted – The dissemination of information or resources for a specific purpose and audience that may require committee review or resource development.
 3. Tailored – The customized dissemination of information or resources for a specific purpose and audience that requires committee approval and resource development.

II. Policy

- The Training Committee discussed the question of how to address training requests for professional organizations.
- H. Kassube (IL) suggested outside organizations should request training through the state Compact office in which they are based.
- R. Yapple (MI) suggested that all ICJ Administrative Policies be written to address internal operations, rather than trying to also address outside audiences. When an outside organization requests ICJ Training, it is an indicator they are aware of the ICJ and their organization has its own training specifications.
- Director Underwood added that national organizations, such as APPA and NCJFCJ, often reach out to ICJ generally by issuing a “call for presenters” or “call for proposals.” If policies are primarily for internal application, the TTA Policy would not apply.

Section IV. Procedures C

- R. Yapple (MI) noted that the term “full-time designee” is used, but the term is not understood by many. Vice Chair Liedecke (TX) suggested the prefix “*full-time*” could be removed.
- R. Yapple (MI) asked whether the Mentor-Mentee training assistance fits into the policy. Director Underwood updated that it is a separate program apart from the Training and Technical Assistance (TTA). There is a specific policy governing the [Mentoring Program](#).
- Due to time, Vice Chair Liedecke (TX) suggested the committee continue their review of the draft policy at the next meeting. Members should provide any suggestions to the ICJ National Office prior to the meeting.
- **R. Yapple (MI) made a motion to table the discussion for further review until the next meeting. N. Napier (CT) seconded. The motion passed.**

Old Business

ICJ in Action Work Team Update

- Amanee Cabbagestalk updated that the team has met and determined a plan of action for collaboration to complete tasks.
- The goal is to reveal the new series of courses prior to the 2022 Annual Business Meeting.

New Business

There was no new business.

Adjourn

- **R. Yapple (MI) made a motion to adjourn. P. Pendergast (AL) seconded. The motion passed without objection at 2:49 p.m. ET.**
- The next meeting is March 3, 2022 @ 2:00 p.m. ET.