

INTERSTATE COMMISSION FOR JUVENILES

Training Committee Meeting Minutes

January 6, 2022
2:00 p.m. ET
Via Zoom



Voting Members in Attendance:

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

Non-Voting Members in Attendance:

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

Members Not in Attendance:

1. Tasha Hunt (CT), Commissioner
2. Lisa Bjergaard (ND), Commissioner

Guest:

1. Stacey Sanders, Transportation Security Administration (TSA)

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

Chair Lawson (OH) 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. D. Liedecke (TX) seconded. The motion passed.

Minutes

R. Yapple (MI) made a motion to approve the December 2, 2021 meeting minutes as presented. J. Wald (ND) seconded. The motion passed.

Discussion

ICJ Training Bulletin: Transportation Identification Form

- Chair N. Lawson (OH) opened the floor for discussion of a training plan regarding the ICJ Transportation Identification Form. The new form and related bulletin were developed and approved by the Technology Committee last fiscal year.
- Director Underwood reported that the form and bulletin were developed in collaboration with Stacey Standers (TSA) and several Technology Committee meetings. The work began after the 2019 Annual Business Meeting when Ms. Sanders participated as a panelist on the training session, Airport Jeopardy: Real ID, Surveillance, and Returns.
- Stacey Sanders (TSA) complimented the Commission for their endeavors to develop the form and training bulletins. She believes they will serve as helpful training tools and offered her assistance moving forward with the implementation.
- J. Wald (ND) questioned whether the form is necessary, since juveniles are often escorted by law enforcement officials. Stacey Saunders (TSA) agreed to verify exemptions, noting there may be an exemption for law enforcement who can attest to the identification.
- Chair Lawson (OH) asked about the additional time involved for the secondary verification. Stacey Saunders (TSA) estimated an additional 15-20 minutes might be required.
- N. Napier (CT) asked if state Compact staff should be providing additional training with their local airport personnel.
- R. Yapple (MI) commented that in numerous cases, no one travels with the youth; however, the youth is escorted to the airport, checked in, and then escorted through security.
- Chair Lawson (OH) noted the intent of the form is to serve as a substitute form of identification for the process, and would suffice as an alternate identification source.
- Stacey Sanders (TSA) noted that the form was developed as a mechanism to streamline procedures and increase consistency for ICJ travelers. She noted that youth traveling under the Compact may not have other valid identification options. Admittedly, there will be a trial-and-error period and there may be times it may not work. She clarified that the email address linked in the form goes directly to her and she will disburse the information accordingly.
- Chair Lawson (OH) opened the floor for discussion of the best method of training. In the December meeting, the Training Committee agreed the training should include a live demonstration, which would be recorded and made available via the Talent LMS platform and discussed educating the TSA about ICJ.
- P. Pendergast (AL) suggested the training for ICJ staff should include a requirement that forms be emailed during normal working hours, to help with the distribution process.
- D. Liedecke (TX) commented it would be beneficial for the TSA to be familiar with the work of ICJ. T. Cassell (GA) suggested a bulleted handout for airline staff to accompany the juvenile. Director Underwood noted that a bulletin has been

developed and suggested adding a blurb explaining that juveniles traveling alone are often non-delinquent runaways.

- S. Sanders commented that TSA staff see a wide variety of persons at the check points and do not speculate as to why the traveler is supplying a particular ID or being escorted. Their role is to check the identification and verify from the information provided. The intent of the form is to qualify as a means of identification for the process and would suffice as an alternate form of identification. It might help for TSA to know when they see this form that these travelers fall under a particular category. She questioned how many states restrict photos. Director Underwood, with the assistance of the Training Committee members, quickly estimated approximately ten percent.
- Chair Lawson, J. Wald (ND), H. Kassube (IL), and Stacey Sanders (TSA) agreed to develop the training. Amanee Cabbagestalk will contact the volunteers to set up a meeting with a goal to have the training completed by March 1, 2022.
- Director Underwood noted that the National Office will work on educational materials for the TSA and share with the sub-committee developing the training.

2022 Virtual Engagement/Live Streaming Recommendation

- Chair Lawson (OH) opened the floor for discussion of the 2022 Annual Business Meeting (ABM) virtual training options. Director Underwood updated that the budget is under review, adding that the Finance and Executive Committees are also discussing the best options for the 2022 ABM.
- Director Underwood updated that engaging an outside vendor for a hybrid meeting is not an option due to costs. She reported that Emma Goode and Jenny Adkins discussed options with the audio visual (AV) staff at the hotel in Vermont. The most feasible option appears to be live streaming the events with the assistance of the hotel AV staff and their equipment, with the ICJ National Office staff hosting the events live via the ICJ Zoom account while working the meeting live to keep the costs down.
- Chair Lawson (OH) noted that P. Pendergast (AL) previously shared that online participation was poor when the live stream was conducted a few years ago. P. Pendergast (AL) suggested recording the event and providing the content later online as a cost savings measure. He also noted that live streaming would result in a significant increase to the ICJ National Office's work load.
- Director Underwood clarified that posting recordings (rather than live streaming) does not reduce the costs significantly, as the primary costs are incurred for onsite AV staff, camera, and microphones.
- Chair Lawson (OH) suggested a survey could be conducted to determine the interest for live streaming. R. Yapple (MI) cautioned that conducting a survey could increase interest and suggested continuing to explore fiscally sound options.
- H. Kassube (IL) commented that whether or not live streaming is an option for 2022, she encouraged leadership to continue the discussion of offering the content for Compact staff who do not attend.
- R. Yapple (MI) suggested a new type of training whereby the Training Committee would develop a professional document and conduct a session about 30 days after the Annual Business Meeting to share the high points and hot topics shared that surfaced during the ABM.
- Chair Lawson (OH) indicated he will retain 2022 ABM on the agenda for future discussion and await to hear recommendations from the Finance and Executive Committees.

Review of Resource Updates Due to Rule Amendments

- Chair Lawson (OH) presented three ICJ training resources with updates for review and approval. The updates are necessary due to the rule amendments going into effect March 1, 2022:
 1. *Best Practice Bail Bond Adult Charges*
 - The Training Committee agreed with the updated revision presented due to the amendment of Rule 7-104(4).
 2. *Best Practice Intrastate Relocations*
 - The Training Committee agreed with the updated revisions presented due to the amendment of Rule 5-101(4) and (5).
 - However, they discussed the proposed new paragraph added to the first page for clarity. J. Johnson clarified that a change of address is its own event in UNITY.
 - H. Kassube (IL) suggested to clarify the report referenced is the Quarterly Progress Report. The Training Committee agreed. H. Kassube (IL) added that most of the time when a juvenile relocates to a new residence in the receiving state providing supervision, the sending state is notified and a new home evaluation is not necessarily performed unless the sending state request and there are no new timers reset in UNITY when one is provided.
 - The discussion led to the reorganization of the last two paragraphs for clarity of what is required by the receiving and sending states.
 - The Training Committee agree to the entire amended best practice.
 3. *ICJ Bench Card: Transfer of Supervision*
 - The Training Committee agreed with the updated revision presented due to the amendment of Rule 5-101.
- **R. Yaple (MI) made a motion to approve the changes to the "ICJ Best Practice: Bail Bond Adult Charges," as presented; the "ICJ Best Practice Intrastate Relocations," as amended; and the "ICJ Bench Card Transfer of Supervision," as presented. P. Pendergast (AL) seconded. The motion passed.**

New UNITY Spotlight

- Director Underwood presented concepts for a new e-publication series, called "UNITY Spotlight." She noted that the Commission previously published a "JIDS Spotlight," which members have suggested be revitalized. The National Office staff have discussed the resource and request input in the following areas:
 - Plan for distribution: Recipients would be UNITY users. The UNITY Spotlight would be emailed via UNITY.
 - Frequency: The Training Committee discussed and agreed with a one per month frequency.
 - Topic suggestions: Topics will vary each month depending on the pulse of the UNITY users.
 - Layout: Two draft layouts were presented. The members liked parts of both. N. Napier (CT) suggested using elements of both. R. Yaple (MI) suggested that the Spotlight also link to topic-related UNITY courses in the ICJ Talent LMS.

- The Training Committee declined to decide between the two formats, leaving the final decision to the National Office. Members expressed that they look forward to receiving the new resource.
- Director Underwood asked that additional suggestions and topics be emailed to Amanee Cabbagestalk.

Old Business

Report from the ICJ in Action Work Teams

Chair Lawson (OH) reported that the ICJ in Action Course Work Team met in December and devised a plan going forward. The team subdivided into smaller specific-topic teams and plan to meet again January 27.

New Business

ICJ Personnel Changes Form

N. Napier (CT) noted Connecticut has a new staff person onboarding and thanked Emma Goode for her assistance. In completing the online form, "ICJ Personnel Changes" she noted that the links are correct; however, the document referenced "JIDS". The ICJ National Office will make the correction and encouraged the form be submitted in full to the icjadmin@jvuenilecompact.org email address for staff to address according to their role.

State Council Reports

Director Underwood reminded everyone that the 2021 State Council Reports are due to the National Office by January 31, 2022.

Adjourn

D. Liedecke (TX) made a motion to adjourn. N. Napier (CT) seconded. The motion passed without objection at 3:41 p.m. ET.