

# INTERSTATE COMMISSION FOR JUVENILES

## *Training Committee Meeting Minutes*

March 2, 2023  
2:00 p.m. ET  
Via Zoom



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### **Voting Members in Attendance:**

1. Corrie Copeland (TN), Commissioner, Chair
2. Natalie Dalton (VA), Commissioner, Vice Chair
3. Pat Pendergast (AL), Designee
4. Nordia Napier (CT), Designee
5. Jessica Wald (ND), Designee

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

1. Chanda Leshoure (AL)
2. Tracy Cassell (GA)
3. Latoya Oliver (MD)
4. Shyra Bland (NJ)
5. Rachel Johnson (NC)
6. Daryl Liedecke (TX)
7. Raymundo Gallardo (UT)

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

1. Robert Heide (AK), Commissioner
2. Holly Kassube (IL)
3. Stephen Horton (NC), Commissioner
4. Mason Harrington (SC)
5. Jedd Pelander (WA), Commissioner
6. Dawn Bailey (WA), Designee

### **Guest:**

1. N. Belli (OR), Commissioner and Commission Chair

### **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, Operations and Policy Specialist
5. Joe Johnson, Systems Project Manager

### **Call to Order**

Chair Copeland (TN) called the meeting to order at 2:00 p.m. ET.

### **Roll Call**

- Director Underwood called the roll and acknowledged a quorum was established.
- Chair Belli thanked the Training Committee for the opportunity to attend the meeting to hear the Training Committee's work and training plans this year.

## Agenda

**N. Dalton (VA) made a motion to approve the agenda as presented. P. Pendergast (AL) seconded. The motion passed.**

## Minutes

**P. Pendergast (AL) made a motion to approve the February 2, 2023, meeting minutes as presented. J. Wald (ND) seconded. The motion passed.**

## Discussion

### **Wednesday Workshop Preparation**

- Chair Copeland (TN) reported that she, Vice Chair Dalton (VA), J. Wald (ND), and Chanda Leshoure (AL) met with the National Office in preparation for the March 29 Workshop Training.

### Training Outline

- Chair Copeland (TN) shared a training outline template for all Wednesday Workshop trainings to follow in the coming months and opened the floor for suggestions.
- The Training Committee reviewed and agreed with the outline as presented noting that the learning objections may vary depending on the workshop training subject.
- Chair Copeland announced that a group meeting will be conducted in March with all potential trainers to discuss topics, training, audience, and outline. As each month's Workshop event draws near, a meeting will be conducted with the trainers to review their topic-specific sessions.

### Calendar

- Chair Copeland (TN) shared a draft Wednesday Workshop Training Calendar with dates and topics proposed for March – September 2024. J. Wald (ND) suggested adding a slot the last week of November, 2023, should a session be necessary after the Annual Business Meeting (ABM).

### Advertising

- Chair Copeland (TN) announced that A. Cabbagestalk sent an email prior to the meeting to the Commission announcing the new live-training ICJ Wednesday Workshops.
- The information is included in the monthly ICJ Updates as well as a ICJ.TalentLMS banner.
- Chair Copeland opened the floor for additional ideas on how to engage field staff to attend the monthly workshops.
  - S. Bland (NJ) updated that she was initially reluctant to share the workshop trainings with field staff; however, has decided to use Ms. Cabbagestalk's email as a template to invite field officers with ICJ experience and follow up with them.
  - J. Wald (ND) suggested sending a follow-up email to attendees to provide an opportunity for input and questions about the session, as well as a note on how the process is accomplished in her specific state. In North Dakota, she asks supervisors to encourage their field staff to attend and sometimes provides ICJ pens as an incentive. She also suggested a catchy subject line in the email rather a generic subject such as "ICJ Workshop Training."

- Chair Copeland shared that she plans to personally call staff in the larger urban areas and follow up with an email; and will include the Workshop registration in the agency newsletter.

### Evaluation Plan

- A. Cabbagestalk updated that the session evaluation will occur via a link in the Zoom chat during the session. Earlier this year, all regions completed an ABM Training Topics Poll during their meetings which proved very successful.
- Several suggestions were made about emailing the survey link after the meeting and providing proof of completion. The consensus was to provide the evaluation link during the workshop and announce that persons in attendance completing the survey will receive a certificate of completion.

### Case Scenarios

- A. Cabbagestalk asked, on behalf of the March 29 trainers, that members email her ([acabbagestalk@juvenilecompact.org](mailto:acabbagestalk@juvenilecompact.org)) sample home evaluation scenarios.
- The trainers plan to incorporate the scenarios into the training. Submitters should not include names of states in the example, but should include associated ICJ Rules and the case outcome.

### **2023 Annual Business Meeting Planning**

- Chair Copeland (TN) presented a draft agenda for the 2023 Annual Business Meeting, which the Training Committee previously discussed and amended to include the training suggestions.
- **N. Dalton (VA) made a motion to recommend the proposed draft 2023 Annual Business Meeting Agenda to the Executive Committee as presented for approval. N. Napier (CT) seconded the motion. The motion passed.**

### Keynote Speaker

- Vice Chair Dalton (VA) provided an update of a recent meeting of the Training Committee Chairs, National Office Staff, and suggested keynote speaker Dr. LaMarr Darnell Shields. Dr. Shields was engaging, experienced, and appears to understand the Commission's expectations for the keynote address. Vice Chair Dalton (VA) shared his website address (<https://drlamarrdarnellshields.com/bio/>) should members wish to learn more about him.

### Youth Involvement

- The recommended agenda includes two potential opportunities for youth involvement. Should members have any suggestions, please forward the information to [acabbagestalk@juvenilecompact.org](mailto:acabbagestalk@juvenilecompact.org) and/or bring ideas to the next meeting. Ideas suggested to date are to display artwork by youth and include poetry readings by youth.

### Training Development Work Team

- Vice Chair Dalton (VA) requested volunteers for two work teams to prepare for the two training topics. The work teams would find presenters (who can be outside of the Training Committee members), develop content, format, and provide presentation recommendations. Vice Chair Dalton opened the floor for volunteers:

#### **1. Effective Strategies for Training Locals**

- Jessica Wald (ND), Shyra Bland (NJ), and Nordia Napier (CT) volunteered to work with Holly Kassube (IL), who volunteered prior to the meeting.

## 2. **Child Welfare Panel Discussion**

- R. Gallardo (UT) identified potential presenters in Utah which included the Utah Attorney General's office.
- Director Underwood updated the West Region has been discussing a potential best practice. The West Region made a recommendation to the Executive Committee which was approved. The recommendation is to initiate a dialogue with the Federal Administration for Children and Families to discuss how to ensure reports of abuse and/or neglect are not screened out. This dialogue may lead to assistance on the topic and possibly panelists.
- D. Liedecke (TX) and R. Gallardo (UT) volunteered.

### Video Montage: What's Your Why?

- Vice Chair Dalton (VA) updated that members of both the Executive and Rules Committees were asked to prepare a 1–2-minute video of "What's your Why" during their face-to-face meetings in Lexington, Kentucky.
- The Training Committee members are also encouraged to submit a short video.
- Amanee Cabbagestalk will collect all the videos which will be shared during the 2023 Annual Business Meeting as a compliment to the keynote speaker's presentation. Previously submitted videos can be used or a new video may be submitted.

### ICJ Bench Book for Judges and Court Personnel

- Chair Copeland reported the updated revised ICJ Bench Book for Judges and Court Personnel will be available soon. The Training Committee is asked to develop a distribution plan of the updated online resource.
- Director Underwood provided a highlight of the significant changes. The revised Bench Book incorporates more information from the ICJ Advisory Opinions and Legal White Papers. Additionally, all appendices will be provided as links rather than including the actual documents.
- Chair Copeland (TN) commented that Tennessee will forward to the Administrative Offices of the Courts and encourage them to send to judges and district attorneys and any other key legal staff.
- N. Napier (CT) suggested states email the link to the state attorney/prosecutors and the public defenders offices.
- Director Underwood asked that ideas be emailed to A. Cabbagestalk and noted that a distribution plan should be ready to share in the region's April meetings.
- Chair Copeland (TN) tabled the final distribution plan discussion to the April 6 meeting.

## **Old Business**

### **UNITY Spotlight Article**

- Vice Chair Dalton (VA) updated that she is collaborating with Technology Committee Vice Chair R. Curtis (ME) and the UNITY Spotlight article on Travel Permits will be completed soon.

### **Workflow Diagram Team Update**

- Vice Chair Dalton updated that the UNITY Workflow Diagram Team met February 27, 2023. A work plan was developed for the next six months and beyond.
- Beginning in March, the Workflow Diagram Team will meet monthly to develop a foundational guide for creating workflow diagrams with an example for now and future generations.

### **New Business**

#### **Regional Ambassadors**

- Amanee Cabbagestalk updated that a “Regional Training Committee Ambassador” for each region is requested. The role of the ambassador is to provide updates about the Training Committee’s activities during their respective region meetings.
- Interested Training Committee members should contact Amanee after the meeting.

### **WEBSITE RESOURCES**

- Director Underwood shared a newly developed Website Resources document. The new document is a resource which categorizes and organizes all the ICJ Resources.
- The Training Committee has discussed in previous meetings the desire to assist persons to navigate the many training resources available to them.
- The document presented was recently shared in the ICJ Updates and is presented to the Training Committee for additional feedback, as the next step is to develop a webpage from the document’s content.
- The Training Committee had no additional comments or suggestions to the resource.

### **Adjourn**

- The next meeting is April 6, 2023.
- **N. Dalton (VA) made a motion to adjourn. Chair Copeland adjourned the meeting by acclamation without objection at 3:10 p.m. ET.**