

# INTERSTATE COMMISSION FOR JUVENILES

## *Training Committee Meeting Minutes*

April 6, 2023  
2:00 p.m. ET  
Via Zoom



---

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

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

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

1. Chanda Leshoure (AL)
2. Tracy Cassell (GA)
3. Holly Kassube (IL)
4. Rachel Johnson (NC)
5. Mason Harrington (SC)
6. Daryl Liedেকে (TX)
7. Raymundo Gallardo (UT)

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

1. Tasha Hunt (CT), Commissioner
2. Nordia Napier (CT), Designee
3. Stephen Horton (NC), Commissioner
4. Lisa Bjergaard (ND), Commissioner
5. Jedd Pelander (WA), Commissioner
6. Dawn Bailey (WA), Designee
7. Latoya Oliver (MD)
8. Shyra Bland (NJ)

### **Guests:**

1. Sherri Springate (KY)
2. Kimberly Foster (MD)

### **National Office Staff & Legal Counsel in Attendance:**

1. MaryLee Underwood, Executive Director
2. Amanee Cabbagestalk, Training and Administrative Specialist
3. Joe Johnson, Systems Project Manager

### **Call to Order**

Chair Copeland (TN) called the meeting to order at 2:02 p.m. ET.

### **Roll Call**

Director Underwood called the roll and acknowledged a quorum was established.

## **Agenda**

**N. Dalton (VA) made a motion to approve the agenda as presented. J. Wald (ND) seconded. The motion passed.**

## **Minutes**

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

## **Discussion**

### **Wednesday Workshop Update**

#### March 29th Session on Home Evaluations

- Chair Copeland (TN) reported on the excellent turnout for the first Wednesday Workshop training session on March 29, 2023. She expressed her appreciation to the trainers, J. Wald (ND) and Chanda Leshoure (AL), and the Training Committee for ensuring local staff were in attendance.
- Chair Copeland (TN) explained that the Zoom subscription had 100-person cap. Director Underwood reported that the National Office has since purchased an add-on to the Zoom subscription to host larger meetings of up to 500 persons.
- J. Wald (ND) recognized and shared her appreciation to Amanee Cabbagestalk, Training and Administrative Specialist, for her assistance in preparing the training materials.

#### Survey Results

- A. Cabbagestalk reported a total of 71 of 158 total participants completed the survey which included 22 states. Below is a summary of the responses:
  - Statistics:
    - 60.7% Field Officers
    - 21.4% ICJ Compact Office Staff
    - 17.9% Other
    - 67.9% said the content was relevant and helpful for their job duties
    - 80.4% said the workshop's title and description were easy to comprehend
    - 53.6% did not complete the Home Evaluation LMS course prior to attending
    - Majority were very satisfied with quality of content, sequence and flow, and duration
    - Majority are very likely to recommend this series to a colleague
  - Comments:
    - Liked the pace
    - Easy to follow
    - UNITY overview was nice
    - Good refresher for new and seasoned staff
    - Trainers were well-versed and very thorough
    - Asked to have Power Point presentation provided via email so staff can follow along and take notes (It is available on the website under training materials)

- Based on questions from the field, they have more targeted info to provide locals
- Suggestions for Improvement:
  - Ask individuals that supervise the juveniles to give their points of view
  - Provide more time for questions

## **ICJ Bench Book for Judges and Court Personnel**

### Distribution Plan

- Chair Copeland (TN) reviewed plans for the distribution of the recently released revision of the ICJ Bench Book for Judges and Court Personnel. She asked members for additional ideas for distribution. She updated that thumb drives are available as an option for distribution.
- J. Wald (ND) commented that she will share the link with the North Dakota State Council at their upcoming meeting.

## **2023 Annual Business Meeting Planning**

### Youth Involvement

- Chair Copeland (TN) thanked R. Gallardo (UT) for his assistance as the host state.
- R. Gallardo (UT) updated that he has been in touch with the state parole agency and that they may be able to provide assistance with youth involvement. Additionally, he is working with the child welfare agency to participate as a panelist on the “Collaborating with Child Welfare Agencies” training session.
- Chair Copeland (TN) added that during the Executive Committee Meeting in Lexington in March, J. Rader (NE) and J. Hawkins (MO) mentioned that they too may have ideas for youth involvement. Others who have ideas should notify her and/or the National Office.

### Training Session Work Teams

- Chair Copeland (TN) updated that the Training Committee May 4 Meeting will be cancelled. Instead, the Annual Business Meeting work teams will meet at that time and date to develop trainings. Work team volunteers will receive a separate email invitation and meeting link.

### Video Montage Submissions: What’s your “why?”

- Chair Copeland (TN) reminded committee members to submit their videos for the “What’s your ‘why?’” montage.
- A. Cabbagestalk noted that, to date, four submissions have been received.

## **Old Business**

### Regional Ambassadors

- Chair Copeland shared the names of members who volunteered to serve as “Regional Training Committee Ambassadors.” The role of the Training Committee Ambassador is to provide updates about the Training Committee’s activities during their respective region meetings.
  - East: N. Napier (CT) and S. Bland (NJ)
  - Midwest: J. Wald (ND)

- South: C. Copeland (TN)
  - West: R. Gallardo (UT)
- Director Underwood updated that the regional representatives met in March and agreed to move to a new regional meeting agenda format in April.

## **New Business**

### In-State Training

- Director Underwood asked if any committee members have recently presented in-state trainings. Members shared the following:
  - Chair Copeland (TN) stated that she presented a training about human trafficking and undocumented youth. She also added that she and N. Dalton (VA) will present a joint training to U.S. Marshals in their region.
  - J. Wald (ND) commented that she will be presenting training for non-secure detention/housing sites.
  - H. Kassube (IL) presented a multidisciplinary training about ICJ for judges, probation, detention officers, and parent attorneys. There were 160 attendees.
  - Guest Kimberly Foster (MD) added that Commissioner Jones (MD) has been presenting training to judges.
- Director Underwood shared and reminded members to complete the online [form](#) for all in-state training.

### Returns Wednesday Workshop Training

- A. Cabbagestalk questioned whether the Voluntary and Non-Voluntary Returns Wednesday Workshop training session should be presented in one or two sessions, as there is much information to be covered. Chair Copeland (TN) agreed noting the large number of unique return scenarios. M. Harrington (SC) added that the topic will also prompt a lot of conversation. T. Cassell (GA) supported staying close to the rules and keeping it simple rather than trying to cover so many potential returns scenarios. N. Dalton (VA) and R. Johnson (NC) agreed. A. Cabbagestalk presented the draft monthly workshop calendar. The Training Committee discussed the draft Wednesday Workshop calendar by month and topic as presented and agreed to amend as follows:
  - April – Quarterly Progress Reports
  - May – Violation Reports
  - June-August – UNITY Enhancements
  - September – No session (ABM)
  - October – Voluntary and Non-Voluntary Returns
  - November – Returns (UNITY Demonstration)
  - December – No Session (Holiday Break)
  - January – Case Closures/Absconders
  - February-April – Rule Amendment Trainings
- A. Cabbagestalk will collaborate with the work team to develop content for the Returns course, which will be used for both the Wednesday Workshop live training session and a new on-demand course to be posted on ICJ.TalentLMS.

## **Adjourn**

- **N. Dalton (VA) made a motion to adjourn. Chair Copeland adjourned the meeting by acclamation without objection at 2:59 p.m. ET.**