

# **INTERSTATE COMMISSION FOR JUVENILES**

## ***Training Committee Meeting Minutes***

August 4, 2022  
2:00 p.m. ET  
Via Zoom



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

1. Daryl Liedেকে (TX), Commissioner, Vice Chair
2. Nordia Napier (CT), Designee
3. 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)
6. Bridget Webb (SC)

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

1. Nate Lawson (OH), Commissioner, Chair
2. Patrick Pendergast (AL), Designee
3. Tasha Hunt (CT), Commissioner
4. Lisa Bjergaard (ND), Commissioner

### **Guest:**

None

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

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

### **Call to Order**

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

### **Roll Call**

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

### **Agenda**

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

### **Minutes**

**J. Wald (ND) made a motion to approve the June 2, 2022 meeting minutes as presented. N. Napier (CT) seconded. The motion passed.**

### **Discussion**

## 2022 Annual Business Meeting Human Trafficking Panel

- Vice Chair Liedecke (TX) updated the Human Trafficking Panelists for the 2022 ABM training session have been identified. The panel will consist of one member from each of the four regions. Victims Representative Nataki Brown will be the moderator and Director Underwood assist her with the preparations.
- Vice Chair Liedecke (TX) updated that Amanee Cabbagestalk will arrange a preparation meeting with the panelists and requested input from the members for potential human trafficking topics and/or questions for the panel.
- Director Underwood suggested that panelists share information about anti-trafficking activities and collaborations being used to start the discussion.
- J. Wald (ND), panelist representing the Midwest Region, plans to discuss the importance of ICJ offices screening each ICJ juvenile in their state to determine if human trafficking is involved, and using the human trafficking field in UNITY.
- Director Underwood updated that an additional panelist could be added as a result of a connection made by Trissie Casanova (VT). At Ms. Casanova's recommendation, the National Office recently met with two staff from the U.S. Marshals Service, Missing Child Unit. Both employees registered to attend the ABM to learn more about the ICJ and build collaborations with the Commission. Director Underwood presented three options for consideration:
  1. Add an additional panelist;
  2. Shorten the panel discussion time to allow time to share about their work; or
  3. Neither.
- J. Wald (ND) supported involvement by the Missing Child Unit. N. Napier (CT) supported hearing the new information and cautioned that the new information should not overshadow the human trafficking topic by the panel.
- **J. Wald (ND) made a motion to designate 30 minutes of the human trafficking session to the U.S. Marshall Service, Missing Child Unit. N. Napier (CT) seconded. The motion passed.**
- The Training Committee considered titles for the Human Trafficking Panel Session. A determination will be made by the panelists.

## Old Business

### ICJ in Action LMS Courses

- Amanee Cabbagestalk, National Office Staff, updated that "ICJ in Action" LMS courses will soon be complete and ready to post.
- She expressed her appreciation to the work team for their hard work to develop the new courses.

### Executive Committee Update on Best Practices

- Vice Chair Liedecke (TX) updated that the Executive Committee approved two Best Practices recommended by the Training Committee and are now available on the Commission's website.
  - **"Best Practice: Transfer of Supervision: Communication Guidelines for Local Authorities with Juvenile/Family Members."** This best practice originated in the South Region to provide guidance and assistance regarding communication with juveniles transferred for supervision.

- **“Best Practice: Direct Entry of Data into UNITY Data Fields.”** This best practice was recommended by the Information Technology Committee, with modifications suggested by the Executive Committee.
- Director Underwood updated that the modification was deleting: “the failure to directly enter data presented a safety risk to juveniles and communities.” The Executive Committee considered the wording too strong and approved the best practice once the phrase was removed.
- Vice Chair Liedecke (TX) asked for input on how to promote and share the approved best practices with the full Commission in addition to the website, emails, and newsletter.
- One suggestion was to request that all region representatives include in their region meetings. Vice Chair Liedecke (TX) noted they are typically included, however could be looked at closer.
- J. Wald (ND) noted she finds them in the monthly ICJ Updates and suggested that all Compact staff subscribe to the monthly publication.
- Adding information to the “News” section in UNITY was a suggestion. Joe Johnson agreed to work on it.
- J. Wald (ND) reported that she emails them direct to local partners and adds them to the agenda of her state’s ICJ State Council meetings.
- H. Kassube (IL) suggested spotlighting in the monthly “ICJ Updates” framed in a way that deputy compact administrators (DCAs) can use the information.
- Director Underwood acknowledged the suggestions and asked members to send any other ideas to the National Office.

## **New Business**

### **Council for Juvenile Justice Administrators Webinar**

- Director Underwood updated that the Council for Juvenile Justice Administrators (CJJA), an ex officio member, asked the Commission to participate in a webinar September 20, 2022. She provided a training for CJJA directors prior to COVID and now CJJA has requested an additional session.
- Director Underwood agreed to present the workshop and requested input from the Training Committee for content and ideas and a couple members to assist in the development of the materials. Holly Kassube (IL), Jessica Wald (ND), and Chanda Leshoure (AL) agreed to assist.

### **2022 ABM Planning**

- Director Underwood updated on the decisions regarding COVID precautions: various items provided to all attendees in a SWAG bag; COVID tests will be available; and members are encouraged test prior to travel. Due to airline cost increases, those traveling by air should purchase tickets soon.
- This will be the first year to provide the “ABM Docket Book” electronically and attendees should plan accordingly.

## **Adjourn**

- **N. Napier (CT) made a motion to adjourn. J. Wald (ND) seconded. The motion passed without objection at 2:59 p.m. ET.**