

INTERSTATE COMMISSION FOR JUVENILES

Training Committee Meeting Minutes

June 3, 2021
2:00 p.m. ET
Via WebEx



Voting Members in Attendance:

1. Felicia Dauway (SC), Commissioner, Chair
2. Summer Foxworth (CO), Commissioner, Vice Chair
3. Howard Wykes (AZ), Designee
4. Sherry Jones (MD), Commissioner
5. Roy Yapple (MI), Commissioner
6. Jessica Wald (ND), Designee

Non-Voting Members in Attendance:

1. Nordia Napier (CT)
2. Holly Kassube (IL)
3. Latoya Oliver (MD)
4. Rebecca Hillestead (MN)

Members Not in Attendance:

1. Patrick Pendergast (AL), Designee
2. Jeff Hood (AZ), Commissioner
3. Lisa Bjergaard (ND), Commissioner
4. JoAnn Niksa (RI)
5. Mason Harrington (SC)
6. Tiffany Howard (SC)
7. Dawn Bailey (WA)
8. Chris Newlin (NCAC Ex Officio)

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

Call to Order

Chair Dauway 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 amended. S. Foxworth (CO) seconded. The motion passed.

Minutes

R. Yaple (MI) made a motion to approve the March 25, 2021, meeting minutes as presented. S. Foxworth (CO) seconded. The motion passed.

Discussion

UNITY Post-Rollout Training

- Chair Dauway applauded the UNITY training provided during a recent live-session by Holly Kassube (IL), Jessica Wald (ND), and Roy Yaple (MI).
- Chair Dauway updated that there have been requests for post-UNITY model-specific sessions and opened the floor for discussion.
- The Training Committee discussed the Model 1, 2, and 3 type of training and whether a Model 2 was necessary, as it is a blend of 1 and 3. S. Jones (MD) supported offering a Model 2 session, and agreed Maryland could lead.
- Members volunteered to lead sessions, as outlined below:
 - Model 1: Jessica Wald (ND) and Holly Kassube (IL)
 - Model 2: Sherry Jones (MD) and Latoya Oliver (MD)
 - Model 3: Felicia Dauway (SC) and Nordia Napier (CT)
- Director Underwood noted that Anne Connor, Chair of the Technology Committee, suggested that Technology Committee Members may be available to help.
- Amanee Cabbagestalk will contact the volunteers regarding preparations for the UNITY training sessions.
- S. Foxworth (CO) inquired as to how UNITY was going for states.
 - N. Napier (CT) shared that it was going well. She noted that the UNITY Q Questions & Answer/support sessions lead by the National Office were timely and helpful.
 - J. Wald (ND) shared she did a lot of preparation work on the front end and implemented criteria, such as locking out users who had not completed the on-demand training modules. Additionally, she is providing weekly “office hours” via Zoom for UNITY users to ask questions. The sessions have been well received and those attending are finding success in UNITY.
 - S. Jones (MD) shared Maryland hosted a “Q&A session” after rollout which provided an opportunity to share and resolve issues. As a Model 2 state, one common issue is that supervisors not “double clicking” to move the case forward.
- R. Yaple (MI) asked “What is the UNITY Training Plan for the next six months for future UNITY training and courses beyond course #U-117 and the future ICJ in Action courses, is there an overall planning timeline for training over the next six months?” Chair Dauway replied that at this time the focus is assisting users to be comfortable with the new data system.
- Director Underwood added that now is a good time to develop training plans and establish a training timeline, as the ICJ National Office Staff are completing the last of the planned UNITY courses.
- Nordia Napier suggested that a survey could be used to find out more about state’s training needs. Director Underwood added that the Technology Committee is planning to issue a survey.
- The Training Committee brainstormed ideas for a survey. Director Underwood captured the conversation and drafted potential questions.

- Chair Dauway cautioned that people are less likely to complete surveys if they are too long and they receive too many. J. Wald (ND) suggested conducting one survey, with questions differentiated based on role.
- The Training Committee Chairs agreed to work with the ICJ National Office outside of the meeting to develop a survey from the information shared during the meeting.

2021 Annual Business Meeting Preparation

- Chair Dauway deferred the topic to the next meeting in the interest of time.

Old Business

ICJ in Action/CORE Courses

Chair Dauway commented that the original plan was to resume the ICJ in Action courses after UNITY rollout. However, due to the post-UNITY training requests and the live-sessions it may be better to defer to the next year. The topic was tabled until the next meeting.

New Business

There was no new business.

Adjourn

S. Foxworth (CO) made a motion to adjourn. S. Jones (MD) seconded. Chair Dauway adjourned the meeting by acclamation at 2:59 p.m. ET.