

## INTERSTATE COMMISSION FOR JUVENILES

*Training, Education, and Public Relations Committee Meeting Minutes*

January 7, 2026

2:00 p.m. EST

Via Zoom



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### Preliminary Business

#### Call to Order

Chair R. Gallardo (UT) called the meeting to order at 2:01 p.m. EST.

#### Roll Call

Director Underwood (National Office) called the roll, and a quorum was established.

#### Commissioners/Designees in Attendance:

1. Raymundo Gallardo (UT), Commissioner, Chair
2. Jefferson Regis (DC), Commissioner
3. Stephen Horton (NC), Commissioner
4. Jessica Wald (ND), Designee

#### Additional State ICJ Personnel in Attendance:

1. Erin Breitigan (DE)
2. Tracy Cassell (GA)
3. Melina Hampton (KY)
4. Deanna McNulty (LA)
5. William "Bill" Dolan (RI)

#### Commissioners/Designees Not in Attendance:

1. Chanda Leshoure (AL), Designee
2. Chris Biehn (IN), Commissioner
3. Lisa Bjergaard (ND), Commissioner

#### National Office Staff in Attendance:

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

J. Regis (DC) made a motion to approve the agenda, as presented. The motion passed by unanimous consent.

Chair R. Gallardo (UT) approved the minutes of the meeting on November 11, 2025, as presented, by unanimous consent.

### Unfinished Business

- No unfinished business was discussed.

### New Business

#### **Updates from Annual Business Meeting (ABM) Subcommittee**

- Chair R. Gallardo (UT) shared that the ABM Subcommittee discussed ideas for the upcoming 2026 ABM, including improving ex-officio participation, allowing ex-officio vendor booths, extending breaks for interaction, and enhancing the first-time attendees' experiences.
- Chair R. Gallardo (UT) shared that Commissioner R. Curtis (ME) offered to help find a young person to serve as the keynote speaker and suggested a panel discussion with Maine's state council.

#### **Updates from Resource Review and Development Subcommittee**

- Chair R. Gallardo (UT) discussed updates on the Resource Review and Development Subcommittee's goals, including reviewing training materials and resources to align with the 2025 ICJ rule amendments that will take effect on April 1, 2026. To begin the review process, A. Cabbagestalk (National Office) made initial edits to previously developed materials.

#### ***Wednesday Workshop Planning and Preparation***

- Chair R. Gallardo (UT) highlighted upcoming *Wednesday Workshop* sessions, including one presented by the National Center for Missing and Exploited Children (NCMEC) in January and a potential workshop led by the Racial Diversity, Equity, and Inclusion (RDEI) Committee in February.
- Chair R. Gallardo (UT) asked members to suggest training topics for the *Wednesday Workshops* in April, May, and June 2026.
- S. Horton (NC) shared that it would be helpful to learn how to use/create events and update addresses in UNITY, particularly for new home evaluations when the youth is relocated within the receiving state.
- Chair R. Gallardo (UT) supported this idea and J. Johnson (National Office) recommended involving the Technology Committee for expertise.
- J. Wald (ND) suggested presenting a *Wednesday Workshop* titled "ICJ in Action: Quarterly Progress Reports (QPRs)" and "ICJ in Action: Home Evaluations". The *Wednesday Workshops* could train field staff on what to look for during a home evaluation, how to create detailed quarterly progress reports (QPR), and safety and security tips.
- J. Johnson (National Office) requested J. Wald (ND)'s help in developing a technical video for home evaluations.
- A. Cabbagestalk (National Office) shared that presentation materials for previous '[ICJ in Action' Wednesday Workshops](#)' were available on the Commission's website. Materials include presentations (in PowerPoint format), handouts, and sample forms. Topics include home evaluations, quarterly progress reports, and violation reports.
- J. Regis (DC) suggested adding an event in UNITY that allows the sending state to reject a denied mandatory acceptance transfer of supervision (TOS) case without requiring resubmission of a new TOS case file.

- J. Johnson (National Office) recommended J. Regis (DC) to submit a [UNITY enhancement request](#).

#### **Training and Technical Assistance (TTA) Request**

- Chair R. Gallardo (UT) reported that the National Office received a TTA request to assist a compact state in addressing compliance issues. The training plan includes using a presentation prepared by the National Office.
- A. Cabbagestalk (National Office) would also assist the state in implementing a training plan.

#### **Training Updates**

- Director Underwood shared feedback from a judicial training in Maryland in early November 2025. The judges recommended creating a one-page bench card focused on decision points and links to Interstate Compact for Juvenile (ICJ) resources.
- J. Wald (ND) announced that ICJ will be invited back to the Bakken Human Trafficking Summit in North Dakota as a presenter in 2026 and a keynote speaker in 2027.
- Director Underwood shared a reminder about the *ICJ in Action* courses and their importance in combining information regarding ICJ rules, use of UNITY, and practical application.

#### **Next Steps**

- J. Johnson (National Office) will work with J. Wald (ND) in developing a technical video for home evaluations.
- J. Regis (DC) will submit an enhancement request to add an event to the transfer of supervision workflow in UNITY.
- The next Training Committee meeting was scheduled for February 19, 2026, at 2:00 p.m. EST.

#### **Adjourn**

**Training Committee Chair Gallardo (UT) adjourned the meeting by acclamation without objection at 2:53 p.m. EST.**