



INTERSTATE COMMISSION FOR JUVENILES

Training Education and Public Relations Committee Meeting Minutes October 18, 2018 2:00 p.m. ET

Commissioners/Designees in Attendance:

1. Cathlyn Smith (TN) Chair
2. Pat Pendergast (AL) Designee
3. Anne Connor (ID) Designee
4. Roy Yaple (MI) Commissioner
5. Tracy Hudrlik (MN) Commissioner
6. Jessica Wald (ND) Designee
7. Charles Frieberg (SD) Commissioner
8. Eavey-Monique James (VI) Commissioner
9. Stephanie Bond (WV) Commissioner

Voting Members Not in Attendance:

1. Agnes Denson (FL) Commissioner
2. Lisa Bjergaard (ND) Commissioner

Non-Voting Committee Members in Attendance:

1. Latoya Oliver (MD)
2. Tiffany Howard (SC)
3. Corrie Copeland (TN)

Non-Voting Committee Members Not in Attendance:

1. Ellen Hackenmueller (AK)
2. Kimberly Dickerson (LA)
3. Francesco Bianco, Jr. (NY)
4. JoAnn Niksa (RI)
5. Dawn Bailey (WA)
6. Susan Frankel (NRS) Ex Officio

Guests in Attendance:

1. Michael Tymkew (MI)

ICJ Staff in Attendance:

1. MaryLee Underwood, Executive Director
 2. Emma Goode, Training and Administrative Specialist
 3. Jenny Adkins, Project Manager
 4. Leslie Anderson, Administrative and Logistics Coordinator
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Call to Order

- Chair Smith called the meeting to order at 2:00 p.m. ET. Chair Smith welcomed new and returning members to the first meeting of the Training Committee since the 2018 Annual Business Meeting.
- Chair Smith updated that the Executive Committee has requested that all Committee Chairs establish a vice-chair. The addition of committee vice chairs and region alternates fulfills the Commission's strategic initiative regarding leadership growth by providing the opportunity to lead committee/region meetings in the absence of the chairs. Chair Smith will be reaching out to members to fill the role and announce at the next meeting.

Roll Call

Director Underwood called the roll and a quorum was established.

Agenda

A. Connor (ID) made a motion to approve the agenda. J. Wald (ND) seconded. The motion passed.

Minutes

E.M. James (VI) made a motion to approve the July 12, 2018 meeting minutes. A. Connor (ID) seconded. The motion passed.

Discussion

2018 ABM Training Survey Results

- Chair Smith highlighted the results of the 2018 Annual Business Meeting (ABM) regarding the training sessions. A total of 99 attended the meeting and 53 responded to the survey. The annual meeting overall rating was 85 percent excellent.
- The Training Committee reviewed the survey results. In summary, the panel discussion training session received a 53 percent *met expectations* and 34 percent *exceeded expectations*. Guest speaker, Adam Foss, received an excellent rating of 77 percent. The scenarios training session received a 64 percent *met expectations* and 29 percent *exceeded expectations*.
- The Training Committee discussed the list of suggested topics for the 2019 ABM training sessions. The scenario method of training was highly favored and requested again. Training topics suggested are listed below in alphabetical order:
 1. Back-to-Basics Rules and Common Practices
 2. Communication
 3. Data System Training
 4. Day-to-Day Compact Work
 5. Dealing with Foreign Language Youth
 6. Ex Officio Session
 7. Expectations of the Compact
 8. Human Trafficking and Trauma
 9. Leadership
 10. Real ID and Airlines
 11. Region Specific Topics
 12. Teamwork

- A. Connor (ID) noted topics that tie into the strategic initiatives and suggested “leadership” and “teamwork” could possibly be combined into one session.
- Chair Smith noted that proposed rule amendments will be considered in 2019; therefore, one session will be led by the Rules Committee regarding the proposed rule amendments being presented for approval during the 2019 General Session.
- The Training Committee agreed that a survey should be issued to allow time for the membership to further review the suggestions and review the top 3 topics at the next the next meeting.

Training Education and Public Relations Committee Responsibilities

- Chair Smith shared the written description of the responsibility of the Training Committee which is *...approving, developing, and delivering training in addition to increasing Commission awareness. Members actively participate in monthly teleconference meetings, with a broad understanding of the ICJ rules and ample availability to review training materials and/or conduct training.*
- Chair Smith posed the following three questions for feedback from the membership:
 1. Why Training Committee membership?
 2. What do you expect from Training Committee membership?
 3. What are your personal strengths as they relate to the Training Committee?
- J. Wald (ND), T. Howard (SC), and S. Bond (WV) shared their reasons for joining the Training Committee which ranged from currently conducting intrastate ICJ training and as an opportunity to learn more about ICJ. A. Connor (ID) commented on the intrastate training opportunities through state conferences and the availability of assistance from ICJ through the Training and Technical Assistance (TTA) request.

Bios

- Chair Smith again welcomed and thanks the members for serving on the Training Committee and noted the wealth of knowledge and expertise within the membership. She suggested and the committee agreed to provide a brief 2-3 sentence bio. The request will be included in the survey and results shared at the next meeting.
- Additionally, Chair Smith requested that members share a fun fact about their selves to share with the group.

Training to the Future

Instructor-Led Rules Training via WebEx

- Chair Smith updated that ICJ Rules Training via WebEx would start back in November and encouraged members below returning and new to volunteer to lead the trainings. The format will continue with co-presenters. This year the WebEx trainings formerly known as the 2-day rules training will be implemented as two separate trainings:
 - Part 1: History, Transfers, and Travel Permits
 - Part 2: Runaways, Returns, and Liability
- At the request of Chair Smith, Emma Goode, highlighted the WebEx live training format. The training will continue as 2-days, 2-hours each day; however, the trainings will be titled the area of the subject matter as noted above and two separate certificates of completion issued at the end of each session. Both Part 1 and Part 2 will be offered once each month beginning in November and running through August, 2019. The list of dates will also accompany the survey for members who are interested to acknowledge their availability to co-present trainings via WebEx.

- P. Pendergast (AL) questioned the change in certificates. E. Goode clarified the sessions will be handled individually with separate registration dates and certificates will be provided to each person who completes the training via WebEx, one for Part 1 and one for Part 2 and it will not be required to complete Part 1 prior to Part 2.

On Demand Training

Chair Smith updated that all rules training modules have been updated and refreshed and are available on the website. The 2018 ABM Training audio/video raw footage recordings have been forwarded to a vendor for editing and formatting and will be uploaded to the website and announced when complete.

Conferences

- Chair Smith updated that a presenter proposal was submitted immediately following the ABM to the NCJFCJ National Conference on Juvenile Justice in Las Vegas, scheduled March 17-20, 2019. NCJFCJ will make a determination on all submissions in December.

Training and Technical Assistance (TTA)

- Chair Smith updated that there has been a lot of interest in TTA Training and Technical Assistance. She noted that Intrastate Conferences are a great way to gain ICJ visibility within their state presenting a workshop and/or exhibiting the booth. Expenses are reduced for both the state and national office when shared and therefore providing more opportunities for more states.
- State Council Meetings are another way to utilize the TTA. Two requests were approved for October State Council Meetings, one in Massachusetts and one in Tennessee.
- Traci Marchand will present ICJ and work an ICJ exhibit booth on October 24 at the North Carolina 2018 24th National Symposium in Greensboro.

Old Business

There was no old business.

New Business

- Chair Smith proposed meeting dates for the Training Committee through July and suggested moving to bi-monthly committee meeting. By meeting every other month, the training can focus during the off months on provide training, complete assigned projects between meetings, and develop new web-based training in more specific areas such as ICPC. The Training Committee agreed.
- The next meeting is December 20, the week before Christmas. A quorum of the membership confirmed they could be available to attend. The remaining committee meeting dates prior to the 2019 ABM are: January 21, April 18, and June 20.
- R. Yaple (MI) proposed for consideration the idea of evaluating the level of understanding of ICJ. To implement a set of criteria would need to be developed and a method to pre-test to evaluate the current level of knowledge. And a post-test administered after training with a set of criteria required and to evaluate and what is acceptable and passing. The suggestion sparked interest; however, due to the lack of time, Roy Yaple (MI) agreed to oversee the collection of suggestions based on the discussion. Members will email Roy direct at yapler@michigan.gov with any suggestions for discussion at the next meeting.

Adjourn

- Chair Smith adjourned the meeting at 3:00 p.m. ET without objection.