

INTERSTATE COMMISSION FOR JUVENILES



Training, Education and Public Relations Committee Meeting *Minutes*

October 24, 2019

2:00 PM ET

WebEx Teleconference

Commissioners/Designees in Attendance:

1. Agnes Denson (FL), Commissionner, Chair
2. Summer Foxworth (CO), Commissioner
3. Anna Butler (KY), Designee
4. Sherry Jones (MD), Commissioner
5. Roy Yaple (MI), Commissioner
6. Jessica Wald (ND), Designee
7. Cathlyn Smith (TN), Commissioner
8. Trissie Casanova (VT), Designee

Voting Members Not in Attendance:

1. Pat Pendergast (AL), Designee
2. Eavey-Monique James (USVI), Commissioner

Non-Voting Committee Members in Attendance:

1. Ellen Hackenmueller (AK)
2. Mike Casey (DE)
3. Demetris Pigford (FL)
4. Tracy Cassell (GA)
5. Rebecca Hillestead (MN)
6. Candice Alfonso (NJ)
7. Francesco Bianco, Jr. (NY)
8. Tiffany Howard (SC)
9. Dawn Bailey (WA)

ICJ Staff in Attendance:

1. MaryLee Underwood, Executive Director
 2. Emma Goode, Training and Administrative Specialist
 3. Jenny Adkins, Operations and Policy Specialist
 4. Joe Johnson, Systems Project Manager
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Call to Order

Chair Denson called the meeting to order at 2:00 p.m. ET.

Roll Call

- Director Underwood called the roll and a quorum was established.
- Chair Denson started this the first meeting of the training committee with an activity entitled “What’s your why?” Chair Denson, Cathlyn Smith (TN), Francesco Bianco, Jr. (NY) shared a summary of experiences that led them to ICJ. Chair Denson stated that at the beginning of each meeting, there will be an opportunity for others to share their “why”.

Agenda

R. Yapple (MI) made a motion to approve the agenda. S. Foxworth (CO) seconded. The motion carried.

Minutes

J. Wald (ND) made a motion to approve the June 13, 2019 meeting minutes. C. Smith (TN) seconded. The motion carried.

Discussion

2019 Annual Business Meeting Survey

Results

- Chair Denson highlighted the 2019 Annual Business Meeting (ABM) Survey results indicating the trainings were well-received. She acknowledged the hard work of training committee members last year. Planning for 2020 ABM trainings will be addressed closer to the meeting date.

ABM Resources

- Chair Denson provided an update on the new resources from the 2019 Annual Business Meeting trainings:
 - The ten scenarios presented are now available on website in one .pdf file.
 - The slides in Derek Young’s presentation are now available on the website in a .pdf file.
 - The videos from the Airport Panel and the new Data System are under review for editing by a videographer.
 - The rule amendments presentation will not be posted. Upon completion of the new rules training in February 2020, a recording of the live session will be made available on the website.
 - Approval has been requested from the FBI to post the presenter’s materials.

2020-2022 Strategic Plan – Training Committee Tasks in Priorities

Overview of Priorities and Initiatives

- Chair Denson presented the Overview of Priorities and Initiatives in the Commission’s three-year strategic plan. The plan clearly indicates the important role the Training Committee over the next three years.

Training Committee Tasks and Timeline

- Chair Denson reference the tasks and timeline assigned to the Training Committee and which was emailed to the committee for today's discussion. The first item on the list (2A1) is the focus for today's discussion.

2A1 Develop Survey.

- Over the years, the Commission has accumulated a vast collection of educational resources. The focus of the survey is to determine what is working and useful; and what could be done to improve. Chair Denson stressed the importance crafting a survey that will collect the desired information for the Training Committee to successful and timely in the completion of this year's tasks.
- C. Smith (TN) commented on the importance of the ICJ matrices as a top used resource.
- Director Underwood commented on the discussions from the Executive Committee when the strategic plan was developed. She suggested developing the survey with a broad vision. The survey is the first of several related tasks, which can provide vital information for the Training Committee to use for updating the resources over the next three years.
- C. Alfonso (NJ) shared her experience with Survey Monkey and developing "skip logic" questions that drive a question to the next question. A lot of forethought is required to develop a survey that asks questions that produce useful results.
- R. Yapple (MI) commented on maneuvering through the website as it currently exists. He finds the current structure of the website easy and user friendly, but suggested reviewing it as it might appear to others, such as new users. Additionally, perhaps consider the view "behind the scenes", such as where are people clicking to tailor the site.
- C. Smith (TN) questioned if there were plans to update the website in the near future or if there were limitations to the current platform. Director Underwood responded that the website was overhauled with the last 2 years and is built upon a widely used platform. There are no plans for another overhaul at this point, but it could be done if research indicates it is needed.
- Chair Denson requested that each committee member prepare at least one survey question with applicable responses. The submissions should be emailed to egoode@juvenilecompact.org and copy to Chair Denson by **November 8, 2019**.

ICJ Trainings

WebEx instructor-led training

- Chair Denson opened the floor for discussion of continuing with the live WebEx trainings part 1 and 2 under the current rules keeping in mind the new rules going into effect March 1 and the new rules training in February.
- S. Foxworth (CO) questioned what has been done in the past. Director Underwood noted that in years where new rules take effect, the live WebEx Trainings were not offered after the ABM, instead time is invested in preparation for the new rules training. On-demand training and other resources with the current rules have remained available on the website during the period when live trainings were not offered.

- C. Smith (TN) noted last year after the ABM that the training continued; however, it was a non-rules year. S. Jones (MD) reported her in-state, training continues and is provided for new staff as needed. R. Yaple (MI) supported continuing with the live trainings part 1 and 2. C. Alfonso (NJ) commented that state staff may have more time to complete the live trainings during the holidays. Director Underwood reported that last year part 1 and 2 live training completions for November and December total 15 persons for four sessions. Chair Denson called for a motion based on the discussion.
- **S. Foxworth (CO) made a motion to continue with the on-demand training only until the new rules go into effect. S. Jones (MD) seconded. R. Yaple (MI) opposed. The motion passed.**

WebEx instructor-led training for the *new rules* effective March 1, 2020

- Chair Denson reported the new rules training for Compact staff will be made available in February prior to the rules effective date. The question for consideration is: Would the Training Committee prefer to lead this training or defer to the Rules Committee? In the past, the new rules training after the ABM was presented by the Rules Committee, as they presented the proposals at the ABM training. Historically, there have been members of the Training Committee who also served on the Rules Committee.
- S. Jones (MD) supported the Rules Committee presenting the new rules training and the Training Committee, then continuing with the Rules Trainings Part 1 and Part 2.
- The Committee reached a consensus to defer to the Rules Committee. Currently there are no members of the Training Committee who also serve on the Rules Committee. The National Office will discuss with the Rules Committee Chair and update at the next meeting.

WebEx instructor-led rules trainings part 1 and 2

- Chair Denson opened the floor for discussion of the current format used last year of the WebEx instructor-led rules trainings part 1 and 2.
- S. Jones (MD) questioned how many participants completing both days. E. Goode responded that there is great variance with regard to part 2. However, it is consistently less the second day and part of the reason last year to change the format to present as two independent sessions.
- C. Smith (TN) echoed that the new flexible option to complete one part and receive a completion certificate independent of the other in no particular order, proved to be beneficial particularly to staff whose day-to-day work schedule changes.
- J. Wald (ND), past presenter and co-presenter last year, spoke in support of continuing with last year's format.
- The Training Committee reached a consensus that the training and format will resume in March.
- Chair Denson displayed a proposed schedule with training dates for part 1 and part 2 and last year's presenters. Members who previously trained were asked to advise E. Goode if they were no longer willing to serve as trainers.
- Chair Denson requested that returning presenters assist with updating the training presentation. As in the past for continuity across all sessions, all presenters will train from the same power point.

- Director Underwood shared that the National Office is considering use of Google Docs to allow all presenters an opportunity to share their input on one document. Emma will draft the first version to share and submit to the trainers for input in November. The goal is to finalize the power point presentations for Parts 1 and 2 by December, so that the information can be used by the National Office to update other resources in January and February.
- Emma Goode explained the train-the-trainer format used last year with a third presenter during the live sessions. Members interested in becoming a presenter this year, should email egoode@juvenilecompact.org.

Conferences and TTA

- Chair Denson provided the following updates regarding national conferences and training and technical assistance (TTA):
 - ICJ was well represented at the 2019 Annual Business Meeting of the Interstate Commission for Adult Offender Supervision (ICAOS). Tony De Jesus (CA) participated on a panel discussion and as the ICJ ex officio representative.
 - Dale Dodd (NM) and one other person will work the ICJ exhibit booth during the annual New Mexico's Children's Law Conference in January 2020.
- Proposals and inquiries have been made regarding other conferences; however, there is nothing to report at this time.

Executive Committee Updates

- Chair Denson updated that the Executive Committee met October 17. The ICJ State Council Enforcement Policy update was approved to reflect that the annual state council reports are to be received by Jan 31 rather than Jan 1 of each year.

Old Business

There was no old business.

New Business

- Chair Denson announced she would like to hear from members of the committee that have an interest in co-chairing the Training Committee this year.
- The next meeting is November 19, 2019.

Adjourn

Chair Denson adjourned the meeting by acclamation at 3:02 PM ET.