

INTERSTATE COMMISSION FOR JUVENILES

Training, Education, and Public Relations Committee Meeting Minutes

November 6, 2025

2:00 p.m. EST

Via Zoom



Preliminary Business

Call to Order

Chair R. Gallardo (UT) called the meeting to order at 2:02 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. Chanda Leshoure (AL), Designee
3. Jefferson Regis (DC), Commissioner
4. Chris Biehn (IN), Commissioner
5. Stephen Horton (NC), Commissioner
6. Jessica Wald (ND), Designee

Additional State ICJ Personnel in Attendance:

1. Erin Breitigan (DE)
2. Tracy Cassell (GA)
3. Gladys Altamirano (NV)
4. William "Bill" Dolan (RI)

Commissioners/Designees Not in Attendance:

1. 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. Wald (ND) 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 June 5, 2025, as presented, by unanimous consent.

Unfinished Business

- No unfinished business was discussed.

New Business

Committee Orientation

- Chair R. Gallardo (UT) presented that the Training Committee’s purpose is to develop educational resources and training materials, review and update training materials, help ensure awareness of compliance with the terms of the Compact and the Commission’s rules, and approve, develop, and deliver training.
- Chair R. Gallardo (UT) asked members to introduce themselves and explain why they joined the Training Committee and what impact they hope to make in Fiscal Year (FY) 2026.
- Chair R. Gallardo (UT) reviewed the FY 26 Committee priorities:
 - Update training materials/resources for consistency with the Commission’s rule amendments: bench cards, fact sheets, training bulletins, best practices, LMS courses, and presentations.
 - Assess training needs to guide resource development.
 - Develop and present *Wednesday Workshops* focused on the Commission’s rules and practice tips for ICJ Office staff and juvenile probation/parole officers.
 - Develop and present Annual Business Meeting training and networking events.
 - Respond to requests for training and technical assistance (TTA)

Discuss and select members for subcommittees

- Chair R. Gallardo (UT) requested volunteers to participate in the Resource Review and Development Subcommittee and the Annual Business Meeting (ABM) Subcommittee.
- C. Biehn (IN), J. Regis (DC), W. Dolan (RI), and S. Horton (NC) volunteered to participate in the Resource Review and Development subcommittee.
- J. Wald (ND), E. Breitigan (DE), T. Cassell (GA), and C. Leshoure (AL) volunteered to participate in the Annual Business Meeting (ABM) subcommittee.

Select Regional Ambassadors

- Chair R. Gallardo (UT) requested volunteers to serve as the regional ambassadors for the Training Committees.
- E. Breitigan (DE) volunteered to be the East Regional ambassador.
- J. Wald (ND) volunteered to be the Midwest Regional ambassador.
- C. Leshoure (AL) volunteered to be the South Regional ambassador.
- R. Gallardo (UT) volunteered to be the West Regional ambassador.

Review 2025 Annual Business Meeting (ABM) Feedback Survey Results

- Chair R. Gallardo (UT) presented the 2025 ABM feedback survey results, comments, and suggestions.
- Chair R. Gallardo (UT) announced that a 2025 ABM feedback poll was conducted during the November South and West Regional meetings and will be conducted during the November East Regional meeting. An email was sent to the Midwest Regional members, as their meeting is in December.
- Chair R. Gallardo (UT) shared that the Training Committee will complete its review of the ABM feedback results at the ABM subcommittee meeting in December.

Next Steps

- The next Training Committee for December has been cancelled. The next Training Committee meeting was scheduled for January 7, 2026, at 2:00 p.m. EST.

Adjourn

Training Committee Chair Gallardo (UT) adjourned the meeting by acclamation without objection at 2:58 p.m. EST.