

INTERSTATE COMMISSION FOR JUVENILES

Training Committee Meeting Minutes

December 09, 2020
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. Jeff Hood (AZ), Commissioner
4. Sherry Jones (MD), Commissioner
5. Roy Yaple (MI), Commissioner
6. Jessica Wald (ND), Designee

Non-Voting Members in Attendance:

1. Kaki Sanford (AL)
2. Howard Wykes (AZ)
3. Nordia Napier (CT)
4. Holly Kassube (IL)
5. Latoya Oliver (MD)
6. Rebecca Hillestead (MN)
7. JoAnn Niksa (RI)
8. Mason Harrington (SC)
9. Tiffany Howard (SC)
10. Dawn Bailey (WA)
11. Chris Newlin (NCAC Ex Officio)

Members Not in Attendance:

1. Patrick Pendergast (AL), Designee
2. Lisa Bjergaard (ND), Commissioner
3. Ellen Hackenmueller (AK)

National Office Staff & Legal Counsel in Attendance:

1. MaryLee Underwood, Executive Director
2. Emma Goode, Logistics and Administrative Specialist

Call to Order

- Chair F. Dauway (SC) called the meeting to order at 2:00 p.m. ET.
- This being the first meeting of the newly established ICJ Training Committee, she asked that members introduce themselves during the roll call and to share what they would like to achieve as a member of the Training Committee this year.

Roll Call

- Director Underwood called the roll and a quorum was established.
- All members provided insightful input for the future of ICJ Training and their enthusiasm for training this year which included: judicial training, new ways of training, and mentoring.

Agenda

S. Foxworth (CO) made a motion to approve the agenda as presented. R. Yapple (MI) seconded. The motion carried without objection.

Minutes

S. Foxworth (CO) made a motion to approve the June 25, 2020 meeting minutes as presented. S. Jones (MD) seconded. The motion carried.

Welcome

- Chair Dauway welcomed new and returning ICJ Training, Education and Public Relations Committee members and expressed her appreciation for everyone and their enthusiasm for training this year.
- Director Underwood provided an update regarding the ICJ National Office Staff. Leslie Anderson is no longer with ICJ and Emma Goode has returned to the logistics and administration role, leaving the Training and Administrative Specialist position vacant. A new hire for the training position with formal training in instructional design is underway and anticipated to start at the first of the year.

Discussion

Committee Responsibilities

On Demand Training Courses

- Chair Dauway and the National Office provided an update for the ICJ On Demand Training Courses.

Standard ICJ Rules Courses

- The five ICJ Rules courses formerly on the ICJ Website have now joined the UNITY Courses on the www.icj.TalentLMS.org platform.
- H. Kassube (IL) expressed her satisfaction on recently completing the “Returning Juveniles” course. She made one suggestion regarding the voice over recording.
- Director Underwood clarified the ICJ Rules Courses were updated by E. Goode to make the transition. Originally, they were coined *The Classics*; however, in the transition to the new platform, *ICJ Core Courses* was better suited which categorized them to be optional and accessible by anyone as they are not assigned courses.

New On Demand Courses

- Chair Dauway acknowledged the great work by Nordia Napier, Jessica Wald, Dawn Bailey, Rebecca Hillestead, current committee members who were part of the UNITY Training Team that began developing new “ICJ in Action Courses.” This new training course concept combines ICJ Rules with practical application, UNITY “how-tos”, and knowledge assessment. These new courses will also be considered *ICJ Core Courses*.
- Although not complete or active at this time, E. Goode demonstrated portions of the new *Reporting Absconders* course to allow the members to

see the new courses which the Training Committee will continue to develop.

- S. Foxworth (CO) and others were positive and receptive to the new course. R. Yapple (MI) noted the clean look and live action keeps the attention of the user. N. Napier (CT) suggested including references to all available workflows in the ICJ On Demand Core Courses.
- Director Underwood added that anyone can sign up in the new platform to take an ICJ Core Course, whereas UNITY courses must be assigned.

Live Training

Instructor-led Training

- J. Niksa (RI) asked about plans for ICJ Rules live instructor-led trainings noting the advantages to spontaneous discussion as the best part of training.
- R. Yapple (MI) affirmed his support of the new updated refreshed self-paced On Demand Trainings and commented that the live instructor-led training provided the opportunity to hear about the ICJ operations from other states across the nation.
- Chair Dauway explained that the staff and resources required for instructor-led trainings are currently not available, as the focus is on the upcoming transition to UNITY.
- Director Underwood encouraged past live instructor-led trainers to become involved to share their experience and knowledge, and indicated that other options can be explored after the deployment of UNITY and the new courses currently under development.

Past ABM Training Session

- Chair Dauway explained that recorded training sessions conducted in previous Annual Business Meetings continue to be available on the Commission's website under [Training Materials](#).

2021 ABM Training

- Chair Dauway noted that plans for training for the 2021 Annual Business Meeting (ABM) will be discussed next year and the 2020 ABM survey suggestions will be reviewed.

National Conference

- Chair Dauway updated the Commission will not pursuing presenting in conferences at this time due to transition to UNITY, the pandemic, and travel restrictions.

Resources

- Chair Dauway updated that the Training Committee is tasked with updating ICJ Resources, including but limited to:
 - Handbooks (New Commissioner, Ex Officios)
 - Best Practices
 - Training Bulletins
 - Power Points

- Brochures
- Bench Cards
- E-news Update

Commissioner Handbook

- Chair Dauway announced the first resource to be updated is the Commissioner Handbook. She opened the floor for ideas on what should be included from the perspective of a new ICJ Commissioner and/or Full-Time Designees.
- The Training Committee brainstormed and suggested:
 - Contact with other experienced ICJ Staff in neighboring states
 - Mentoring
 - Understanding the Role of the DCA
 - Understanding the ICJ Rules and Transferring Cases
 - UNITY

Mentoring

- Chair Dauway highlighted the ICJ Mentoring Program and the importance of volunteering to be an ICJ Mentor. If interested in becoming an ICJ mentor, contact the ICJ National Office.
- J. Niksa (RI) supported the Mentoring Program and expanded on the value of having support of someone to contact.
- Chair Dauway noted that the new On Demand Training will be extremely helpful to states, as it will enable them to improve visibility of ICJ and allow time to focus on other importance matters in their state.

Old Business

There was no old business.

New Business

There was no new business.

Adjourn

- In closing, Chair Dauway reminded members to volunteer to work on developing the content for the new ICJ Core Courses.
- The next meeting is slated for January 28, 2021 at 2:00 p.m. ET.
Chair Dauway adjourned the meeting by acclamation at 3:05 p.m. ET.