

INTERSTATE COMMISSION FOR JUVENILES

Training Committee Meeting Minutes

March 25, 2021
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. Patrick Pendergast (AL), Designee
4. Howard Wykes (AZ), Designee
5. Roy Yaple (MI), Commissioner
6. Jessica Wald (ND), Designee

Non-Voting Members in Attendance:

1. Nordia Napier (CT)
2. Holly Kassube (IL)
3. Latoya Oliver (MD)
4. Rebecca Hillestead (MN)
5. Mason Harrington (SC)
6. Dawn Bailey (WA)

Members Not in Attendance:

1. Jeff Hood (AZ), Commissioner
2. Sherry Jones (MD), Commissioner
3. Lisa Bjergaard (ND), Commissioner
4. JoAnn Niksa (RI)
5. Tiffany Howard (SC)
6. Chris Newlin (NCAC Ex Officio)

National Office Staff & Legal Counsel in Attendance:

1. MaryLee Underwood, Executive Director
2. Emma Goode, Logistics and Administrative Specialist
3. Amanee Cabbagestalk, Training and Administrative Specialist
4. Jenny Adkins, Operations and Policy Specialist

Call to Order

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

Roll Call

Director Underwood called the roll and a quorum was established.

Agenda

- Chair Dauway updated that the "On Demand Work Team" would not be discussed and will be deferred to the next meeting.
- **S. Foxworth (CO) made a motion to approve the agenda as amended. P. Pendergast (AL) seconded. The motion passed.**

Minutes

P. Pendergast (AL) made a motion to approve the January 28, 2021, meeting minutes as presented. J. Wald (ND) seconded. The motion passed.

Discussion

UNITY Training Feedback and Needs

- Chair Dauway noted that links to new UNITY Resources listed below were provided to the committee prior to the meeting.
 - [Updated FAQs](#)
 - [UNITY Rollout Timeline](#)
 - [UNITY Training Quick Reference Guide](#)
 - [JIDS to UNITY Migration Checklist](#)
- Chair Dauway opened the floor for any questions or suggestions to these resources, which are now available on the Commission's website. There were no questions or suggestions to the resources.
- Next, she opened the floor for discussion of the "UNITY Training Toolkit." A draft was circulated prior to the meeting for input from the Training Committee. A. Cabbagestalk provided an overview of the Training Toolkit resource, and noted that information about the "UNITY User Manual" will be added.
- Director Underwood added that the resource was developed in collaboration with the Training Committee Chair and Vice-Chair, and features information shared during the weekly UNITY Coordinators meetings. She clarified that the UNITY Training Toolkit is not a step-by-step guide, but a scenario-based training toolkit to assist states that expressed an interest in conducting intra-state training.
- H. Wykes (AZ) supported the training toolkit and particularly liked the hyperlinks in the table of contents to quickly find the topic of interest.
- Director Underwood updated that the "UNITY User Manual" will be more detailed. It is being developed by the vendor, Optimum Technology.
- A. Cabbagestalk asked that members email her directly with questions or suggestions for additional scenarios for inclusion.

Post Rollout Training

ICJ in Action/CORE Courses

- Chair Dauway opened the floor for feedback and input regarding the ICJ in Action Courses. A link to the draft "Reporting Absconder" was emailed to the members prior to the meeting.
- S. Foxworth (CO) expressed that she enjoyed the course, especially the option for the learner to go back and review as needed.
- J. Wald (ND) commented that she served on the work team that helped to develop the course content last year. She commented that the content flow and audio are very good in the current draft. She shared her excitement to view the course after being a part of the team that worked very diligently.
- P. Pendergast (AL) commented about the professional quality of the training.

- N. Napier (CT) inquired if the courses could be made available as a link to share with persons outside the Compact. She expressed concern that court personnel and attorneys may not take time to set up and access accounts in ICJ.TalentLMS.
- Chair Dauway liked the suggestion to send a link to whole course.
- Director Underwood agreed to explore the option further. A. Cabbagestalk noted that many other resources are accessible on the website without logging on to the training portal.

2021 Annual Business Meeting Preparation

- Chair Dauway opened the floor for discussion of the draft 2021 Annual Business Meeting (ABM) agenda.
- R. Yapple (MI) expressed surprise that the draft agenda spans six days. Director Underwood responded that increasing the number of days enables each day to be shorter, which might reduce fatigue that results from being on lengthy video conferences. She also noted that some sessions are region specific, and others are optional.
- H. Kassube (IL) liked the idea of shorter days. She cautioned that the Annual Business Meeting for the Interstate Commission for Adult Offender Supervision (ICAOS) is slated for the last week in September so there could be overlaps.
- J. Wald (ND) supported shorter sessions and spacing out the events.
- R. Yapple (MI) asked for more information about the option “film screening.” Director Underwood responded that this session would feature a soon-to-be-released film regarding Peacemaking Circles, as facilitated by Saroeum Phoung. Mr. Phoung spoke at the 2018 ABM as a panelist regarding “Frontiers in Juveniles Justice Reform,” and several members expressed interests in learning more. He recently inquired whether the Commission might host a virtual screening for this documentary. Such a screening could be done in tandem with the ABM or at another time.
- A. Pendergast (AL) supported staying within one week and asked why region meetings were scheduled on separate days. Director Underwood responded that it was logistically difficult to provide adequate staff and technical support for four simultaneous region meetings that include elections.
- R. Yapple (MI) suggested hosting the practice meetings again this year to allow attendees to become familiar with the software prior to the live sessions. Director Underwood affirmed that practice meetings will be scheduled.
- **R. Yapple (MI) made a motion for the Training Committee Chair and Co-Chair to work with the ICJ National Office to propose a 4-day 2021 Annual Business Meeting Plan for October 4-7, 2021. J. Wald (ND) seconded. The motion passed.**
- Chair Dauway referenced the breakout sessions proposed on the draft agenda and requesting members volunteer to assist with the breakout rooms. Holly Kassube (IL), Jessica Wald (ND), and Summer Foxworth (CO) volunteered. Any other members wish to assist should contact Amanee Cabbagestalk directly.

M&IW Moxie Award Nomination

- Director Underwood advised that the Commission partnered with Meetings & Incentives Worldwide (M&IW) last year to assist with the first ever virtual ICJ Annual Business Meeting, and plans to work with them again in 2021.
- M&IW has extensive experience with hosting meeting and conferences worldwide. However, last year’s work with the Commission provided them new opportunities to

learn about unique requirements for working in the government sector, where careful attention must be paid to motions and voting.

- Consequently, M&IW recently nominated the Commission a “Moxie Award,” which recognizes organizations that made an impact on the meeting planning industry. Emma Goode and MaryLee Underwood virtually attended the “Events Reimagined” Summit, at which the awards were presented. It was a good opportunity to experience new technologies and learn about what is involved in planning a hybrid event (which some participants attend in-person and others attend virtually).

Old Business

There was no old business.

New Business

FY21 Virtual Conference Registration Sponsorship

- A. Cabbage shared information regarding this new opportunity. The Executive Committee recently approved the use of funds in Fiscal Year (FY) 2021 to reimburse Training Committee and Executive Committee Members registration fees for virtual conferences. For additional information, contact A. Cabbagestalk.
- To date, two sponsorships have been requested and approved.

Leadership Exchange Series Repeated into FY 2022

- Director Underwood advised that the Leadership Exchange Series was created to as a leadership development strategy and includes a focus on racial equity. Currently, a cohort of 17 commissioners and designees is participating a series of monthly meetings facilitated by Hasan Davis. One of the goals is to expand the pool of leaders prepared to serve in ICJ leadership roles.
- This month, the Executive Committee agreed to extend the Leadership Series in FY 2022 to a new cohort. The opportunity will be offered to Compact staff who are not Commissioners or Designees, as space allows. If any of the Training Committee members are interested, please email Amanee Cabbagestalk. The next series will begin in the fall.

Next meeting

- Chair Dauway updated that the May 27 meeting is rescheduled to June 3.

Adjourn

Chair Dauway adjourned the meeting by acclamation at 2:43 p.m. ET.