

INTERSTATE COMMISSION FOR JUVENILES

Training Committee Meeting Minutes

January 5, 2023
2:00 p.m. ET
Via Zoom



Voting Members in Attendance:

1. Corrie Copeland (TN), Commissioner, Chair
2. Natalie Dalton (VA), Commissioner, Vice Chair
3. Pat Pendergast (AL), Designee
4. Robert Heide (AK), Commissioner
5. Nordia Napier (CT), Designee
6. Stephen Horton (NC), Commissioner
7. Jessica Wald (ND), Designee
8. Daryl Liedecke (TX), Commissioner
9. Dawn Bailey (WA), Designee

Non-Voting Members in Attendance:

1. Chanda Leshoure (AL)
2. Tracy Cassell (GA)
3. Holly Kassube (IL)
4. Latoya Oliver (MD)
5. Shyra Bland (NJ)
6. Mason Harrington (SC)
7. Raymundo Gallardo (UT)

Members Not in Attendance:

1. Tasha Hunt (CT), Commissioner
2. Lisa Bjergaard (ND), Commissioner
3. Rachel Johnson (NC)

Guests:

None

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
5. Joe Johnson, Systems Project Manager

Call to Order

Vice Chair Dalton (VA) called the meeting to order at 2:00 p.m. ET. Vice Chair Dalton (VA) chaired the meeting on behalf of Chair Copeland (TN).

Roll Call

Director Underwood called the roll and acknowledged a quorum was established.

Agenda

S. Horton (NC) made a motion to approve the agenda as presented. R. Heide (AK) seconded. The motion passed.

Minutes

J. Wald (ND) made a motion to approve the December 1, 2022 meeting minutes as presented. S. Horton (NC) seconded. The motion passed.

Discussion

2023 Goals and Priorities

- Vice Chair Dalton (VA) updated that since the last meeting, she and Chair Copeland reviewed the many suggestions from Commission members collected in the 2022 Annual Business Meeting (ABM) Survey.
- Vice Chair Dalton provided a highlight of the goals and priorities and training suggestions as outlined below for consideration and feedback by the Training Committee.

Goals:

1. Ensure ICJO staff understand the basics of ICJ Rules, how they apply, and how to use UNITY
2. Provide/update resources for onboarding new ICJO staff
3. Provide/update resources for training state probation/parole staff and judges
4. Educate ICJO staff about how to access and use resources

Priorities/Projects:

- Develop ICJ Wednesday Workshop Series
- Develop topics/content for 2023 ABM Training Sessions
- Streamline current resources
 - Review flowcharts on non-voluntary returns
- Develop how-to/step-by-step guide related to application of rule or processes for common themes/scenarios – Practice Pointers; Problem Solving 101 (Example: Airline refuses to fly youth; Travel to another airport)
- Best Practices (Review/Development)
 - Processing Travel Permits without Signatures (referred by Rules Committee)
 - Violation Reports (referred by Compliance Committee, to be developed by UNITY Best Practices Work Team)
 - Failed Supervision (referred by Compliance Committee, to be developed by UNITY Best Practices Work Team)
 - Best Practice on Intrastate Relocation [to address QPR due dates] (referred by Compliance Committee, to be developed by UNITY Best Practices Work Team)
- P. Pendergast (AL) agreed the information presented was helpful. He commented that resuming the live Wednesday workshop series would address comments by the Commission last year for live trainings.

- The Training Committee agreed with the goals and priorities/projects as presented for the upcoming year.
- Vice Chair Dalton (VA) provided an overview of the ICJ Wednesday Workshop topics and ideas, as shown below, for consideration and feedback from the Training Committee.

ICJ Wednesday Workshop Topics and Course of Action

- Use content from ICJ in Action courses to develop PowerPoints for workshops on the following topics:
 - How to send a case/Home Evaluations
 - Home Evaluations for ICJOs vs. field staff (2 parts)
 - QPRs, Violation, and Absconder reports
Travel Permits
 - Returns
- Training Committee members will lead the presentations.
- The workshop frequency/schedule would be monthly (depending on needs of other committees) beginning in March. The Training Committee will be collaborating with the Technology Committee around upcoming UNITY Enhancement Trainings.
- Other suggestions for training gathered from the 2022 Annual Business Meeting survey were:
 - Publicize training/toolkit for judges/stakeholders (Invite judge to co-present)
 - How ICJ and ICPC work together (Scenarios in MOU)
 - Question and Answer Session
- The Training Committee agreed with the suggestions and discussed the best manner to present the monthly workshops, which would be a combination of rules and how they correlate with UNITY.
- Members volunteered to participate as presenters and/or prepare content for the workshops listed:
 1. How to Send a Case/Home Evaluation
 - Jessica Wald (ND) and Chanda Leshoure (AL)
 2. How Evaluations for ICJOs vs. field staff (2 parts)
 - Jessica Wald (ND) and Chanda Leshoure (AL)
 3. QPRs, Violation, and Absconder Reports
 - Nordia Napier (CT), Jessica Wald (ND), and Raymundo Gallardo (UT)
 4. Travel Permits
 - Shyra Bland (NJ) and Holly Kassube (IL)
 5. Returns
 - Daryl Liedecke (TX), Chanda Leshoure (AL), Tracy Cassell (GA), and Nordia Napier (CT)
- The Training Committee agreed with the proposed topics and timeline as presented for the upcoming year.
- Amanee Cabbagestalk added that the ICJ in Action courses on returns requires additional review and input before publication. She encouraged all members to review the ICJ in Action courses on TalentLMS and provide feedback.
- Vice Chair Dalton (VA) expressed her appreciation to the volunteers and added that the topics and schedule would be flexible and modified as needed.

- N. Napier (CT) asked if anyone outside of the Compact offices can utilize Talent LMS, noting the differences between Model 1, 2, and 3 states. Amanee Cabbagestalk replied that anyone can enroll, regardless of UNITY status or Compact office status.

2023 Annual Business Meeting Planning

- Vice Chair Dalton (VA) presented a draft agenda for the 2023 Annual Business Meeting (ABM) and room hotel meeting space options for the discussion.
- Vice Chair Dalton (VA) presented six workshop topics, which were a compilation of suggestions from the 2022 Annual Business Meeting (ABM) Survey and Training Committee member input.

Possible Annual Business Meeting Training Topics

1. Mental Health and Trauma

- a) Identification of trauma and victimization experiences
- b) Response to trauma
- c) Concerns about re-traumatization
- d) Mood and behavior responses to underlying trauma

2. Developing Effective Strategies to Train Locals

- a) Effective coaching strategies
- b) Use of ICJ resources to develop trainings
- c) How to have difficult conversations
- d) Development of onboarding manual/training guide

3. Managing Relationships

- a) Effective communication with various audiences
- b) Conflict resolution
- c) Fundamentals of cultivating trust, accountability, and building cohesiveness

4. Self-care/Stress management

5. What would you do if...?

- a) Scenario-based training/Case reenactment

6. Working with Child Welfare Agencies

- a) Abuse/neglect allegations
- b) ICJ/dependency agency roles – ICPC

- S. Horton (NC) cautioned that scenario-based trainings should focus on application of the ICJ Rules not what each state's procedures and policies require. Presenters for any scenario-based sessions should reinforce this point during their sessions.
- The Training Committee agreed all six topics were significant to the Commission.

- Vice Chair Dalton (VA) suggested a survey be issued to the Commission to rank the six topics presented. Upon review of the results, the Training Committee could move forward with planning.
- The consensus of the Training Committee was to proceed with a ranking of the topics via a poll at the Commission's January region meetings.
- The National Office will notify the Regional Representatives and administer the poll during the meetings.

Old Business

There was no old business.

New Business

Collaboration with Technology Committee

- Vice Chair Dalton updated that the Technology Committee has created four work teams to accomplish their work this year and the Training Committee will collaborating with the Technology Committee work teams in these areas:
 - UNITY Enhancements 2023
 - Team Tableau
 - Workflow Diagrams
 - UNITY Maintenance
- Vice Chair Dalton noted that a monthly update on the collaborations will be provided in each meeting.

Adjourn

- The next meeting is February 2, 2023. Any members who have suggestions for a keynote speaker or keynote topic for the 2023 ABM should forward the information to Amanee Cabbagestalk prior to the next meeting.
- **S. Horton (NC) made a motion to adjourn. J. Wald (ND) seconded. Vice Chair Dalton adjourned the meeting by acclamation without objection at 2:42 p.m. ET.**