Present:
1) Pat Pendergast (AL) Designee
2) Jean Hall (FL), Commissioner, Committee Chair
3) Beth Meng (LA) Designee
4) Sherry Jones (MD) Commissioner
5) Gloria Soja (MT) Designee
6) Dawne Gannon (SC) Commissioner
7) Margaret Carpenter (WI) Commissioner
8) Michele Holden (DE) Ex-Officio Member
9) Donna Bonner (TX), Commission Chair, Ex-Officio Member
10) Rick Masters (CSG)
11) Crady deGolian (CSG)

Absent:
Sherry Bolden-River (TN)

- Ms. Hall welcomed everyone to the meeting. She double-checked that somebody would be recording minutes – CSG will be responsible for that.

- Bench Book - Ms. Hall brought up the development of a bench book. ICAOS has developed a similar book, though it is copyrighted.
  - It may still serve as a valuable resource for the committee as we develop our own bench book.
    - Jean asked Rick Masters to speak more specifically to this issue.
  - Rick pointed out that the bench book needs to be stylized specifically to the ICJ.
    - Can’t simply use the existing ICAOS bench book as a template – too many differences and cases that are unique to the adult compact. Took over one year to prepare in research and writing. ICAOS copyrighted publication. The general compact principles need to be integrated with the rules.
      - Rick is working with CSG to develop a Bench book. ICJ not ready to take action now. He will help in preparing budget to incorporate the bench book.
        - Will need input from the rules committee as the process moves along.
      - Rick also noted that this will be a slow process. We do not need to feel behind simply because nothing has happened up to this point.
        - Legal language and research behind the development of the book will be a substantial process.
        - This is a crucial piece. We need to take deliberate care to get it right.
• In addition Rick thought that there might be some budget implications involved in the development.
  • Cost of the research and the preparation is pretty sizable.
  o Pat Pendergast raised a question about counties ultimately buying the bench book. That seems to be the way things work for the adult compact.
  • Rick Masters noted that the books were made available on a complimentary basis for the compact administrators to distribute as they needed.
    • Book can also be downloaded online free of charge.
    • The only major fee that might be incurred would be for anyone who wants a hard copy.
    • May also want to consider selling the book commercially as a revenue generating tool.

• Draft ICJ Seal - Jean Hall discussed the draft seal that her office developed. She asked for their assistance to have ready for this call in the hopes of generating some discussion.
  o It is very similar to the one developed by the adult compact – Jean wanted to make sure there were no copyright issues here.
  o Rick Masters noted that the ICAOS staff has seen the draft seal and had no problems with it.
    • Donna Bonner raised the question about denoting member versus non-member states.
      • Rick didn’t think that was a good idea – goal is to incorporate all 50 states sometime soon.
        o We want to have to redo it every time a new state adopts.
    • Dawne Gannon pointed out that the draft seal does not print well on black and white – everything sort of runs together.
  o Donna suggested presenting the draft seal to a sub-committee for input and feedback.
    • Jean thought this was an excellent idea and asked if the group had any thoughts.
    • Donna suggested even turning this into a contest in some way.

• Training Materials - The next issue Jean Hall brought up was training, education and PR materials for the commission.
  o Thought the web site would be an appropriate place to house this.
  o Jean would like to have members volunteer to work on the different processes – this goes for everything that has already been discussed.
    • The other option was for Jean to simply try and pair members together and assign them various tasks.
  o Donna Bonner suggested we continue with brainstorming to figure out what documents need to be developed. She thought that might be an appropriate first step.
    • Could target specific groups where training may be needed.
      • New commissioners, compact staff, field staff, prosecutors, general public relations (outside conferences), etc…
• Identifying focus points might provide the best starting point.
  • Margaret would like to be involved with the field component – developing power points for lawyers, judges, and such.
  • Michelle Holden will work with Margaret to develop materials for field staff, judges, and attorneys.
  • Sherry Jones would like to work on the public relations component – PR focus on a national level.
  o Beth Meng noted that we don’t need to reinvent the wheel – simply tweak what we already have.
    • Donna did note we want to stress compliance and the difference between the new and old compacts.
    • Dawne Gannon has an existing power point she uses with her officers and would be willing to share that with Margaret and others who will work on the field component.
      • May have to alter it a little bit, but this should be a good starting point.
      • State Officials Guide that CSG generated in advance of the commission meeting may also be a valuable resource.
    • Rick Masters also has some slides he has used for training judges that may be valuable – focus on compliance and the legality of the compact.
      • Will probably evolve over time, but should provide a starting point.
  o Beth Meng agreed to serve on the PR committee with Sherry.
  o Jean Hall asked who also might be willing to assist with the seal.
    • Pat Pendergast noted there was somebody in his office that might be able to assist in the development of the seal. Perhaps between Jean and Pat, something could be worked up.
    • Gloria Soja agreed to assist in any way she is needed.
  o Gloria Soja raised a question about compliance in regards to training.
    • Likely will need to track training to ensure everybody is in compliance with the compact.
      • Donna Bonner did note that this will be an essential component in each state.
      • Gloria’s question is will this be simply a state requirement or will the group track trainings on a national level.
        o Jean Hall suggested the group consider online training tools.
        o Could even be modified accordingly for different folks.
      • Adult compact has a very in-depth online training.
        o It allows different folks to pick and choose what they would like to focus on and look at.
        • Rick Masters did note that this will take some time to get up to speed, but should save costs on the back-end. He will provide the ICAOS training committee’s chair information to Jean.
- Maybe worth directing one of the subcommittees to consider various training options
  - Pat Pendergast and Gloria Soja agreed to work on this.
    - Pat also agreed to continue with the seal unless somebody else is interested
  - Jean is going to see if Sherry Bolden Rivers might take on the seal responsibilities.
    - Pat Pendergast raised the question about people who are not knowledgeable and how that might impact training.
      - Rick noted good faith efforts are usually accepted for a short period of time. After a while, though, people will be held accountable to the training and compliance tools that are ultimately developed and made available.
    - Jean suggested that on the next conference call the group have more in-depth discussion regarding training new commissioners. Gloria suggested that this might be something she and Pat can take on for the time being. Pat agreed. Jean thanked them both.

- Jean Hall concluded by asking how often the committee would like to meet.
  - Rick Masters suggested once a month since we have divided responsibilities – can make adjustments as needed.
    - Group settled on the first Thursday of the month at 3:00 pm EST.
    - Pat Pendergast suggested we might also consider the 12th of March instead since Beth is not available.
  - Jean will send an e-mail to everyone tomorrow and set something up for the time being – that way she can capture those who were not present to today.
  - Jean thanked everyone for their participation and willingness to work on the projects.