Interstate Commission for Adult Offender Supervision

Training Committee Meeting Minutes
December 16, 2014
2:00pm ET
WebEx

Members in Attendance:
1. Anne Precythe Chair, NC
2. Roberta Cohen NM
3. Geri Miller-Fox UT
4. Sally Reinhardt-Stewart NE

Members not in Attendance:
1. Walt Pesterfield CO
2. Roberto Rodriguez KY

Staff:
1. Harry Hageman
2. Sam Razor
3. Barno Saturday
4. Mindy Spring
5. Xavier Donnelly
6. Kevin Terry

Call to Order
Commissioner A. Precythe (NC) called the meeting to order at 2 pm ET. Three out of five voting members were present, a quorum was established.

Approval of Agenda
Commissioner C. Miller-Fox (UT) moved to approve the agenda. Commissioner R. Cohen (NM) seconded. Agenda approved as presented.

Approval of Minutes
Commissioner R. Cohen (NM) moved to approve the minutes from April 3, 2014. Commissioner G. Miller-Fox (UT) seconded. Minutes approved as written.

Approved on 1/28/2015. B.S.
**Discussion**

Commissioner A. Precythe (NC) welcomed the Committee’s members.

The Committee discussed its history and challenges. Past committee chairs D. Ege and A. Hyde established the training practices the Commission uses today. Commissioner A. Precythe (NC) wants to take the trainings to the next level. She stated that the new hires and employees need to have different types of trainings. She also stated that in the past, all training committee members were trainers, which was very time-consuming. Her committee will have two groups – the Committee members, who put together the curriculum of trainings and the trainers, who deliver them.

Commissioner A. Precythe (NC) stated that she is looking for active Commissioner Training Committee members and good trainers, even if the trainers are not commissioners or DCAs.

M. Spring explained the types of training the Commission has in place: PPT, Rules, and live instructor led trainings.

M. Spring just hosted a topic based rules training that was very well received.

Commissioner A. Precythe (NC) named a few trainers: M. Billinger (KS), J. Ingle (UT), R. Bisch (MN), D. Ege (AZ), M. Thompson (PA).

Commissioner G. Miller-Fox (UT) suggested connecting the DCA mentoring program with available trainings. She will bring this up at the next DCA Liaison Committee meeting.

S. Reinhardt-Stewart (NE) suggested sending a call for trainers to commissioners and DCAs to suggest trainers from their state.

Commissioner A. Precythe (NC) presented the project to revamp the current on demand curriculum.

**2015 ICAOS On Demand Training Project**

Create 15-20 training modules using new interactive training authoring software to be used with our current Learning Management System (Litmos.) Scenario based exercises, quizzes, software (e.g. ICOTS) simulation will be integrated into the On demand learning environment resulting in better understanding and application of ICAOS rules. Future goals may include expanding modules for blended learning experiences to be used with other live instructor trainings via web conferencing or onsite.

Modules will be published to HTML5 format and viewable on mobile devices. Project completion estimate 10-12 months from approval.

| BUDGET |
|-----------------|------------------|
| **Software (Purchase Articulate Storyline-Module authoring software and upgrade Camtasia & Adobe Captivate-Current video edit and screen recording software)** | $3,000 |

Approved on 1/28/2015. B.S.
The Committee reviewed the Training Committee budget and the storyline training modules and software stimulations. The new modules require the user to complete specific activities inside the training to complete the training. These modules will cut down the need for live instructors and enhance the learning experience.

Commissioner G. Miller-Fox (UT) stated that Utah had video and audio challenges with the similar packages, including Storyline. She will send the UT training coordinator’s contact information to M. Spring.

**Commissioner R. Cohen (NM) moved to recommend that the Executive Committee approve the expenditure for upgrading the On Demand modules as presented. Commissioner G. Miller-Fox (UT) seconded.**

**Motion passed unanimously.**

The Committee reviewed the training requests from California and Hawaii.

**Commissioner G. Miller-Fox (UT) moved to recommend that the Executive Committee approve the training assistance request from Hawaii’s as long as Hawaii is willing to reimburse the Commission for trainer’s travel expenses, fees, associated material and other costs. Commissioner R. Cohen (NM) seconded.**

**Motion passed unanimously.**

Commissioner A. Precythe (NC) asked M. Spring to contact DCA G. Rosa (CA) for more information on his training request.

The Committee reviewed the changes to the ICAOS Training and Technical Assistance Policy. The new changes involve the Executive Committee in the approval process.

DCA S. Reinhardt-Stewart (NE) pointed out the grammatical changes to the policy.

**Commissioner R. Cohen (NM) moved to approve the Training and Technology Assistance Policy as amended. Commissioner Geri Miller-Fox (UT) seconded.**

**Motion passed unanimously.**

The Committee discussed the ICAOS trainings at the APPA Institute and how to make them more interesting and interactive.

Approved on 1/28/2015. B.S.
DCA S. Reinhardt-Stewart (NE) suggested using the MSNBC Tuthill training.

The Committee talked about having trainings that are short and relevant to their audience. APPA is calling for presenters to register for the July 2015 APPA Institute. The Institute takes place in Los Angeles, CA.

M. Spring will put together the training’s costs.

The Committee discussed dividing the rules training into six 90 minutes trainings.

The Committee will meet again in January 2015. The Committee will be looking to meet on Wednesdays or Thursdays.

New Business
Commissioner A. Precythe (NC) stated that the rule amendment deadline was changed to March 15, 2015.

Adjourn
Commissioner R. Cohen (NM) moved to adjourn. Commissioner A. Precythe (NC) seconded. The meeting adjourned at 3:20 pm ET.