

**TRAINING COMMITTEE MINUTES**  
**August 24, 2021**

PRESENT	Ernise Singleton Barbara Clemmer Leah Johnson Kathleen Murphy Tremekia Priester David Young Rosemarie Kraeger Nicole Russell	Louisiana Commissioner Pennsylvania Commissioner Iowa Commissioner New Hampshire Commissioner South Carolina Commissioner Vermont Commissioner Rhode Island Commissioner National Military Family Association	Chair
EXCUSED	Shelly Ramos	Texas Commissioner	
STAFF	Cherise Imai Lindsey Dablow	Executive Director, MIC3 Training and Operations Associate, MIC3	

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**ITEM 1 – CALL TO ORDER**

1. The meeting was called to order at 1:02 PM ET by Committee Chair, Commissioner Ernise Singleton (LA).

**ITEM 2 – ROLL CALL**

2. Roll call was taken by Training and Operations Associate, Lindsey Dablow. Quorum was established.

**ITEM 3 – APPROVAL OF THE AGENDA**

3. Commissioner Kathleen Murphy (NH) moved to approve the agenda. The motion was seconded by Commissioner David Young (VT). Motion carried.

**ITEM 4 – APPROVAL OF THE MINUTES**

4. Commissioner Murphy moved to approve the minutes from the June 22, 2021, meeting. The motion was seconded by Commissioner Leah Johnson (IA). Motion carried.

**ITEM 5 - REPORTS**

5. **Executive Committee** – Chair Singleton said the EXCOM has met twice since the last Training Committee meeting and committees are working towards the goals in their Strategic Plan. She said the National Office participated in various workshops and webinars over the summer. Additionally, the National Office is working to reconcile the End-of-Year reports and collecting the National Guard and Reserve reports due at the end of August.

**ITEM 6 – OLD BUSINESS**

6. **MIC3 Commissioner Mentoring Program Update** – Ms. Dablow updated the committee on the Commissioner Mentoring Program. She noted there have been several new commissioners appointed who are in the onboarding process. She said these commissioners will be assigned mentors

once they complete onboarding. Ms. Dablow said the National Office will establish a training call that discusses expectations between a mentor and mentee.

7. **2020-2022 Strategic Plan: Initiative for 2021** – Chair Singleton said the committee reviewed the graduation videos at their June meeting. Ms. Dablow said she received a comment suggesting a new voice for the training without an accent. Also, she received a comment with a minor word choice change on Slides 11 and 12. Ms. Dablow said the script will be given to the voiceover artist hired and it will be used for the webinar and Powtoons video. Ms. Dablow said the National Office submitted a voiceover proposal to a company called Production Hub. Ms. Dablow provided three voice samples to the committee for review. The committee reviewed the cost estimates and confirmed the voice recording would need to be merged with the video. Chair Singleton suggested obtaining the price quote from all three voiceover artist before making a final decision.

8. Commissioner Johnson motioned to accept the Article VII Graduation Script as presented. The motion was seconded by Commissioner Young. Motion carried.

9. Chair Singleton recommended the committee would rank the individuals in order of preference, then the top candidate will be contacted to get the final price estimate, then the National Office will email the details and the committee will respond by the deadline whether they agree or disagree with the proposal cost. If agreement is reached via email, the National Office will contract with the top candidate identified. Ms. Dablow clarified that the price indicated is just for the current video though there may be additional videos in the future that can be contracted.

10. Commissioner Young motioned to accept the recommendation given by Chair Singleton on how the committee will proceed. The motion was seconded by Commissioner Tremekia Priester (SC). Motion carried.

11. The committee listened to samples of the voiceover candidates. Ms. Dablow suggested she contact all the candidates and tell them they're a finalist and ask for a firm price quote since the script has been approved. Chair Singleton asked Ms. Dablow to contact them via email with the timeline for approving the candidates once the final cost estimates are received.

## ITEM 7 – NEW BUSINESS

12. **Learning Management Systems Discussion** – Ms. Dablow shared the National Office has been receiving more requests for training during the past year. She said the next step would be to develop MIC3's own course in which participants' learning could be tracked. She displayed a document with the three learning management systems she researched and their features: Moodle, LifterLMS, and LearnDash. She noted the National Office will be getting feedback from Epic Technologies on these platforms.

13. Commissioner Murphy inquired about the budget for these platforms. Ms. Dablow noted it will be included in the next Strategic Plan and the budget will account for the cost. She said all the costs are reasonable in consideration of the budget. She noted Moodle doesn't offer a plugin to WordPress, a comment was made that this should rule out Moodle. Ms. Dablow said she will inquire with Epic Technologies if MIC3 could use some of its support hours with them to support the learning management system if needed. Chair Singleton stated the feedback from Epic Technologies will assist the committee in deciding which platform to choose. Ms. Dablow said the National Office will collect more information and present a recommendation at the September meeting.

## ITEM 8 - OTHER BUSINESS AND ANNOUNCEMENTS

14. **Items for the Executive Committee** – No items were brought forth for the EXCOM.
15. **2021 Annual Business Meeting** – Chair Singleton reminded the committee the ABM will be virtual and held on November 4-5, 2021.
16. **2022 Annual Business Meeting** – Chair Singleton stated the 2022 ABM will be held in Baton Rouge, LA on October 19-20, 2022.
17. **End-of-Year and NGR Reports** – Chair Singleton noted the Compliance Committee extended the deadline for the End of Year and NGR reports was extended to August 31, 2021.
18. **Trainings FY21** – Chair Singleton noted the National Office has the following upcoming trainings: Mississippi School Liaisons, Coast Guard EFMP on 9/21, and North Carolina ECAC on 10/6. Ms. Dablow said an Executive Director Report will be released later today and will provide guidance on the role of commissioners with special needs students and families.

## ITEM 9 – ADJOURNMENT

20. With no further business to conduct, Commissioner Young motioned to adjourn the meeting. Commissioner Murphy seconded the motion. Motion carried. Chair Singleton adjourned the meeting at 1:59 ET.