



MILITARY INTERSTATE
CHILDREN'S COMPACT
COMMISSION

TRAINING COMMITTEE MINUTES

FISCAL YEAR 2019

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TRAINING COMMITTEE MINUTES
Tuesday, August 7, 2018

PRESENT	John 'Don' Kaminar	Arkansas Commissioner	Chair
	Kate Wren Gavlak	California Commissioner	Vice Chair
	Marcy Herman	Alaska Commissioner	
	David Young	Vermont Commissioner	
	Kathy Facon	DoD Representative	Ex-Officio
	Cherise Imai	Executive Director	
	Lindsey Dablow	Training and Operations Associate	Secretary
	Richard Pryor	Communications Associate	
EXCUSED	Yolande Anderson	South Carolina Commissioner	
	Kathleen Murphy	New Hampshire Commissioner	
	Eileen Huck	NMFA	Ex-Officio
ABSENT	Margaret Seals	Iowa Commissioner	
OBSERVER	Patty Ewen	DoD	

ITEM 1 – CALL TO ORDER

1. The meeting was called to order at 1:03 PM EST by John Kaminar, Arkansas Commissioner and Training Committee Chair, and roll call was taken by Lindsey Dablow, MIC3 Training and Operation Associate.

ITEM 2 – AGENDA AND MINUTES

2. The meeting agenda was approved unanimously. The minutes of the June 5, 2018 meeting were approved unanimously as presented.

ITEM 3 – OLD BUSINESS

3. **PsychArmor** – Chair Kaminar provided a brief history of the PsychArmor video project and its progression from the Training Committee to the Executive Committee (EXCOM). The Committee reviewed the video designed by MIC3's Communications Associate Richard Pryor using Powtoon's video software. (<http://www.powtoon.com/m/fBZoAsAm4Uy/1/m>)

Chair Kaminar asked if the video was available on MIC3's website and Richard Pryor (MIC3) clarified the Powtoon video is a draft to be voted on and passed out of Training to the EXCOM for review and to be voted on. Commissioner Marcy Herman (AK) voiced support for the video. Chair Kaminar presented the positive feedback the video received when it was presented at the Military Impacted School Administrators meeting in Nashville, Tennessee in July.

Motion to accept the PsychArmor video but not require use of the video was made by Commissioner Kate Wren Gavlak (CA) and seconded by Commissioner David Young (VT). Motion carried.

Motion to recommend adoption of the Powtoon video pending changes provided by the EXCOM was made by Commissioner Gavlak and seconded by Commissioner Young. Motion carried. Richard Pryor asked the Committee Members to email him any feedback they have about the video.

4. **ABM Breakout Topics** – The Chair asked each team to briefly review the materials their team developed for the Breakout sessions at the Annual Business Meeting (ABM) in October.

Topic 1 “*Duties and Responsibilities of State Commissioners*” created by Commissioner Herman and Commissioner Gavlak. The information provided in this slide deck comes from the Model Language. Department of Defense (DoD) representative Kathy Facon asked if the presentation could include details on engaging the military representative and state councils. Commissioner Gavlak and Commissioner Herman agreed to add a slide that would provide more on that topic.

Kathy Facon offered to provide the Military Representative resource guide DoD provides to Military Reps providing the Commissioners into the information Military Reps receive when they onboard to the Commission. Chair Kaminar, supported by Commissioner Gavlak, asked if the National Office could provide that document in both electronic and print form for the ABM. Lindsey Dablow agreed to copy the Military Representative Resource Guide and provide copies at the ABM.

Topic 2 “*Organization, Structure, and Running of a State Council*” is being organized by Commissioner Kathleen Murphy (NH) and Commissioner Yolande Anderson (SC) both were unable to attend this meeting, but Commissioner Murphy assured the Chair the presentation would be forthcoming.

Topic 3 “*MIC3 Case Studies*” Chair Kaminar outlined the format of the Breakout session. Commissioner Gavlak recommended reading all the presentations for grammar. Commissioner Gavlak confirmed the feedback she receives after providing trainings supports the use of case studies because the situations are real to the attendees. The Chair informed Committee Members the National Office would bring copies of the Compact’s Rules to ABM for the participants to reference.

Kathy Facon recommended highlighting “who” was involved in each case and adding a case study exploring what happens when it not a Compact issue. Chair Kaminar agreed with the group’s feedback and stated he would make changes and send the updated presentation out to the committee for review.

Topic 4 “*Support Systems for Military Families*” Kathy Facon provided an overview of the fourth topic. The idea is to provide a hands-on approach to the resources available within and outside the Compact. If possible, the resource material will be available for participants to take with them. Topics will include “How to reach school liaison officers”, “What state liaisons do”, and a review of www.tudor.com. The presentation is a gallery walk through the resources. Eileen Huck (NMFA) has offered additional resources including Military OneSource and Penn State partnership. The idea is who can assess it, how to access it, and what the resources are. [OPEN]

ITEM 4 – NEW BUSINESS

5. **Strategic Plan** – Chair Kaminar reviewed the current goals of the Training Committee as outlined in the Strategic Plan. Strategy 2, Goal 1 “Development of videos and other resources...” This item includes the PsychArmor video, Powtoon video, MIC3 public service announcements (PSA), and the development of materials for the Breakout training sessions for the 2018 ABM which are underway and close to completion. [OPEN]

Strategy 4, Goal 4 “Update MIC3 Video – Professional production.” The Chair recognized Kathy Facon and thanked her team for developing one of the PSAs for MIC3. The Chair asked if longer videos are being considered or produced. Ms. Facon reminded Members a video idea had been discussed that would include the voices of the Commissioners that could be woven into a longer training video but is not currently being produced. [OPEN]

Strategy 4, Goal 5 “Update/create a webinar program” Chair Kaminar provided a brief overview of a conversation he and Training Associate Lindsey Dablow had regarding a web series of training videos. Chair Kaminar did not wish to go into detail at this time but wanted to add this to the Training Committee’s agenda for discussion at the ABM. [OPEN]

6. **MIC3 PSA (Informational)** – The Training Committee reviewed the three PSA videos. Kathy Facon stated the DoD video was developed to be used by defense media, armed forces network, and other defense media outlets requiring some components be purchased so it could be used in that manner. Chair Kaminar asked if the DoD PSA was a finished product or if changes could be made to it, and Ms. Facon confirmed changes could be made.

Chair Kaminar recommended the Training Committee vote to support the use of the PSAs pending the Communications & Outreach Committee’s vote and feedback from the EXCOM. Commissioner Gavlak made the motion and Commissioner Young seconded. Motion carried.

Commissioner Gavlak asked if the video from DoD was intended for Department of Defense audience instead of the public? Kathy Facon stated MIC3’s EXCOM voted and provided the script which is the same in all the PSAs. She stated the platform was chosen so it could be used to broadcast on the Department of Defense media outlets. Richard Pryor clarified the Powtoon videos were created in addition to DoD’s video because the feedback provided on the PsychArmor video led the National Office to create something inhouse that could be easily modified or manipulated at a low cost to the Commission. The Powtoon videos can be used on any platform and were meant to be used “as well as” not “instead of”. Commissioner Young voiced support for having different looks because it allows the presenter to use the video best suited for their audience.

7. **New Training Materials** – Chair Kaminar, with the consent of the Committee Members, tabled the discussion of new training materials until after ABM.

Chair Kaminar asked the Committee to have their ABM materials finalized before the next Training Committee meeting on September 4, 2018. He asked Members to discuss any logistical needs they have for ABM with Lindsey Dablow. The Chair then opened the floor to National Office Staff. Ms. Dablow asked the Members who have not registered for ABM or booked their hotel rooms to go ahead and do so. She also asked those members running a Breakout session to bring their own laptop to

avoid the cost of renting them but stated anyone who could not bring a laptop would need to contact the National Office and staff would make the necessary arrangements.

ITEM 5 – ADJOURNMENT

8. The Committee meeting adjourned at 1:52 PM ET.

Respectfully submitted by,
Lindsey M. Dablow
Training and Operations Associate, Secretary

Next Meeting – September 4, 2018 @ 1:00 p.m. EST

TRAINING COMMITTEE MINUTES
Tuesday, October 2, 2018

PRESENT	John 'Don' Kaminar	Arkansas Commissioner	Chair
	Kate Wren Gavlak	California Commissioner	Vice Chair
	Dr. Ernise Singleton	Louisiana Commissioner	
	Marcy Herman	Alaska Commissioner	
	Kathleen Murphy	New Hampshire Commissioner	
	David Young	Vermont Commissioner	
	Kathy Facon	DoD Representative	Ex-Officio
	Cherise Imai	Executive Director	
	Lindsey Dablow	Training and Operations Associate	Secretary
	Richard Pryor	Communications Associate	
EXCUSED	Yolande Anderson	South Carolina Commissioner	
	Eileen Huck	NMFA	Ex-Officio

ITEM 1 – CALL TO ORDER

1. The meeting was called to order at 1:00 PM EST by John Kaminar, Arkansas Commissioner and Training Committee Chair, and roll call was taken by Lindsey Dablow, MIC3 Training and Operation Associate.

ITEM 2 – AGENDA AND MINUTES

2. A motion to approve the agenda as presented was made by Commissioner Kate Wren Gavlak (CA) and seconded by Commissioner David Young (VT). The motion carried. Commissioner Gavlak motioned to approve the minutes of the August 7, 2018 meeting as presented, seconded by Commissioner Young. The motion carried.

3. Chair Kaminar made several announcements. He informed the Members DoD Representative Kathy Facon had recently returned from touring DoD schools overseas. The Chair also recognized Commissioner Gavlak and Associate Dablow who recently returned from a MISA-MIC3 training in Topeka, Kansas. Chair Kaminar informed the Committee that Commissioner Margaret Seals of Iowa had recently retired so the Commissioner seat for Iowa is vacant. The National Office (NO) does not anticipate that seat being filled prior to the Annual Business Meeting (ABM). He concluded by informing Members that a family member of Commissioner Yolande Anderson's (SC) had recently passed away and he was not sure of her availability for the ABM. He asked the Committee Members to remember Commissioner Anderson and her family in their thoughts and prayers.

ITEM 3 – OLD BUSINESS

4. **ABM Breakout Topics**– The Chair expressed his thoughts that the presentations and training materials were ready for the ABM and Ms. Facon concurred. Chair Kaminar informed Commissioner Kathleen Murphy (NH) that she possibly would be a solo presenter to which the Commissioner

confirmed that would not be an issue. The Chair stated Commissioner Marcy Herman (AK) had indicated she might be unable to attend ABM but he had spoken to Commissioner Gavlak and she would be fine facilitating the breakout session. Commissioner Herman interjected that she would be attending the ABM and would gladly assist with the breakout sessions.

5. Chair Kaminar welcomed Louisiana's new Commissioner Ernise Singleton to assist during the breakout sessions or attend whichever she preferred. [OPEN]

ITEM 4 – NEW BUSINESS

6. **2018 ABM Breakout Session Surveys** – Chair Kaminar discussed requesting breakout session attendees to complete a survey and how best to facilitate that. Commissioner Gavlak supported asking breakout attendees to complete a survey at the conclusion of the training session, gather the completed surveys, and turning those into Ms. Dablow so she could prepare a summary for the Training Committee to review. Commissioner Herman, Commissioner Murphy, and Commissioner Young also voiced their support of that process.

7. Ms. Dablow asked the Members if two of the general facility questions could be removed from the Breakout Session Survey and added to the Post-ABM Survey since they deal primarily with location and are not specific to the materials being presented. The Committee supported the proposed survey changes.

8. **2018 General Attendee Sessions** – Chair Kaminar discussed the newly designated 2018 General Attendee Sessions. First session is titled *Advancing School Relationships* presented by Dr. Keith Mispagel and Helen Payne. The second is *Education Transitions and the Compact* presented by MIC3 Executive Director Cherise Imai and MIC3 General Counsel Rick Masters. *Advancing the Compact Through Collaboration* is the third presentation conducted by Nanette Pigg, Patty Ewen, and Jennifer Dailey-Perkins.

9. Kathy Facon requested MIC3's website be updated to reflect the title and summary of DoD's session. [OPEN]

10. **2019 ABM General Session – Case Study** - Chair Kaminar in conversation with Commissioner Young has discussed preparing a session for the 2019 ABM that highlights case studies that Commissioners could attend. While there is a breakout session featuring case studies this year the Chair expressed doubt that every Commissioner would have the opportunity to attend one of those two sessions. Commissioner Gavlak supported the designation of a single session to case studies because in her training experience that is a point of interest. The Chair asked Members to consider and come prepared to discuss the proposal at the ABM. [OPEN]

11. **New Commissioner Mentoring Program** - The Chair reviewed the Strategic Plan and highlighted the Executive Committee's (EXCOM) Strategy 2, Goal 4 outlining a Commissioner mentoring program. EXCOM suggested moving this item to the Training Committee. Chair Kaminar asked the Committee Members to consider the proposed re-assignment of this strategic goal to the Training Committee. Commissioner Gavlak supported reassigning the Commissioner mentoring strategy to the Training Committee. She stated it would allow the project to be developed into a formal program. Commissioner Singleton also voiced support for the initiative and her willingness to work on the project. Commissioner Herman supported movement of this item to the Training Committee. Chair

Kaminar stated he would voice the Training Committee's willingness to oversee this project to the EXCOM at their next meeting. He asked the Members to take time leading up to ABM to come up with ideas, questions, points of clarification for discussion when the Committee meets at the ABM.

12. **Draft Mission Statement** – Chair Kaminar provided the Members with a draft Training Committee Mission Statement.

“The Training Committee develops training materials and provides training, in person and via distance learning, to commissioners, school faculty and staff, parents, and interested persons, for the purpose of enhancing the ability of Commissioners and school district employees to resolve transitional issues for military-connected students and educating parents about the rights of military-connected students under Compact statute.”

The Chair asked for volunteers to review the draft language, edit, and submit a proposed mission statement for the Committee's consideration. Commissioner Gavlak and Kathy Facon volunteered to work together on a Training Committee Mission Statement. [OPEN]

13. **Resolution of Appreciation** – Chair Kaminar thanked the Committee Members for their hard work over the course of the past year. He provided a brief history of the NO staff's involvement with the Training Committee since the 2017 ABM. Chair Kaminar asked the Members to consider preparing a written resolution of appreciation and support for the full-time staff. Commissioner Murphy made the motion to prepare a written resolution recognizing the NO staff, seconded by Commissioner Gavlak. Motion carried.

14. Commissioner Murphy asked if the Chair would include this in the Training Committee's report to the full Commission, and Commissioner Gavlak asked if the written document could be presented at ABM so it would be captured in the ABM minutes. Commissioner Murphy followed up stating capturing it on the report was appropriate, but it would be nice to provide a visual show of support at the ABM to thank those individuals who help the Committee.

15. Chair Kaminar asked that the Training Committee Report for the ABM docket book be displayed and highlighted for the members the section recognizing the NO staff. The Chair agreed with the sentiments expressed by Commissioner Murphy and Gavlak and will recognize the full-time staff during his oral report at ABM.

ITEM 5 – ADJOURNMENT

16. The Committee meeting adjourned at 1:35 PM ET.

Respectfully submitted by,
Lindsey M. Dablow
Training and Operations Associate, Secretary

Next Meeting – October 18, 2018

TRAINING COMMITTEE MINUTES
Thursday, October 18, 2018

PRESENT	John 'Don' Kaminar	Arkansas Commissioner	Chair
	Kate Wren Gavlak	California Commissioner	Vice Chair
	Marcy Herman	Alaska Commissioner	
	Kathleen Murphy	New Hampshire Commissioner	
	Dr. Ernise Singleton	Louisiana Commissioner	
	David Young	Vermont Commissioner	
	Kathy Facon	DoD Representative	Ex-Officio
	Eileen Huck	NMFA	Ex-Officio
	Lindsey Dablow	Training and Operations Associate	Secretary
EXCUSED	Yolande Anderson	South Carolina Commissioner	
	Cherise Imai	Executive Director	
	Richard Pryor	Communications Associate	

ITEM 1 – CALL TO ORDER

1. The meeting was called to order at 11:00 AM EST by John Kaminar, Arkansas Commissioner and Training Committee Chair, and roll call was taken by Lindsey Dablow, MIC3 Training and Operation Associate.

ITEM 2 – AGENDA AND MINUTES

2. The agenda was approved as presented. Commissioner Kathleen Murphy (NH) motioned to approve the minutes of the October 2, 2018 meeting as amended, seconded by Commissioner David Young (VT). The motion carried.

ITEM 3 – OLD BUSINESS

3. **2019 ABM General Session – Case Study**– Chair Kaminar and Commissioner Young shared their idea for a large group Case Study session for the 2019 Annual Business Meeting (ABM). The project idea was supported by Commissioner Murphy and Commissioner Marcy Herman (AK) who cited interest in the topics and its potential to engage a larger audience.

4. MIC3's Rules Committee is currently reviewing the unique case submissions, but Commissioner Young suggested a general email to Commissioners asking for cases from their perspective states. Commissioner Murphy suggested including this item on January's Training Committee agenda. **[OPEN]**

5. **New Commissioner Mentoring Program** – Chair Kaminar opened the floor to discussion of the New Commissioner Mentoring Program. Commissioner Gavlak voiced support for the initiative but conveyed the process would need to be developed and a timeline established. Commissioner Murphy concurred there needed to be a guideline for both mentors and mentees to set expectations for both. Commissioner Ernise Singleton (LA) stated both parties need to benefit from the process. The Training Committee will add this item to their January 2019 agenda for discussion and development. **[OPEN]**

6. **Training Committee Mission Statement** – Chair Kaminar stated staff at DoD and Commissioner Gavlak reviewed the proposed language and edited. Commissioner Murphy suggested a shortened statement paragraph with bullet points of ‘Guiding Principles’ instead as Mission Statements tend to be brief. The Members agreed. Commissioner Gavlak made a motion to approve the Statement as amended, seconded by Commissioner Murphy. Motion Carried.

ITEM 4 – NEW BUSINESS

7. **Webinar Training Series** – Chair Kaminar yielded the floor to Ms. Dablow who directed Members to handout #5 in their packet. In reviewing MIC3’s Strategic Plan and creating goals for herself under the direction of the Executive Director the idea for a seasonal webinar series arose highlighting the Compact’s four areas of focus: Enrollment, Placement, Eligibility, and Graduation.

8. The Training Committee would develop the scripts and could work in collaboration with the Communications and Outreach Committee to develop videos from the scripts. To track usage, a short quiz could be taken at the end where the participant earns a certificate to demonstrate their knowledge of the topic similar to how organizations use their own internal learning modules. This would allow MIC3 to develop key performance indicators and recognize trends.

9. DoD Representative Kathy Facon supported the collaboration between committees and advised using a platform that is compatible with DoD to insure accessibility. Chair Kaminar supported the idea and advised choosing one topic/season to begin with instead of working on all four at once. Ms. Facon suggested her staffer, Patty Ewen, participate due to her background in this area. Commissioner Herman volunteered to assist with the project as well. [OPEN]

10. **Additional Collaterals** - Chair Kaminar asked members to review handout #6 in their packet. The National Office proposed creating bookmarks as collaterals that can be used at trainings or sent into the field to help disseminate information about MIC3. The bookmarks would be downloadable from MIC3’s website as well. Commissioner Murphy asked that the Committee review the enclosed samples and provide feedback at the Committee’s January meeting. [OPEN]

ITEM 5 – ADJOURNMENT

11. Chair Kaminar thanked the Members for approving the resolution recognizing the work of the National Office this past year regarding the training video and PSAs. He confirmed initial feedback from the Breakout Sessions had been positive and thanked them for their hard work over the past few months. Commissioner Murphy voiced her appreciation for Chair Kaminar’s leadership and understanding. Ms. Facon expressed her appreciation for the Chair’s efforts to follow-up and listen to the Members concerns.

12. The Committee meeting adjourned at 12:00 PM ET.

Respectfully submitted by,
Lindsey M. Dablow
Training and Operations Associate, Secretary

TRAINING COMMITTEE MINUTES
Tuesday, January 29, 2019

PRESENT	Ernise Singleton Kate Wren Gavlak Kraig Kiehl Rosemarie Kraeger Pete LuPiba Kathleen Murphy David Young	Louisiana Commissioner California Commissioner Pennsylvania Commissioner Rhode Island Commissioner Ohio Commissioner New Hampshire Commissioner Vermont Commissioner	Chair
STAFF	Cherise Imai Lindsey Dablow Richard Pryor	Executive Director Training and Operations Associate Communications Associate	Secretary
GUEST	Barbara Clemmer	PA Dept. of Education, Bureau of School Support	
EXCUSED	Cindy Hunt Jay Ledbetter	Oregon Commissioner Mississippi Commissioner	
ABSENT	Yolande Anderson	South Carolina Commissioner	

ITEM 1 – CALL TO ORDER

1. The meeting was called to order at 1:00 PM EST by Ernise Singleton, Louisiana Commissioner and Training Committee Chair. Roll call was taken by Lindsey Dablow, MIC3 Training and Operation Associate. Commissioner Kraig Kiehl (PA) introduced guest Barbara Clemmer.

ITEM 2 – AGENDA AND MINUTES

2. The agenda was approved as presented. Commissioner Rosemarie Kraeger (RI) motioned to approve the October 18, 2018 minutes as amended, seconded by Commissioner David Young (VT). The motion carried.

ITEM 3 – REPORTS

3. **Executive Committee** – Chair Singleton updated the Members on topics the Executive Committee (EXCOM) discussed at the retreat in Little Rock, Arkansas in November. Among those topics discussed were communication internally and externally, how best to engage the Commission, and development of the Strategic Plan at the Spring Retreat in Lexington, KY during April 2019.

ITEM 4 – OLD BUSINESS

4. **Training Committee Mission Statement** – Chair Singleton reviewed the final draft of the Training Committee Mission Statement that was approved at the October 2018 Training Committee meeting.

5. **New Commissioner Mentoring Program** – Chair Singleton stated the Committee discussed and agreed to develop the New Commissioner Mentoring Program at the Annual Business Meeting (ABM). Chair Singleton opened the floor for discussion regarding a timeline for implementation, roles & responsibilities of the mentor and mentee, and next steps. The Members suggested utilizing retiring Commissioners and current Commissioners to serve as mentors.
6. Ms. Dablow will create a Google Doc with mentoring documents outlining roles and responsibilities provided by Commissioner Kraeger and Commissioner Kathleen Murphy (NH) for review by the members at the March meeting. [OPEN]
7. **2019 ABM General Session – Case Study** – Chair Singleton asked the Members for feedback regarding a large group Case Study session at the 2019 ABM. Commissioner Pete LuPiba (OH) voiced support because it would include both the Commissioners and the ABM general attendees. Relevant subject matter to consider is Special Education, graduation requirements, Kindergarten and athletics for presentation in protocol format. Members suggested requesting cases from the Commission, so the content is different from the material currently being used for training.
8. Ms. Dablow will prepare a document for the Members that reviews the case studies currently being used for training and will contact the Commission for additional cases from their states. [OPEN]
9. **Webinar Training Series** – Chair Singleton communicated the training series would be held over until after the Strategic Planning session takes place in April 2019. Commissioner LuPiba reminded Members the Commission produced a series of training webinars a few years ago. Communications Associate Richard Pryor volunteered to gather those videos to determine if they could be reissued or any part of them reused.
10. Chair Singleton is preparing a Google Doc for the Committee Members to log relevant Commission topics they think the Compact would benefit from developing of training materials about. [OPEN]

ITEM 5 – NEW BUSINESS

11. **2018 ABM Breakout Session Survey Results** – Ms. Dablow reviewed the feedback received from the 2018 ABM Breakout Sessions. She highlighted the positive nature of the feedback and recommended each Member review the comments at the end of the survey because the attendee comments provide insight into additional topics and resources the Training Committee might consider creating.

ITEM 6 – OTHER BUSINESS AND ANNOUNCEMENTS

12. **Strategic Plan** – Chair Singleton reminded Members the EXCOM would meet in April to develop the Commission's three-year Strategic Plan. She asked them to provide feedback at the March committee meeting on topics they would like to see represented on the strategic plan.
13. **Items for the Executive Committee** – Chair Singleton asked Members if they had any comments or feedback for the EXCOM. Commissioner Kraeger voiced support for this item's addition to the Standing Committee's agendas because it increases transparency and allows for an additional avenue of feedback for Commissioners to MIC3 leadership.

ITEM 5 – ADJOURNMENT

14. There being no further business Commissioner LuPiba moved for adjournment, motion was seconded by Commissioner Young. Motion carried.

15. The Committee meeting adjourned at 2:00 PM EST.

Respectfully submitted by,
Lindsey M. Dablow
Training and Operations Associate, Secretary

TRAINING COMMITTEE MINUTES
Tuesday, May 28, 2019

PRESENT	Ernise Singleton Kate Wren Gavlak Kraig Kiehl Rosemarie Kraeger Yolande Anderson Pete LuPiba Kathleen Murphy	Louisiana Commissioner California Commissioner Pennsylvania Commissioner Rhode Island Commissioner South Carolina Commissioner Ohio Commissioner New Hampshire Commissioner	Chair
STAFF	Cherise Imai Lindsey Dablow Richard Pryor	Executive Director Training and Operations Associate Communications Associate	Secretary
ABSENT	Cindy Hunt Jay Ledbetter David Young	Oregon Commissioner Mississippi Commissioner Vermont Commissioner	

ITEM 1 – CALL TO ORDER

1. The meeting was called to order at 1:02 PM EST by Ernise Singleton, Louisiana Commissioner and Training Committee Chair. Roll call was taken by Lindsey Dablow, MIC3 Training and Operation Associate.

ITEM 2 – AGENDA AND MINUTES

2. Commissioner Rosemarie Kraeger (RI) made a motion to approve the agenda as presented, seconded by Commissioner Kathleen Murphy (NH). Motion carried. Commissioner Murphy motioned to approve the January 29, 2019 minutes as presented, seconded by Commissioner Kraig Kiehl (PA) The motion carried.

ITEM 3 – REPORTS

3. **Executive Committee** – Chair Singleton updated the Members on topics the Executive Committee (EXCOM) discussed at the previous EXCOM meeting including the Strategic Plan. She reminded Members to fill-out the Strategic Plan survey by the June 7th deadline. Chair Singleton informed Members the FY20 dues were electronically sent out first of May. The EXCOM is working on defining the role and responsibilities of ex-officio organizations and their representatives to the Commission.

ITEM 4 – OLD BUSINESS

4. **New Commissioner Mentoring Program** – Chair Singleton opened the discussion by presenting topics Executive Director Cherise Imai had submitted from her work onboarding new commissioners. Topics included:

- What should state councils discuss: review rules, cases encountered, educating stakeholders on the compact, roles & responsibilities of members.
- Different ways/types of communication and the time allotted to that task.
- What are some of the challenges you have encountered?

- Who do I contact if I need assistance with a case or a question?
- Record keeping

5. Committee Members expanded on those topics and added additional items. Ms. Dablow will edit the document to reflect the discussion and it will be voted on during the July 23, 2019 meeting. [OPEN]

6. **2019 ABM General Session – Case Study** – Chair Singleton informed members that after the EXCOM's retreat in April and subsequent meetings discussing the FY20 – FY22 Strategic Plan that there would not be enough time at the 2019 Annual Business Meeting to hold a General Session Case Study this year. Instead a breakout session would be held similar to the one presented in Cleveland, Ohio for attendees.

ITEM 5 – NEW BUSINESS

7. **2019 ABM Breakout Session** – The Training Committee will organize two Breakout Sessions for the 2019 ABM. The first session, *Duties & Responsibilities of a Commissioner and State Councils*, is a combination of two sessions held in 2018. These topics received high marks from attendees on the 2018 survey. The National Office and EXCOM wanted to combine the topics since there will be a substantial number of new commissioners at this year's ABM. Commissioners Kraeger, Murphy, and Yolande Anderson (SC) agreed to develop this session. The Members discussed utilizing the Compact Model Language and providing participants with examples from other member states.

8. The second Breakout Session is *Case Studies*. Chair Singleton and Commissioners Pete LuPiba (OH) and Kraig Kiehl (PA) along with assistance from Commissioner Kate Wren Gavlak (CA) agreed to work on and present this session. Discussion regarding this session included how to present the cases in an interesting manner, utilizing real life cases the Commissioners have encountered, and providing participants with multiple cases.

9. Ms. Dablow will provide each team with the presentations used last year to avoid duplication and provide material that could be modified and updated. She is also available to help as needed. Rough draft presentations are to be submitted to Ms. Dablow by the July 23, 2019 Committee meeting. [OPEN]

ITEM 6 – OTHER BUSINESS AND ANNOUNCEMENTS

10. **Items for the Executive Committee** – Chair Singleton asked Members if they had any comments or feedback for the EXCOM. There being none the Chair asked for a motion to adjourn.

ITEM 5 – ADJOURNMENT

11. Motion to adjourn was made by Commissioner LuPiba, seconded by Commissioner Kraeger. Motion carried.

12. The Committee meeting adjourned at 1:50 PM EST.

Respectfully submitted by,
Lindsey M. Dablow
Training and Operations Associate, Secretary

June 3, 2019