

MEETING MINUTES

ADVISORY GROUP MEETING

Date: May 20, 2026

Time: 2 pm, Called to Order-2:05 PM

Meeting called to order by: Amber Ward – Via Teams (Virtual)

IN ATTENDANCE: Amber Ward (Chairperson), Jessica Bullock (QA), Patricia Brown, Andrea Hyson, Christopher Campbell, Robert Taylor (Training Manager), and Jacqueline Barbour (Note Taker).

ABSENT: Kathleen Johnson (justified absence), Gregory Minton, Darin Church, and Amy Snider-Wells.

Overview: The meeting included updates on the IT pilot approval process, review of advisory group policy changes, and policy acknowledgment required.

AGENDA ITEMS

1. The E&T Committee unanimously voted to move forward with the pilot process. Final steps will be taken to schedule programming, beginning with the NCJA and progressing to the field locations.

Additional updates included:

- The first class is tentatively scheduled for July.
 - A second class is anticipated in August and into September to align with previously scheduled testing dates.
 - Expansion to three additional pilot locations is planned pending final approval.
 - Testing information is still pending from CJ, and follow-up communication will occur before classes begin.
2. Amber reviewed recent agency policy updates affecting advisory groups. Members were informed that acknowledgment of the updated policy is required. Any member missing two consecutive meetings without a justifiable reason shall be removed from the advisory group. A follow-up email will be distributed to the group for acknowledgment upon conclusion of this meeting.

Next Meeting: Scheduled for July 29, 2026.

Meeting adjourned at 2:10 pm.