



WILEAG Governing Board Meeting Minutes

November 7, 2016

The meeting, held at the CVMIC offices in Wauwatosa, was called to order at 0905 by President Greg Peterson.

Present: Peterson, Ruzinski, Rosch, Christopherson, Stojkovic, Pedersen, Bayer, Wesson, Wellens, Balistreri and Wrightsman.

Excused: Otterbacher, Cole, Ferguson, Jack, Palmer and Jungbluth.

Guests: Jennifer Dunn, Director for the Waukesha County Victim/Witness Assistance Program.

At the onset of the meeting, it was recognized that a quorum of board members was lacking with only 7 voting members in attendance (8 required). Because some board members had indicated in advance their arrival would be delayed, the meeting began with taking up those agenda items that were informational only and did not require formal board action.

At the 10/03/16 board meeting the By-laws were amended to add an at-large board member, with a victim witness emphasis. Jennifer Dunn was invited to observe today's meeting and introduced herself discussing her role as Director for the Waukesha County Victim/Witness Assistance Program as well as her participation in the State Association for Wisconsin Victim Witness Professionals. Both Rosch and Ruzinski spoke with Dunn in advance of today's meeting and provided her with details regarding the responsibilities of being a board member and the value that someone with her perspective would bring to our group. Dunn appreciated being considered for the vacancy and confirmed that she is interested. Peterson shared with Dunn the nomination and electronic ballot process the board uses to select new members and that Christopherson would coordinate this process and be in contact with her following today's proceedings.

Committee Reports: Following the comprehensive break-out sessions that occurred on 10/03/16, no new information or updates were provided by the Outreach, Training or Process/Standards Committees.

Officer Reports

President- No Report

Treasure's Report- Rosch reported a current balance of \$36,256.27 with approximately \$600 additional revenue anticipated as a result of the Baraboo PD onsite. He researched and confirmed that the earnings threshold for a 501(c)3 is approximately \$50,000 at which point paperwork must be filed to justify not-for-profit vs. for-profit status. In the past, former board member Jim Scriver had taken care of filing any necessary paperwork with the IRS. Rosch advised that he would assume this responsibility for any future filing requirements. Rosch commented that he did not anticipate any problems as 2016 earnings were about \$51,207 and 2017 earnings are projected to be very similar. Formal approval of the Treasure's Report was delayed pending a quorum of board members.

Secretary's Report- Christopherson discussed the need to begin work on the Winter Newsletter with a goal of completion/distribution in December. After further consideration, it was decided to delay the newsletter release until late January or early February so that it would capture the anticipated staffing change surrounding the Program Manager position.

Program Manager Report- Jungbluth had a scheduling conflict and was unable to be in attendance. His report was filed in advance and no questions regarding it were raised by board members.

2017 Budget Discussion- To better capture WILEAG's financial status, Rosch created a budgeting guide that breaks down cost centers by description and includes a historical analysis of revenue/expenses for the years 2010-2015. In preparation for the December board meeting, he also included a projected budget for 2017 contrasted by the amounts adopted in 2016. Board members commented on the exceptional quality of his work and applauded the formal memorialization of the WILEAG operating budget in an understandable format. The document clearly illustrates the significant growth that WILEAG has experienced in recent years.

2017 Board Meeting Dates- Christopherson reviewed the results of the board member polling and shared the below selected dates for 2017. Bayer confirmed CVMIC's on-going support of WILEAG and willingness to continue serving as the host location for all board meetings. All dates are on Mondays as this works best for the availability of CVMIC's facilities.

- January 30
- February 27
- March 27
- May 1
- June 19
- August 21
- October 2
- November 6
- December 11

2017 Board Treasurer Position- Rosch discussed his pending retirement as Chief of Hartland PD in 2017 and the need to replace him as Treasurer. To facilitate this change, he researched the viability of combining the responsibilities of the Treasurer and Program Manager positions. He discovered that this is a common practice nationwide among non-profit organizations and found no regulations in Wisconsin prohibiting the measure. For the board's consideration, he crafted a draft job description for an *Executive Director/Treasurer* position that explains in detail how the position would functionally operate within the WILEAG structure. Rosch also discussed the possibility of creating a Financial Review Committee that would provide regular and structured oversight of all financial transactions to ensure transparency and that best practices are being followed. The draft job description will be sent out to the board for formal consideration and the item added to the December board meeting as an agenda item for discussion/action.

Program Manager Discussion- Peterson shared that Steve Kopp is no longer interested in serving as Program Manager. This creates an obvious need as current Program Manager Jungbluth agreed to serve in this capacity only on a temporary basis and is eagerly waiting to return to his normal position on the board. Rosch shared that with his pending retirement, he would be interested in being considered for the vacant Program Manager position or the hybrid position that was earlier discussed. Rosch stated that if selected, he would be available to assume this responsibility as early as January 2017. This matter will be added to the December board meeting as an agenda item for formal discussion/action.

At 0945 hours a quorum was reached when board member Wesson arrived. Shortly thereafter (0950 hours) board member Stojkovic also joined the meeting in progress.

2016 Awards and Nominations- Balistriero reviewed the process that was followed in 2015 for soliciting nominations and selecting award recipients. Based on his experience, waiting until December to initiate the process stifled member participation, limited sponsor engagement and created deadlines that were difficult to meet. Following discussion, it was decided to immediately start the solicitation process for the 2016 awards. As a member of the Outreach Committee, Rosch agreed to lead this initiative.

Sheriff's Office Exemption to Certain Standards- This agenda item had been tabled at the 10/03/16 board meeting so that Christopherson (absent) could provide a first-hand account of his perspective. At today's board meeting, Christopherson summarized his recommendations that were outlined in his memo to the board dated 09/22/16. He suggested that WILEAG continue to hold sheriff's offices to the existing law enforcement standards and defer oversight for those duties that are unique to sheriff's offices such as jail search and seizure, jail records, jail custody manual, strip search of prisoners, inmate trust accounts and the like. He also recommended that like a police department who provides oversight to non-law enforcement personnel under their span of control, a sheriff's office would similarly be accountable for all employees that are listed on their table of organization with respect to Chapter 2, 3 and 4 compliance. Wesson commented WILEAG may not be best suited to provide oversight to the jail function and that many procedural safeguards are already in place within the criminal

justice system that ensure a person who is arrested/charged with a crime and confined in jail is being afforded due process under the law. Stojkovic added that jails already fall under the regulatory arm of the WI Department of Corrections and many voluntarily subscribe to professional standards enumerated by organizations such as the Wisconsin Jail Association and American Jail Association. However, Stojkovic expressed that he was struggling with exempting the entire jail function from WILEAG's purview because the requirement to operate a jail comprises so much of a sheriff's statutory responsibility. Bayer commented that as we examine this issue, the board needs to be careful that our actions do not have a chilling effect on attracting and recruiting future sheriff's office participation as this is an area earmarked for growth. It was the consensus of the board that this matter needed to be further examined and that taking formal action at this juncture would not be prudent. Christopherson was appointed to form an ad-hoc committee of sheriff's office representatives that included both participating and non-participating WILEAG agencies. The charge of this ad-hoc committee is to comprehensively examine all WILEAG standards and specifically comment on each as to its applicability to sheriff's offices and present their recommendations to the board at the January 30, 2017 board meeting.

Following a motion by Ruzinski, seconded by Stojkovic, at 1030 hours the Board convened in closed session on a unanimous voice vote.

Port Washington PD Accreditation hearing. The written on-site report had been sent to board members in advance of the meeting. Team Leader Assistant Chief Robert Abraham provided a summary covering the process and findings via telephone. He also responded to specific questions from Board members. Discussion followed. ***There was a motion by Ruzinski seconded by Stojkovic and passed on a unanimous voice vote to grant WILEAG reaccreditation under the 4th Edition for a period of three years, effective 11/07/2016.***

Following a motion by Ruzinski, seconded by Stojkovic, at 1038 hours the Board reconvened in open session on a unanimous voice vote.

After review, the minutes of the October 3, 2016 meeting were approved on a unanimous voice vote following a motion by Ruzinski, seconded by Stojkovic.

After discussion and review, a motion was made by Ruzinski, seconded by Stojkovic, to approve the Treasurer's Report. Approved on a unanimous voice vote.

New Business

Dual Accredited Agencies- Balistreri inquired if notice had been given to CALEA accredited agencies that WILEAG will now require a physical on-site inspection. Christopherson confirmed that both Oshkosh PD and UW-Madison PD have been informed of this change. Pederson informed the board she recently attended a training conference in California for the International Association of Directors of Law Enforcement Standards and Training (IADLEST). Law enforcement accreditation was a topic at the conference and IADLEST took steps to sever

an informal partnership it had with CALEA. She commented that the trend across the country seems to be moving away from national and toward state level accreditation.

Expansion of Core Verification Standards Program (CVSP) - Balistrieri recommended the board revisit the restrictions that are currently in place governing agency participation in the CVSP based on classification and/or population size. He suggested that perhaps any size agency could participate in the program provided they agree to pursue full accreditation following their initial accreditation under the CVSP. Conversation also ensued regarding a 3rd hybrid program of 98 standards that would bridge the gap between the CVSP and full accreditation programs. The board was intrigued by the discussion and felt further opportunity existed for WILEAG to contribute to the professionalism of policing in Wisconsin. Executive board members agreed to examine this issue further in preparation of the December board meeting where the item will be added to the agenda for discussion/action.

Announcement of Re-Accreditation Decision – Port Washington PD – Port Washington Police Chief Kevin Hingiss, Captain Michael Keller, and civilians Tammy Shepherd and Barb Roska were present representing the department. Also present was Chairperson Rick Nelson of the Port Washington Police and Fire Commission. Peterson informed them of the Board’s decision to grant re-accreditation status for the second time. They were advised as to the timing of the formal award presentation at the Winter Chief’s Association Conference and that a local presentation could be made beforehand if requested.

Next meeting – Confirmed: at CVMIC, December 19, 2016 at 9:00AM

The meeting was adjourned at 1133 hours on unanimous voice vote following a motion by Ruzinski, seconded by Stojkovic.

Respectfully submitted,

Todd Christopherson, Secretary