



WILEAG Governing Board Meeting Minutes

October 3, 2016

The meeting, held at the CVMIC offices in Wauwatosa, was called to order at 0902 by President Greg Peterson. Present: Peterson, Rosch, Ruzinski, Otterbacher, Wellens, Jack, Ferguson, Stojkovic, Pedersen, Bayer, Balistreri, Cole, Wesson. Excused: Christopherson, Jungbluth. Absent: Palmer, Wrightsman. Guests include Lt. Lara Vendola-Messer (Winnebago County Sheriff's Office)

After review, the minutes of the August 29, 2016 meeting were approved on a unanimous voice vote following a motion by Ferguson, seconded by Otterbacher.

Committee break-out sessions occurred from 0905-0954

Outreach Committee: Highlighted the significant increase in the Core Standards Review Program, attributing this growth to the heightened interest shown at the winter Chief's conference booth. Growth begets growth, and because of this there are no plans to increase membership via different outreach strategies at this time. WI Police Chiefs Association sends Rosch new chief contact info, and Rosch sends WILEAG program information to them all. Rosch will ensure this continues once he retires. Ruzinski said that in terms of mentoring, the new chief's desk reference manual has a section on WILEAG. Balistreri/Bayer said CVMIC had its annual membership meeting with department heads of all 47 member agencies, and they consistently present WILEAG information to this group.

Training Committee: Reviewed the PM report highlighting upcoming training:

- Assessor 10-20-16 (16 signed up)
- Advanced Assessor 10-21-16 (8 signed up)
- Webinar on new 5th Edition items 12-8-16
- Property Room issues with Lt. Konrad on 3-7-17 at WAI Conference

Discussed the possibility of recording training via webinars, and the concern about integrity issues, particularly for assessor training. Determined it would be appropriate to record the future AM training in chunks, for future viewing, as new agencies sign on. CVMIC is offering its recordings studio, and have a technical person that can help with presentations to make it more streamlined/interactive in Adobe Connect.

As we progress in offering more training, and a greater frequency of training, how do we ensure assessor mentorship, and evaluate assessors? Ensure this is properly understood at assessor training, and team leader training.

Rick Bayer mentioned they are filling the 2017 CVMIC training calendar. CVMIC wants to do more for public safety personnel. Bayer is looking for trainers/attorneys to do webinars. Looking for hot topics, and something that isn't already being offered. Suggested open records/redaction/video (proactive releasing vs. DOJ). Wesson will contact Milwaukee city attorney's office for a possible trainer.

Process/Standards review 2nd Edition CORE standards manual is very close to being completed with the updates agreed upon. Preamble/cover sheet needs some work yet. 2nd Edition Core manual should be ready for distribution with new changes very shortly via PM.

On-site manual – Peterson is working on creating this to include with the new AM/Assessor training curriculum in 2017. Approximately half complete at this point. The on-site manual will include recurring themes, i.e. redaction (NOT NEEDED); properly documenting on site deficiencies/suggested remedies, and distribution of those deficiencies to the next on-site team (3 years out). NA standards that cannot be NA—pre qualifying NA standards with PM – so the team doesn't show up and have to address it. Revisiting the mock and the relationship to the actual on-site.

Discussion around the final day (exit interview) letting the Chief know how much involvement/commitment their employees have had, and where they stand for providing assessors to others. It was determined that the PM should send an individual agency letter with the annual invoices to the Chiefs. The letter is not designed to be punitive, but rather a summary of their overall Agency involvement (based up on making themselves available) to WILEAG in general.

Officer Reports

President No Report

Treasurer's Report All primary sponsors have paid for 2016. Current balance provided verbally at approximately \$40,000. The written report was unavailable at the time of the meeting, but was sent later with balance of \$40,008.15. Stojkovic commented that there is a threshold for a 501(c)3 around \$50,000, when paperwork is needed to justify not –for-profit vs. for-profit. Rosch will look into this, as he thought perhaps Scrivner may have done this in April 2016.

After discussion, a motion was made by Bayer, seconded by Stojkovic, to approve the verbal treasurer's report. Approved on a unanimous voice vote.

Secretary's Report None

Staff/PM report sent in advance of the meeting. PM absent.

Old Business

By-law issue Discussion of considering a victim witness person sit as a board member. There are no current board member openings. The board would need to amend the bylaws to increase the board size. ***After discussion, a motion was made by Ruzinski, seconded by Jack, to amend the By-laws to add an at-large member, with a victim witness emphasis. Approved on a unanimous voice vote.*** Rosch will invite Jen Dunn to the next meeting to observe. Discussion as to whether there could be another victim witness person with interest – is there a state victim witness coordinator, or state victim witness coordinator group? Stephanie Peterson and Ben Wesson will check their contacts to see if there is a wider group to potentially offer the spot to as well.

Sheriff's Office issues – reviewed Christopherson's memo sent to the board in advance. It was noted that the issues are certainly complex. Brief discussion on how to proceed included reviewing the manual standard by standard, to forming a committee to review the issues, to having other SO's offer input on the process, and to accepting Christopherson's recommendations. Decided this issue is tabled until November 7 when Christopherson will be present.

Next meeting – Confirmed: at CVMIC, November 7, 2016 at 9:00AM

The meeting was adjourned at 1110 on unanimous voice vote following a motion by Ruzinski, seconded by Stojkovic.

Respectfully submitted,

Lara Vendola, Secretary Proxy