



## **WILEAG Governing Board Meeting Minutes 31 March 2014**

The meeting, held at the CVMIC offices in Wauwatosa, was called to order at 9:03AM by Greg Peterson. There was a quorum with 9 of 14 Board members (Bayer, Corr, Christopherson (Matz proxy), Kohl, Peterson, Ruzinski, Wellens (Mayzik proxy), Rosch and Otterbacher present. Jungbluth and Palmer arrived while the meeting was in progress. Guests included Lara Vendola-Messer (Winnebago County Sheriff's Office), Terry Hansen and Eugene Nyhart, Menomonee Falls PD

***After review, the minutes of the 24 February 2014 meeting were approved on a voice vote following a motion by Wellens and second by Ruzinski.***

**Menomonee Falls PD accreditation hearing and decision.** The board went into executive session at 9:12AM with Ruzinski leaving the meeting after an affirmative voice vote on a motion by Wellens, second by Rosch. The written on-site report had been sent to board members in advance of the meeting. Team Leader Jill Kallay provided a summary covering the process and findings. She then responded to specific questions from Board members. Discussion followed. ***There was a motion by Bayer, seconded by Kohl and passed on a voice vote to grant reaccreditation under the WILEAG 3rd Edition to the Menomonee Falls Police Department for a period of 3 years, effective 3/31/2014.***

***The Board reconvened in open session on a voice vote following a motion by Jungbluth and second by Wellens.*** Ruzinski rejoined the meeting.

### **OFFICER REPORTS**

**President's report** - nothing to report

**Secretary's Report** – Scrivner noted that the Newsletter was out and the next one has been started. Also, he is analyzing liability exposures arising from WILEAG operations.

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#### Treasurer's report.

Rosch reported a balance of \$20,260.70 in the US Bank checking account and \$1604.00 in the Chase checking account with total cash of \$21,864.70. ***After review, the treasurer's report was accepted on a voice vote following a motion by Ruzinski and second by Kohl.***

#### **OLD BUSINESS**

##### Large Agency On-site Process -

As a supplement to the write up sent out by Balistrieri, Ruzinski gave a brief summary of the process designed by the working group. Discussion followed. Overall reaction and feedback were positive.

After exploring options there was a consensus that the Executive Committee, rather than an individual Board member, should be the Board "representative" (consultant) who responds to inquiries from the Team Manager during the course of the on-site.

There was discussion but no final resolution regarding the administrative fee vis a vis the amount of staff time required to manage the logistics of a multi-location on-site. There was general agreement that time should be compensated but no firm sense on the amount. Scrivner will work with Balistrieri to bring forth a proposal for the next meeting.

There was also discussion about attendance by Steve Kopp & Bob Fletcher (as WILEAG Team Manager and Team Leader respectively) at an upcoming 5 day "Performance Audit Training" session being hosted by Milwaukee PD and presented by the Los Angeles PD. There was agreement that WILEAG would not cover the costs but they could attend in their capacities as agency leaders.

#### **NEW BUSINESS**

Accomplishments of past several years – The following list was generated through a "round robin" process (in no particular order):

- Completion of and migration to 4<sup>th</sup> Edition
- Expanded assessor pool
- The CORE Program
- Training program for accreditation managers
- Training program for assessors
- System for scheduling on-sites and projecting into the future
- Improved finances with support of committed sponsors
- Consistent, visible presence at chiefs' events
- Enhanced content and increased circulation of the newsletter

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- Updated, improved website
- Increased professionalism and enhanced “brand” legitimacy
- Better planning
- Improved Board diversity and participation
- Increased staff time
- Updated or in process manuals, resource guides and support materials
- Legal review of key standards
- Improved quality of training offerings
- Use of webinars
- Continuing and expanded support from CVMIC through use of facilities, handling of logistics for training programs & webinars and provision of financial incentives to their insureds for participation in accreditation
- Improved relationships with key stakeholders (WI-PAC & the Chiefs’ Assn.)
- Pro Phoenix Innovation Award
- A generally more systematic approach to getting things done
- Board meetings more focused and productive

Priorities and work plan for the next year – The working draft of the WILEAG TO DO List (sent out prior to the meeting) was reviewed in detail with an eye to assigning committee or individual responsibility to each of the nearly 40 items. It should be noted that a number of items are already in process. A copy with assignments incorporated is attached to these minutes. At the May meeting, committees will prioritize their assigned items and start working on them.

Relationship with Power DMS – After discussion and review of responses from AccredNet members who have experience with Power DMS, it was agreed to have them make a brief presentation at a future Board meeting. Staff will follow up on this.

Announcement of re-accreditation decision – Menomonee Falls PD – Chief Ruzinski Captain Hansen and LT. Neyhart were advised of the Board decision to grant re-accreditation.

**COMMITTEE MEETINGS – *suspended due to time constraints after a voice vote on a motion by Ruzinski and second by Corr.***

### **Staff report**

Previously submitted. Staff was not present. Any questions should be directed to Balistrieri by email or phone.

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**Next meeting** - Monday, 5 May 2014 at 9:00AM at CVMIC offices.

***The meeting was adjourned at 12:51PM on a voice vote following a motion by Wellens and second by Ruzinski.***

***Respectfully submitted***

***Jim Scrivner, Secretary***

:WILEAG minutes 3-31-14

**attachment**