



# WILEAG Governing Board Meeting Minutes

November 6, 2017

The meeting, held at the CVMIC offices in Wauwatosa, was called to order at 0900 hours by President Greg Peterson.

Present: Peterson, Vendola-Messer, Pederson, Bayer, Nasci, Stojkovic, Wagner, Cole, Wellens, Ruzinski, and Ferguson

Excused: Jungbluth, Otterbacher, Dunn and Palmer

Others: Bob Rosch, Rick Balistreri, Katie Wrightsman, Colette Jaeger and Steve Kopp

The minutes from the October 2, 2017 meeting were sent in advance of the meeting. ***After review, the meeting minutes of the October 2, 2017 were approved on a unanimous voice vote following a motion by Ruzinski, seconded by Bayer.***

## **Standing and Ad-hoc Committee Reports**

- **Process Committee** – Nothing to report.
- **Training Committee** – Bayer suggests scheduling time blocks for committees occasionally at the start of the Board meeting. This should be scheduled at 0900 on the December agenda.
- **Outreach Committee** – Nothing to report.
- **Large Agency Committee**- Nothing to report.

## **OFFICER'S REPORTS**

- **President's Report** – Nothing to report.
- **Vice President's Report** – Nothing to report.

- **Secretary's Report** – Christopherson will send out a survey with potential 2018 meeting dates, and will send the finalized dates based upon majority availability. Bayer confirms that CVMIC will be willing to host again next year.

**Financial Report**- Rosch provided and reviewed the financial reports that he compiled with Board members. He reported a current balance of \$41,193.93 as of 11/06/17. Peterson advised the Board that the Executive Committee had already reviewed the detailed financial reports in advance and found no concerns. Following discussion and review, ***a motion was made by Wellens, seconded by Ruzinski and passed on a unanimous voice vote to accept the Financial Reports.***

**Executive Director Report** – Rosch reviewed the written report that he sent to Board members in advance of the meeting. He provided a flash drive to each board member with the WILEAG logo.

With the adoption of a four year accreditation cycle for dual-accredited CALEA agencies, Rosch confirmed the timing of the one day on-site after formal CALEA approval occurred. Clarified that for this current on-site scheduling, they need to finish up the three year CALEA cycle first, then the 4 year review will begin to follow the CALEA change. Each on-site will require two assessors, for one day. Oshkosh PD is scheduled for January, 2018, and UW Madison PD is scheduled for March, 2018. Following discussion and review, ***a motion was made by Wellens, seconded by Ruzinski and passed on a unanimous voice vote to charge dual accredited agencies a \$50 administrative fee for a one day on-site, plus any assessor related per diem costs (meals, lodging, mileage).***

Rosch reminded the board that the large agency (Milwaukee PD) administrative on-site fee was \$1500 in 2015. The board agreed this is still the appropriate fee structure for large agencies, and Milwaukee PD will be notified their fee will remain the same for the 2018 on-site.

There was discussion about continued issues surrounding Core agencies and their file reviews. The suggestion was to require all WILEAG members to become members of WI-PAC, to potentially alleviate some of the continued problems with Core agencies. Addressing the issues have been very time consuming and labor intensive, and usually results in a duplication of efforts looking at files at least twice. Mark Fergusson said that Wi-PAC meets on 11-08-17, and that collection of dues is on the agenda; it's possible that dues may be suspended, or modified. Following discussion, ***a motion was made by Bayer, seconded by Wellens and passed on a unanimous voice vote for WILEAG to include in the annual billing statements any dues requested to be collected by WI-PAC; WILEAG in turn will directly pay WI-PAC for any dues collected.***

Spring trainings have been scheduled at CVMIC as follows:

- Accreditation Manager April 12 (8 hours)
- Assessor April 19 (8 hours)
- Team Leader April 26 (4 hours)

Rosch will be sending out awards criteria information to all the assessors for nominations. In the past, the Innovative Program awards was reserved for a gold sponsor. Pro-Phoenix was not a gold sponsor this year, only silver. Rosch will reach out to ProPhoenix to determine their future commitment level, as there had been talk about this only being a one year reduction in funds. The Innovative Program nominations will still be sent out and considered; but the official sponsor may need to be revisited in December.

### **Old and Unfinished Business**

#### **Candidate Drug Testing-**

Bayer provided an Equal Employment Opportunity Commission (EEOC) article in advance of the meeting for review. This article is the gold standard EEOC uses. In summary, illegal drugs can be tested for before a conditional offer of employment, so long as no further questions are asked of the applicant; subsequently the applicant would be eliminated based upon a positive illicit drug test. Likewise, employers should ask applicants to disclose any medication they are prescribed before they take a medical drug test; this medical test is given after the conditional offer of employment. A reminder that all background investigations **MUST** be finished before a conditional offer of employment is made. If the background investigator inadvertently discovers medical information, to include workers comp claims, this information must not be disclosed at any point, ever.

**Consideration of New Standard: *Handling Suspected Dangerous Drugs***- Balistrieri discussed the potential need for WILEAG to adopt a best practice standard regarding the handling of dangerous drugs and the corresponding use of PPE and administration of naloxone. Peterson and the board agreed this was an important standard to consider, and it will be added to the list for future revisions of the standards.

### **New Business**

**Board Member Practices/Procedures Questions** - No questions were raised by Board members in regards to organizational practices/procedures currently undertaken by WILEAG.

**On-site process discussion** - Ann Wellens explained some concerns that occurred during their on-site, and wanted to discuss making the process better as a whole. It appeared that this was an issue of assessor bias, in that assessors may not have been looking for functional compliance. As a result of this discussion, the following action steps will be taken:

- The Executive Director will ensure that Agency Accreditation Manager is aware the Agency can contact the board representative directly during the on-site; this is not solely reserved for Team Leaders.
- The ***Outreach Committee*** will create an evaluation/survey for the Agency to comment on the process and the assessment team.

- The **Process Committee** will create a boiler plate document for Team Leaders to discuss with the on-site assessor team at the start of every on site, to include issues of assessor bias, functional compliance, teamwork atmosphere, proper note taking and documentation, guidelines for returning files, etc. This should also incorporate a reminder that if a Team Leader sees issues with an assessor, they should let the board know.
- Instruct the board member representative to call the Accreditation Manager half way through the actual on-site to check in and see how the process is going.
- The **Training Committee** will create a document to evaluate assessors, to ensure any issues are identified and corrected.
- The Executive Director will speak to Tom Frank at Deer Creek about the potential of an in-kind donation wherein the Deer Creek program could be utilized for Assessor acknowledgement of on-site documents and rules.

### **Budget**

Rosch provided a preliminary budget document for 2018. He will ask the board to vote on the final budget in December.

***Following a motion by Stojkovic, seconded by Cole, to authorize Bob Rosch to purchase WILEAG logo coffee mugs, to be offered for purchase.***

***Following a motion by Wellens, seconded by Ruzinski, at 1045 hours the Board convened in a closed session on a unanimous voice vote.***

**Milton PD Accreditation Hearing.** The written report was sent to Board members in advance of the meeting. Team Leader Steve Kopp appeared in person to provide a summary of the process and findings. Kopp explained he was notified in advance that Milton PD had unknowingly destroyed their prior on-site ACR's. Discussion surrounded the lack of evaluations for one year, attributed to a new Chief initially unaware of the requirement. To the satisfaction of the board, Milton PD has made significant steps to ensure this will not occur in the future. ***There was a motion by Bayer, seconded by Stojkovic and passed on unanimous voice vote to grant conditional WILEAG reaccreditation under the 4th Edition Standards for a period of three years, effective November 6, 2017, provided they show compliance with standards 10.1.10 and 12.1.4 prior to December 11, 2017.*** Milton PD will be invited to the next board meeting for formal recognition of their accredited status.

**Muskego PD Accreditation Hearing.** The written report was sent to Board members in advance of the meeting. Team Leader Captain Collette Jaeger appeared in person to provide a summary of the process and findings. There was discussion of the non-complaint standard 11.2.6, however the integrity of the property room was not in question based upon two full inventories each year. ***There was a motion by Stojkovic, seconded by Wellens, and passed on unanimous voice vote to grant WILEAG reaccreditation under the 4th Edition Standards for a period of three years,***

*effective November 6, 2017.* Muskego PD will be invited to the next board meeting for formal recognition of their accredited status.

**Menominee Falls PD** Peterson did an extensive review of MFPD's policies relating to temporary detention and reported his findings. Chief Ruzinski provided additional documents prior to the start of today's meeting. After review, Peterson is confident compliance has been shown. ***There was a motion by Wellens, seconded by Bayer, and passed on unanimous voice vote to grant WILEAG reaccreditation under the 4th Edition Standards for a period of three years, effective November 6, 2017.***

***Following a motion by Wellens, seconded by Cole, at 1125 hours the Board reconvened in open session on a unanimous voice vote.***

**Janesville PD Accreditation Presentation.** Janesville PD Deputy Chief Jimmy Halford, Sergeant Brian Vaughn, and Records Manager Tom Wolfgram were present representing the department. Peterson recapped significant highlights from the agency on-site and informed them of the Board's decision to grant reaccreditation status effective October 2, 2017. They were advised as to the timing of the formal award presentation at the WPLF Winter Conference. A local presentation has already been scheduled for 11-27-17 at 6:00pm.

**Next meeting** – Confirmed at CVMIC, December 11, 2017, 0900, to allow for committees to meet at the start of the meeting.

***The meeting was adjourned at 1137 hours on a unanimous voice vote following a motion by Ruzinski, seconded by Ferguson.***

Respectfully submitted,

Lara Vendola-Messer for Todd Christopherson, Secretary