



WILEAG Governing Board Meeting Minutes

December 11, 2017

The meeting, held at the CVMIC offices in Wauwatosa, was called to order at 0902 hours by President Greg Peterson.

Present: Peterson, Pederson, Nasci, Stojkovic, Cole, Wellens, Ruzinski, Otterbacher, Dunn, Ferguson, Jack, Balistreri, and Vendola-Messer

Excused: Palmer and Jungbluth

Others: Bob Rosch, Katie Wrightsman, Phil Noche (New Wi-PAC VP, and proxy) and Tom Frank.

Time was allowed at the beginning of the meeting for standing and ad-hoc committees to meet.

The minutes from the November 6, 2017 meeting were sent in advance of the meeting. ***After review, the meeting minutes of the November 6, 2017 were approved on a unanimous voice vote following a motion by Wellens, seconded Ruzinski.***

Standing and Ad-hoc Committee Reports

- **Process Committee** – First CALEA agency with a one day on-site is upcoming (Oshkosh PD). A discussion ensued about what type of report for WILEAG should be generated. After discussion, it was determined a hybrid report to include references to CALEA and also to the Wisconsin specific standards would be appropriate; additionally to highlight any concerns CALEA had.
 - **Standards review** – The committee will keep a running list for additions the next time standards are revised; consideration should be given to incorporating meth labs, evidence testing to include fume hood testing, overall issues of drug safety, Narcan use.
 - Continued discussion about temporary detention standards.

- **Outreach Committee** – Rosch will attend the WLEEDA conference in January, 2018.
 - Will be reaching out to Tony Barthuly to see if T&S will offer stronger support of accreditation
 - North Central Chiefs Association – will be reaching out to that group
 - CEO evaluation will be worked on by the committee

- **Training Committee –**

- Webinars are still on the table; with CVMIC personnel changes the earliest they could schedule is July, 2018 at the rate of one webinar a month. Live event for questions and answers, but recorded for later viewing. Topics to include:
 - Accreditation managers pre-on-site; ie: What to expect for your onsite (mandatory viewing)
 - Chapter 7 changes in 5th edition
 - Evidence related issues - timeliness of the 5th Edition audit standards; and also “extra precautions” for high-risk items
 - Rosch will create a letter or article soon to remind agencies and explain the evidence issues listed above, to account for more timely notification to agencies.
 - “What is accreditation?” Webinar for prospective chiefs who may have questions
- Training committee was tasked to create an Assessor evaluation to be completed by the Team Leader. Balistrieri will provide the following list to Rosch for formalization.
 - Knowledge of the standards
 - Number of questions they had to ask the team (either too many or too few)
 - Note taking quality
 - Functional compliance focus
 - Interaction with department members during the onsite
 - On-time and prepared
 - Other issues, and did the team leader address those with the on-site members

- **Large Agency Committee-** Nothing to report.

OFFICER’S REPORTS

- **President’s Report** –Lisa Otterbacher announced her retirement from the WILEAG Board, effective January 1, 2018. This will create a BOD vacancy in an At-Large position. Congratulations Lisa!
- **Vice President’s Report** – Nothing to report.
- **Secretary’s Report** – Christopherson selected and distributed the 2018 meeting dates based upon survey he conducted and the majority availability.

Financial Report- Rosch sent full financials to the executive committee and a summary to the full Board in advance on the meeting. No issues or concerns were noted. Current fund balance is \$37,090.13. After discussion, ***a motion was made by Ruzinski, seconded by Wellens and passed on a unanimous voice vote to accept the Financial Reports.***

Executive Director Report –

- 3 agency presentations in the last month. All well received.
- Will be sending out another email for 2018 on-sites for assessors
- Nominations for awards have been coming in. Because of the tight timeline, Rosch will collect the nominations after the due date of 12-20-17 and will send them remotely to the non-le members to vote on.
- Superior PD has officially withdrawn to focus on their policy development.
- Pro-Phoenix has advised that they will no longer be a financial sponsor.
- Phillips PD is up for reverification of Core, 2nd Edition. They have asked for a clarification regarding how many years of proof are required for the new standards. Determined that if they can provide proof for the new standards, they should. If they deem them wet ink, that's also acceptable.

Old and Unfinished Business

2018 Budget – Discussion/Approval

New budget provided at the meeting today reflects changes in the sponsorship monies, to include the deletion of Pro-Phoenix as well as the removal of Superior PD. Following discussion and review, ***a motion was made by Ruzinski, seconded by Cole and passed on a unanimous voice vote to accept the 2018 Budget.*** This was followed by specific commentary on the high-level of detail and thoroughness that Rosch's reports contain overall.

Milton PD Update

Based on last month's meeting, Milton PD was required to provide additional proof by today's meeting date. They provided everything asked of them to Rosch, reviewed by Peterson. They both agree the items provided by Milton PD are sufficient, and the conditions set forth have been met.

Drug Testing to be added to January, 2018 agenda. National DOT changed its rules effective 01-01-18. Article provided for reference for the next meeting.

New Business

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

President Award - Discussion/Approval

Rosch suggested a way to recognize assessors/team leaders who go above and beyond each calendar year, following similar criteria for the other awards. There are a handful of great people

who consistently go above and beyond. A tentative nomination form was sent in advance for review. Following discussion and review, ***a motion was made by Wellens, seconded by Nasci, and passed on a unanimous voice vote to create an annual Presidential Award.*** Bob is confident he can work out the logistics to begin soliciting nominations immediately for consideration this year.

Consider Deer Creek sponsorship – Discussion

Bob has not had the opportunity to speak with Tom Frank so this matter will be taken up at the January board meeting.

NAF Standards pre-report Discussion/Approval

Historically, the on-site report is distributed to the Board at the time of final review. This has become the first opportunity to discuss standards that were deemed NAF during the on-site. This lends itself to problems when issues have to be addressed after the fact. Discussion ensued. It was noted that some NAF standards are included on the APQ already, but this section could potentially be expanded upon. Peterson has an existing list of standards that could potentially be deemed NAF by agencies; he will send the list to the Process Committee for their review to present to the Board. The Board will then provide this potential list member agencies, and require agencies to declare ahead of time which ones they consider to be NAF, thus allowing any issues to be vetted and addressed well ahead of the final on-site report. This matter will be added to the January board meeting agenda for review/approval.

Following a motion by Ruzinski, seconded by Stojkovic, at 1033 hours the Board convened in a closed session on a unanimous voice vote.

Walworth County Sheriff's Office Accreditation Hearing. The written report was sent to Board members in advance of the meeting. Team Leader Chief Tom Frank appeared in person to provide a summary of the process and findings. ***There was a motion by Ruzinski, seconded by Jack and passed on unanimous voice vote to grant WILEAG accreditation under the 4th Edition Standards for a period of three years, effective December 11, 2017.*** Walworth County SO will be invited to the next Board meeting for formal recognition of their accredited status.

Menasha PD Accreditation Hearing. The written report was sent to Board members in advance of the meeting. Team Leader Captain Jill Kallay was ill and could not appear in person to provide a summary of the process and findings; however, Chief Dennis Nasci was present and offered some commentary. ***There was a motion by Stojkovic, seconded by Wellens, and passed on unanimous voice vote to grant WILEAG accreditation under the 4th Edition Standards for a period of three years, effective December 11, 2017.*** Menasha PD will be invited to the next Board meeting for formal recognition of their accredited status.

Pleasant Prairie PD Accreditation Hearing. The written report was sent to Board members in advance of the meeting. Team Leader Chief Ann Wellens appeared in person to provide a summary of the process and findings. ***There was a motion by Cole, 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 December 11, 2017. Pleasant Prairie PD will be invited to the next Board meeting for formal recognition of their accredited status.

Following a motion by Wellens, seconded by Ruzinski, at 1105 hours the Board reconvened in open session on a unanimous voice vote.

Muskego PD Accreditation Presentation. Muskego PD Chief Richard Rens, Sergeant Nick Bons, Sergeant Peter Lynkiewicz, and Administrative Assistant Lisa Mack were present representing the department. Peterson recapped significant highlights from the agency on-site and informed them of the Board's decision to grant accreditation status effective November 6, 2017. They were advised as to the timing of the formal award presentation at the WPLF Winter Conference.

Menomonee Falls Accreditation Presentation. Menomonee Falls PD Chief Anna Ruzinski, Captain Knopp, Officer Jim Kirchberger, and Officer Dean Duffy 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 November 6, 2017. They were advised as to the timing of the formal award presentation at the WPLF Winter Conference. An award has already been presented locally for Menominee Falls PD.

Milton PD Accreditation Presentation. Milton PD Chief Scott Marquardt was present representing the department. Peterson recapped significant highlights from the agency on-site and informed them of the Board's decision to grant accreditation status effective November 6, 2017. He was advised as to the timing of the formal award presentation at the WPLF Winter Conference.

Next meeting – Confirmed at CVMIC, January 22, 2018 0900.

The meeting was adjourned at 1142 hours on a unanimous voice vote following a motion by Ruzinski, seconded by Jack.

Respectfully submitted,

Lara Vendola-Messer for Todd Christopherson, Secretary