



WILEAG Governing Board Meeting Minutes

January 22, 2018

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

Present: Peterson, Ruzinski, Christopherson, Stojkovic, Jungbluth, Bayer, Pederson, Ferguson, Nasci, Palmer, Wagner, and Reyes

Excused: Dunn and Mayzik

Others: Bob Rosch, Katie Wrightsman, Lara Vendola-Messer and Phil Noche.

The minutes from the December 11, 2017 meeting were sent in advance of the meeting. ***After review, the meeting minutes of the December 11, 2017 were approved on a unanimous voice vote following a motion by Ruzinski, seconded by Bayer.***

Standing and Ad-hoc Committee Reports

- **Process Committee** – Peterson reports that the committee has finalized a listing of 5th Edition Standards that may be not applicable by function for an agency seeking accreditation. Discussion/Approval of the list is an agenda item that the board will consider later in the meeting.
- **Outreach Committee** – Ruzinski reports the committee has created a *WILEAG Executive Feedback Survey* that would be provided to the agency CEO following on-site assessment. The form is designed to gauge their level of satisfaction with the process and affords them an opportunity to provide direct feedback. Following discussion the board authorized use of the form to include the creation of an electronic format.
- **Training Committee** – Bayer reviewed the 2018 WILEAG scheduled training which includes:
 - Accreditation Manager April 12 (8 hours)
 - Assessor April 19 (8 hours)
 - Team Leader April 26 (4 hours)

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

OFFICER'S REPORTS

- **President's Report** – Appointment for the vacant at-large board position will be delayed until the February board meeting so that all prospective nominees are able to attend in person.
- **Vice President's Report** – Nothing to report.
- **Secretary's Report** – Christopherson reviewed the status of the vacant board seat representing the Wisconsin District Attorney's Association. As a result of heavy caseloads, finding a DA with time available to attend WILEAG board meetings has been a challenge. Stojkovic has good relations with the Milwaukee County DA's office and will attempt to solicit a volunteer.

Financial Report- Rosch provided and reviewed the financial reports that he compiled with Board members. He reported a current balance of \$46,998.87 as of 01/22/18. 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 Ruzinski, seconded by Jungbluth 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 which included the 2018 on-site schedule and sponsorship updates. He will be reaching out to those agencies that have been in self-assessment for a protracted period in an effort to assist them in progressing. Rosch is currently working on the *Winter Edition of The Standard* Newsletter and will be representing WILEAG at the WI Chiefs of Police Conference February 11-14. In addition to the bestowal of WILEAG Accreditation Certificates for 2017, the following WILEAG awards will be presented at the conference:

- Innovative Program Award- Janesville PD, Mental Health Awareness Flag
- Lexipol Accreditation Manager Award- Captain Troy Hellenbrand, Middleton PD
- CVMIC CORE CEO Leadership Award- Chief Dennis Nasci, West Milwaukee PD
- WPLF Accredited Agency CEO Leadership Award- Chief Ann Wellens, South Milwaukee PD
- President's Award Team Leader/Assessor Award- Captain Lara Vendola-Messer, Winnebago County Sheriff

Old and Unfinished Business

Candidate Drug Testing-

Bayer reviewed an article published by the US Department of Transportation which expands the requirements for drug testing to include certain semi-synthetic opioids for DOT regulated industries. This change will undoubtedly result in more positive test results and require agencies to have procedures in place in regards to safety sensitive positions. Bayer will author an article discussing the impact of this change and include it in the upcoming edition of *The Standard*.

Consider Deer Creek Sponsorship- Tom Frank gave an overview of the Deer Creek Technologies Document Management software. Both Christopherson and Balistrieri were given access to the software in advance of the meeting and provided positive feedback concerning applicability and ease of use. Frank offered use of the software package to both WILEAG and Wi-PAC user groups. When asked the value of such a donation, Frank informed board members the annual fee for 200 employees typically would be \$2,500. Following discussion, ***a motion was made by Jungbluth, seconded by Nasci and passed on a unanimous voice vote to accept donation of the Deer Creek Technologies Document Management Software and to recognize this in-kind donation at the Gold Sponsorship Level.***

Not Applicable by Function (NAF) Standards- Peterson reviewed a document created by the Process Committee that outlined certain 5th Edition Standards that may not be applicable by function for an agency seeking accreditation. Standards outside this listing would be presumed to be mandatory unless exceptional circumstances existed and prior board approval was obtained by the agency for the standard to be NAF. Following discussion, ***a motion was made by Nasci, seconded by Ruzinski and passed on a unanimous voice vote to adopt the document presented by the Process Committee identifying the 45 5th Edition Standards that potentially may not be applicable by function for an agency seeking accreditation; all remaining 5th Edition Standards were presumed to require mandatory compliance.*** The NAF Standards listing will be provided to Wi-PAC for distribution to its members and added to the team leader materials packet.

New Business

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

2017 Board Member Attendance- Article III of the By-Laws mandates review of board member attendance records for the previous year during the January board meeting. Peterson was in contact with both Jungbluth and Palmer whose attendance did not meet the minimum standards. Each expressed their continued support of WILEAG and desire to remain on the governing board. Following discussion ***there was a motion by Nasci seconded by Ruzinski and passed on a unanimous voice vote that Jungbluth and Palmer would retain their positions on the WILEAG governing board of directors.***

Following a motion by Stojkovic, seconded by Ruzinski, at 1026 hours the Board convened in a closed session on a unanimous voice vote.

Reedsburg PD Accreditation Hearing. The written report was sent to Board members in advance of the meeting. Team Leader Phil Noche appeared in person to provide a summary of the process and findings. Noche also responded to specific questions from Board members. Following discussion, ***there was a motion by Ruzinski, seconded by Jungbluth and passed on unanimous voice vote to grant WILEAG reaccreditation under the 4th Edition Standards for a period of three years, effective January 22, 2018.*** Reedsburg PD will be invited to the next board meeting for formal recognition of their accredited status.

Waukesha Sheriff Accreditation Hearing. The written report was sent to Board members in advance of the meeting. Team Leader Lara Vendola-Messer appeared in person to provide a summary of the process and findings. Vendola-Messer also responded to specific questions from Board members. Following discussion, ***there was a motion by Stojkovic, seconded by Ruzinski and passed on unanimous voice vote to grant WILEAG reaccreditation under the 4th Edition Standards for a period of three years, effective January 22, 2018.*** Waukesha Sheriff will be invited to the next board meeting for formal recognition of their accredited status.

Oshkosh PD Dual Accreditation Hearing. The written report was sent to Board members in advance of the meeting. Team Leader Mark Ferguson appeared in person to provide a summary of the process and findings regarding the dual accreditation inspection. Ferguson also responded to specific questions from Board members. Following discussion, ***there was a motion by Ruzinski, seconded by Jungbluth and passed on unanimous voice vote (Ferguson abstained) to grant WILEAG reaccreditation under the 5th Edition Standards for a period of four years, effective January 22, 2018.*** Oshkosh PD will be invited to the next board meeting for formal recognition of their accredited status.

Fox Point PD CSVP Hearing. The written report was sent to Board members in advance of the meeting. Team Leader Mike Jungbluth appeared in person to provide a summary of the process and findings. Jungbluth also responded to specific questions from Board members. Following discussion, ***there was a motion by Nasci, seconded by Ruzinski and passed on unanimous voice vote (Jungbluth abstained) to grant WILEAG core standards verification under the 2nd Edition Standards for a period of three years, effective January 22, 2018.***

Following a motion by Ruzinski, seconded by Nasci, at 1115 hours the Board reconvened in open session on a unanimous voice vote.

Walworth County Sheriff Accreditation Presentation. Sheriff Kurt Picknell, Undersheriff Kevin Williams, Captain Scott McClory, Captain Dave Gerber, Captain Rob Hall, County Administrator Dave Bretl and Administrative Assistant Wendy Werner 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 December 11, 2017. They

were advised as to the timing of the formal award presentation at the WPLF Winter Conference in February and that a local presentation could be made if requested.

Menasha PD Accreditation Presentation. Chief Tim Styka and Lt. Angie Hanchek 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 December 11, 2017. They were advised as to the timing of the formal award presentation at the WPLF Winter Conference in February and that a local presentation could be made if requested.

Pleasant Prairie PD Accreditation Presentation. Chief David Smetana, Deputy Chief Dan Reilly and Accreditation Manager Heather Rivera 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 December 11, 2017. They were advised as to the timing of the formal award presentation at the WPLF Winter Conference in February and that a local presentation could be made if requested.

Next meeting – Confirmed at CVMIC, February 19, 2018.

The meeting was adjourned at 1205 hours on a unanimous voice vote following a motion by Ruzinski, seconded by Pederson.

Respectfully submitted,

Todd Christopherson, Secretary