



WILEAG Governing Board Meeting Minutes October 5, 2015

Attendance: Bayer, Bailey, Pederson, Corr, Peterson, Rosch, Scrivner, Ruzinski, Stojkovic, Christopherson, Cole, Ferguson

Others in Attendance: Jeff Meyer/Winnebago Co. Sheriff Dept., Lara Vendola-Messer/Winnebago Co. Sheriff Dept.

- **Call to Order-Called to order at 9:04 am by President Peterson.**
- **Approval of the Minutes for August 31, 2015 meeting: Motion by Bayer/Second by Ruzinski. Motion approved.**
- **Break for Committee Meetings. Reconvene @ 9:50 am.**
- **Closed Session. Motion by Ruzinski/Second by Scrivner. Motion approved at 9:50 am.**

-Discussion on Darlington Core. Program Manager Balistrieri reported on the outcome of the Darlington Core Program review. It was noted that Darlington was a “model” agency for the Core Program and the recommendation was to approve. Motion by Bayer/Second by Corr to approve Darlington for a period of 3 years from October 5, 2015. Motion approved.

-Motion by Stojkovic/Second by Bayer to move into open session at 10:00 am. Motion approved.

- **Report of Officers (President, Treasurer, Secretary)**

President-Greg Peterson reported that he had completed and sent a letter to the City of Beloit advising of the outcome of the Board decision

on August 31, 2015 in regards to their accreditation status. The information had been verbally relayed to Interim Chief Zibolski at that meeting, but was also reduced to written form as well.

Treasurer-Bob Rosch reported current balance at \$28,525.86. Motion by Ruzinski/Second by Christopherson to approve. Motion carried.

Secretary-No Report

- **Reports of Standing Committees**

-Outreach: Anna Ruzinski reported on the discussions about developing the criteria for the WPLF Award for the Chief Executive Officer of an accredited agency. This will be drafted, then presented to the WPLF Board in November for finalization. This will be reported back to the WILEAG Board in November. The goal is to put out to nominations in December 2015.

2016 is the 20th anniversary for WILEAG and it was suggested to host a breakfast for WILEAG members at the WCPA Mid-Winter Conference, specifically on Tuesday, February 9, 2016. This will be coordinated with the WCPA conference coordinator.

In addition, a challenge coin will be developed for WILEAG and each agency attending the breakfast will receive a coin.

-Training Committee: Rick Bayer and Rick Balistrieri reported on the WILEAG training programs that will continue. These include:

- 1. Full Assessor**
- 2. Advanced Assessor**
- 3. Core Assessor**
- 4. Team Leader**
- 5. Webinars**

It was suggested that a long-term training needs discussion should be a future agenda item

-Process and Standards Committee: Greg Peterson reported on a number of potential changes as it relates to Chapter 7, Jails vs.

Municipal Lock-ups. More work will be done, but the consensus of the Board agreed that these should be divided out for easier understanding during assessments.

- **Reports of Ad Hoc Committees-No committee reports**

Old and Unfinished Business-President Peterson reported that Whitewater had met the condition placed on the department at the time of approval in regards to Auxiliary Personnel. WWPD has Community Service Officers and Cadets, and this standard would need to be covered, not a Non Applicable rating.

- **New Business**

-Reserve Officers: There was extensive discussion about agencies that have Reserve Officers, which are sworn personnel compared to Auxiliary, Cadets, Community Service Officers, etc. The consensus of the Board was to support establishing a standard for Limited Job Descriptions for Reserve Officers.

-Program Manager: Prior to this meeting, Program Manager Rick Balistrieri reported that he had accepted a full-time position with CVMIC and that he would not be able to continue in the current capacity as Program Manager. After discussion of this matter, a plan of action was put in place to split some of the workload off of the Program Manager and to hire an Administrative Assistant to manage the clerical responsibilities.

A motion by Ruzinski/Second by Corr was made with the following conditions and the motion was approved by a vote of the Board.

- 1. Rick Balistrieri will continue as the Program Manager and will commit 5 hours per week for WILEAG in that position and retain his current hourly salary.**
- 2. Katie Wrightsman will be hired as Assistant Program Manager (via QTI agreement) for 15 hours per week, with a salary set at \$15.00 per hour.**
- 3. This would be contingent on QTI approval (which was secured after this meeting via Jim Scrivner)**
- 4. This system will be reviewed after six months.**

-2016 Budget: Jim Scrivner handed out a preliminary 2016 budget for Board review and will submit a final version for the November meeting.

- **Administrative Matters (Staff Report)**

Rick Balistreri previously sent out his report to the Board.

- **Adjournment-Motion by Ruzinski/Second by Corr. Motion approved, adjourned at 12:27 pm.**

Next Meeting: Monday, November 9, 2015. CVMIC office.