



# WILEAG Governing Board Meeting Minutes

December 19, 2016

The meeting, held at the CVMIC offices in Wauwatosa, was called to order at 0908 hours by President Greg Peterson.

Present: Peterson, Ruzinski, Rosch, Christopherson, Stojkovic, Pedersen, Bayer, Jack, Ferguson, Dunn and Cole.

Excused: Otterbacher, Palmer, Wesson, and Mayzik.

Others in attendance: Balistreri, Nasci, Wrightsman and Jungbluth.

***After review, the minutes of the November 7, 2016 meeting were approved on a unanimous voice vote following a motion by Rosch, seconded by Ruzinski.***

***Following a motion by Ruzinski, seconded by Stojkovic, at 0910 hours the Board convened in closed session on a unanimous voice vote.***

**Baraboo PD Accreditation hearing.** The written on-site report had been sent to board members in advance of the meeting. Team Leader Captain Curtis Kleppin appeared in person and provided a summary covering the process and findings. He also responded to specific questions from Board members. Following discussion, ***there was a motion by Ruzinski seconded by Bayer and passed on a unanimous voice vote to grant WILEAG reaccreditation under the 4<sup>th</sup> Edition for a period of three years, effective 12/19/2016.***

***Following a motion by Ruzinski, seconded by Rosch, at 0925 hours the Board reconvened in open session on a unanimous voice vote.***

## **Committee Reports:**

Outreach- Rosch reported that all arrangements have been made for the upcoming WI Police Leadership Foundation (WPLF) Winter Conference in February to include the formal presentation of WILEAG accreditation and annual awards. WILEAG will have a booth at the conference to disseminate information and attract new participating agencies.

Training- Bayer advised that the 2017 training schedule has been finalized and will be advertised on the WILEAG website as well as other outlets. The specific listing of trainings being offered was included in the Program Manager's report and provided to board members in advance of the meeting.

Process- Peterson commented that the efforts of this committee have been focused on completing the updates to the Core Standards Verification Program 2<sup>nd</sup> edition manual. This item was on today's agenda and would be formally discussed/approved by the board later in the meeting.

## **Officer Reports**

President- Peterson formally welcomed Jen Dunn to the board as her at-large appointment was approved via electronic balloting following the November 7, 2016 board meeting. It was also noted that effective January 1, 2017 Dennis Nasci will be replacing Rosch as the Fourth Class Cities, Towns and Villages representative to the board. Peterson formally thanked Mike Jungbluth for his service and dedication to WILEAG during the past year while serving as the Program Manager. In particular, his work on our website was deserving of recognition and added tremendously to WILEAG's professionalism. Lastly, Peterson reminded board members that Article III of the Bylaws mandates review of attendance records for the previous year during the January board meeting. He advised that he would be contacting those directors in advance whose attendance did not meet the minimum standards.

Treasurer's Report- Rosch reported a current balance of \$34,721.13 with approximately \$500 additional revenue anticipated as a result of the Wausau PD onsite. He expected a closing balance of approximately \$31,000 for fiscal year 2016. Rosch informed the board that for the second year, an anonymous party donated \$2,500 to WILEAG.

***After discussion and review, a motion was made by Ruzinski, seconded by Pederson, to approve the Treasurer's Report. Approved on a unanimous voice vote.***

Secretary's Report- Christopherson advised that with 2017 approaching he will be updating WILEAG records and distribution listings. He asked that board members review their proxy designations and forward that information to him. He will also be contacting designated seat board members directly if new/updated letters of appointment are needed from the association that they represent.

**Board Members to Serve as Assessors/Team Leaders-** Ferguson proposed this agenda item and spoke in favor of the proposal. In looking at the bylaws, he found nothing that prohibited board members from serving as assessors. Peterson confirmed there was no formal prohibition and that from a historical perspective, it was just something that board members have not done. Ferguson commented that from his perspective, the process of performing assessments keeps his skill set sharp and up to date which in turn translates to his being a more effective board member. Discussion ensued concerning whether a board member would yield too much

influence as a part of the assessment team. It was recognized that many procedural requirements are in place already that safeguard the assessment process. The practice of assigning a designated board representative for each on-site and the abstention of voting by any board member with a conflict of interest were two safeguards that were discussed at length. It was acknowledged that from an operational perspective, the practice was already occurring as many of the designated proxies serve as assessors and team leaders. Lastly, a review of the Guiding Principles found in the 5<sup>th</sup> Edition Accreditation Standards directly supported the proposal. Following discussion, ***there was a motion by Ferguson seconded by Ruzinski and passed on a unanimous voice vote to permit board members to serve as team leaders and assessors during agency on-site inspections conditioned upon their recusal during board review for bestowal of accreditation***

**2017 Budget** – During the November board meeting, Rosch presented the 2017 proposed budget to the board for their consideration. He again reviewed the 2017 proposed budget and following discussion ***there was a motion by Ruzinski seconded by Bayer and passed on a unanimous voice vote to approve the 2017 budget as submitted.***

**Eliminate Program Manager, Eliminate Board Treasurer and Create Executive Director-**

Because these three agenda items were so intertwined and dependent upon each other, the board determined that it would be most prudent to address the items at the same time. During the November board meeting, the consolidation of the Treasurer and Program Manager position into a single Executive Director position was discussed in detail. Rosch provided a historical synopsis of this discussion and then reviewed the draft job description for the Executive Director position that had been provided to board members in advance of the meeting. While researching the viability of the proposal, Rosch identified the probable need for an Employee Dishonesty Insurance Policy. The provision would cost approximately \$275 annually and would protect the organization from financial losses incurred as a result of misconduct by any paid employee of WILEAG. There was consensus amongst the board that as an organization that advocates best practices, it makes sense that we secure the recommended insurance policy if we move forward with the proposal. To ensure transparency and appropriate financial oversight, it was also discussed that a Financial Review should occur at every board meeting and be incorporated into the bylaws as a mandated agenda item. Additionally, the WILEAG President would also begin receiving QTI approval emails and sign checks for which funds are dispersed to the Executive Director. Bayer commented that while he supports moving the Treasurer duties to a paid staff position, the board needs to be cognizant that the assignment of more duties generally equates to more financial compensation. The current rate of pay and workloads of the existing Program Manager and Administrative Assistant were reviewed. It was the consensus of the board that if the Executive Director position was adopted, the board would need to carefully monitor the position's work load and formally review it annually to ensure compensation commensurate with its duties. Following discussion ***there was a motion by Ruzinski seconded by Ferguson and passed on a unanimous voice vote with Rosch abstaining to eliminate the Program Manager position, eliminate the Board***

***Officer position of Treasurer, create the position of Executive Director and amend the bylaws to reflect said changes and to include Financial Review as an agenda item under mandatory order of business effective January 1, 2017.***

Following creation of the Executive Director position, ***there was a motion by Ruzinski seconded by Jack and passed on a unanimous voice vote with Rosch abstaining to appoint Robert Rosch to the position of Executive Director effective January 1, 2017.***

***Following a motion by Ruzinski, seconded by Stojkovic, at 1044 hours the Board convened in closed session on a unanimous voice vote.***

**Chilton PD CSVP hearing.** The written on-site report had been sent to board members in advance of the meeting. Program Manager Jungbluth appeared in person and provided a summary covering the process and findings. He also responded to specific questions from Board members. Following discussion, ***there was a motion by Bayer seconded by Ruzinski and passed on a unanimous voice vote to grant WILEAG core standards verification under the 1<sup>st</sup> Edition for a period of three years, effective 12/19/2016.***

***Following a motion by Rosch, seconded by Stojkovic, at 1054 hours the Board reconvened in open session on a unanimous voice vote.***

**Program Manager Report-** Jungbluth sent his report in advance and reviewed its contents with the board. With WILEAG's growth, all scheduled board meetings in 2017 will have at least one agency accreditation review. Jungbluth confirmed that when he returns to his position on the board, he will continue to serve as the point of contact for Lexipol, Pro Phoenix and other vendors who want to ensure their products meet the needs of customers who participate in WILEAG. Lastly, Jungbluth advised that he would be sending out electronic ballots to board members to vote for awarding the 2016 annual awards.

**Announcement of Re-Accreditation Decision – Baraboo PD** – Baraboo Police Chief Mark Schauf and Accreditation Manager Sgt. Ryan Werner were present representing the department. Peterson informed them of the Board's decision to grant re-accreditation status. They were advised as to the timing of the formal award presentation at the WPLF Winter Conference and that a local presentation could also be made if requested.

**Review of Assessor Applications-** During the lunch break, the Executive Committee met and discussed assessor applications that had been provided by the Program Manager Jungbluth in advance of the meeting. Following review, applicants were approved and returned with authorizing signatures to Jungbluth.

**Officer Elections-** WILEAG Bylaws require that in even-numbered years, the board shall elect officers from amongst its members. Peterson called for nominations for the positions of President, Vice President and Secretary for the term January 1, 2017 to December 31, 2018.

***Bayer made a motion seconded by Stojkovic that incumbents Peterson- President, Ruzinski-Vice President and Matz (Christopherson Proxy) - Secretary be re-elected to a new term. With no further nominations, the motion passed on a unanimous voice vote.***

**Core Standards Verification Program 2<sup>nd</sup> Edition Manual-** With updates to the manual incorporating all of the standards adopted by the board complete, Peterson asked for the board's input regarding inclusion of the Guiding Principles as found in the 5<sup>th</sup> Edition Accreditation Standards. Discussion focused mostly on Guiding Principle 5.1 requiring the contribution of assessors by participating agencies. Because the Core Standards program is specifically designed for smaller agencies, concerns were raised this may be an undue burden. However, equally compelling was the need for WILEAG to increase its assessor pool to support continued growth and distribute the work load equitably amongst participating agencies. It was noted the use of volunteer assessors to keep accreditation affordable is a cornerstone of WILEAG accreditation and that Guiding Principle 5.1 already allows for an exemption if the requirement represents a substantial hardship. Following discussion, ***there was a motion by Ferguson seconded by Ruzinski and passed on a unanimous voice vote to include the Guiding Principles of the 5<sup>th</sup> Edition Accreditation Standards as part of the Core Standards Verification Program 2<sup>nd</sup> Edition Manual with any necessary verbiage changes to ensure applicability.***

**Eligibility for Core Standards Verification Program Participation**– During the November board meeting this topic was discussed in detail. Balistrieri recapped the discussion and commented that WILEAG programming currently does a good job impacting both large and small agencies. However, he believes that room for improvement exists in our efforts to attract middle-sized agencies. He recommended the board revisit the restrictions that are currently in place governing agency participation in the CSVP based on population size. He suggested that regardless of population, any agency should be allowed to participate in the program provided they agree to pursue full accreditation following their initial accreditation under the CSVP. Following discussion, ***there was a motion by Ruzinski seconded by Cole and passed on a unanimous voice vote that effective January 1, 2017 any law enforcement agency who exceeds the established population thresholds, may enroll in the Core Standards Verification Program contingent upon their agreement to pursue full accreditation during the 3 year period following initial verification.***

**Next meeting** – Confirmed: at CVMIC, January 30, 2017 at 9:00AM

***The meeting was adjourned at 1318 hours on unanimous voice vote following a motion by Ruzinski, seconded by Bayer.***

***Respectfully submitted,***

***Todd Christopherson, Secretary***

