



WILEAG Governing Board Meeting Minutes 20 January 2014

The meeting, held at the CVMIC offices in Wauwatosa, was called to order at 9:05 AM by Greg Peterson. There was a quorum with 12 of 14 Board members (Bayer, Christopherson (Matz proxy), Peterson, Jungbluth, Palmer, Kohl, Stojkovic, Rosch, Ruzinski, Scrivner, Wellens (Mayzik proxy) and Otterbacher present. Guests included Mark Ferguson, WI-PAC president, Lara Vendola-Messer (Winnebago County Sheriff's Office), Jerry Matysik (Lexipol) and David Schubot DOJ). Others present at various times are noted throughout the minutes.

In order to conform to the By Laws, the order of the published agenda was adopted on a voice vote following a motion by Kohl and second by Ruzinski.

After review, the minutes of the 30 September 2013 meeting were approved on a voice vote following a motion by Rosch and second by Wellens.

The board went into closed session on a voice vote following a motion by Ruzinski and second by Jungbluth.

Port Washington PD reaccreditation – The written on-site report had been sent to board members in advance of the meeting. Steve Kopp, the assessment team leader, joined the meeting and gave a summary covering the process and findings. He then responded to specific questions from Board members. Discussion followed.

There was a motion by Jungbluth, seconded by Ruzinski that passed on a voice vote to grant reaccreditation under the WILEAG 3rd Edition to the Port Washington PD for a period of 3 years, effective 1/20/2014 subject to the condition that annual audits of the property room will be done and proof of the annual audits will be provided to staff at the time of annual recertification. A plan for quarterly audits is now reportedly in place.

Baraboo PD reaccreditation – The written on-site report had been sent to board members in advance of the meeting. Curt Kleppin, the assessment team leader, gave a summary covering the process and findings. He then responded to specific questions from Board members. Discussion followed.

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There was a motion by Rosch, seconded by Otterbacher that passed on a voice vote to grant reaccreditation under the WILEAG 3rd Edition to the Baraboo PD for a period of 3 years, effective 1/20/2014 subject to two conditions – that a system of documented periodic review of written directives be created and implemented and that annual departmental goals be put in writing and provided to staff at the time of annual recertification.

Evansville PD accreditation - The written on-site report had been sent to board members in advance of the meeting. Pete Nimmer, the assessment team leader, gave a summary covering the process and findings. He then responded to specific questions from Board members. Discussion followed.

There was a motion by Ruzinski, seconded by Scrivner that passed on a voice vote to grant accreditation under the WILEAG 4th Edition to the Evansville PD for a period of 3 years, effective 1/20/2014 It was noted that this was an electronically supported on-site and the first agency accredited under the new WILEAG 4th Edition.

Town of Grand Chute PD accreditation - The written on-site report had been sent to board members in advance of the meeting. Ann Wellens, the assessment team leader, gave a summary covering the process and findings. She then responded to specific questions from Board members. Discussion followed.

There was a motion by Jungbluth, seconded by Rosch that passed on a voice vote to grant accreditation under the WILEAG 4th Edition to the Grand Chute PD for a period of 3 years, effective 1/20/2014. Wellens, serving as Mayzik's proxy, abstained.

The board reconvened in open session on a voice vote following a motion by Stojkovic and second by Jungbluth.

Officer reports

President's report

- Peterson reported the WPLF donation for 2014 has been received and that their annual budget cycle commences in August of each year.
- Peterson advised he sent a letter to all agency CEO's explaining the annual need for assessors and seeking ideas on how to address the need.
- He acknowledged and thanked Otterbacher for her efforts in developing a guide identifying where to find proofs.
- He reported a donation had been made by WILEAG to commemorate the contributions of Erick Slamka, a founder and long-term president of WILEAG.
- He reported the WCPA wants an article from WILEAG for its newsletter

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Secretary's report – The newsletter will be launched soon after the Chiefs' winter conference .

Treasurer's report – Rosch shared 2013 ending balances. He also reported \$10398.91 in the checking account and \$59.79 in the money market as of 1/20/2014. ***There was a motion by Ruzinski, seconded by Stojkovic that passed on a voice vote to accept the treasurer's report.as presented.***

Old business

Process regarding large agencies with multiple, autonomous facilities/operations

A committee of Board members and staff has been appointed to draft recommendations for full Board approval. Committee members include: Anna Ruzinski, Ann Wellens, Jacob Corr, Mike Jungbluth, Jim Scrivner and Rick Balistrieri. An aggressive timeline for completion is needed to provide guidance for the Milwaukee PD which is currently in self-assessment and on the schedule for September of 2015 for its on-site. No formal action taken.

The 2014 budget was adopted as presented by voice vote on a motion by Ruzinski, seconded by Jungbluth.

Balistrieri reported on arrangements for the winter chiefs' conference at the Kalahari. We received a favorable rate for the booth space which he will staff Monday and Tuesday. Board members are encouraged to stop by and help out. WILEAG awards will be presented during the President's reception by Ruzinski with assistance from Rosch. Balistrieri will serve as photographer.

The vacant at-large board seat created by the dissolution of the Office of Justice Assistance and departure of John Murray was discussed. It was pointed out that switching from an at-large to designated seat would require a change in the By Laws preceded by proper notice to all Board members. ***There was a motion to make the seat available to a representative of WI-Pac's choosing without making it a designated seat. The motion made by Ruzinski, seconded by Otterbacher passed on a voice vote.***

Representatives of the Port Washington (Chief Hingiss & Capt. Keller) Evansville (Chief McElroy, Mayor Decker, Sgt Reese and a citizen & former PFC member), and Grand Chute Police Departments (Chief Peterson, and Lts. Jaeger & Velie) were on hand for their accreditation consultations with the Board. ***The board went into closed session on a voice vote following a motion by Otterbacher and second by Jungbluth.*** The representatives from each agency were invited into the meeting for a discussion and to learn the Board's decision. All were advised they should contact Balistrieri if they wanted a WILEAG representative to do a presentation at the local level. All were invited to receive formal accreditation recognition and their award at the winter conference.

The board reconvened in open session on a voice vote following a motion by Jungbluth and second by Wellens.

New business

Town of Beloit Core Standards Verification review – Staff reviewed the assessor results summary report which had been sent out previously to the Board. *There was a motion by Wellens, seconded by Ruzinski that passed on a voice vote to verify compliance under the WILEAG 1st Edition Core Standards program for a period of 3 years, effective 1/20/2014.* For the record it should be noted this is the 1st agency to have successfully completed the program.

Jackson PD Core Standards Verification review - Staff reviewed the assessor results summary report which had been sent out previously to the Board. *There was a motion by Ruzinski, seconded by Jungbluth that passed on a voice vote to verify compliance under the WILEAG 1st Edition Core Standards program for a period of 3years, effective 1/20/2014.*

There was discussion about the final details of the Core Standards Verification Program based on input from pilot agencies, pilot assessors and staff. Balistrieri presented a list of decision points with recommendations, all of the following of which were approved by consensus:

- Title will be “Core Standards Verification Program”
- The number of subject Standards will be 39 and will mirror the accreditation standard on the same subject
- The format and process for Board consideration of the results of assessments
- An award will be presented at one of the regular Chiefs’ events
- The process for communication between assessors and between assessors and the candidate agency.
- The agency may use the appropriate WILEAG logo on its website
- The design of the program logo
- The manual for candidate agencies
- Use of “Drop Box” as a tool to electronically shuttle files and other info during the assessment process

Staff received feedback that language in the disclaimer for both programs is overbroad. The issue was referred to the Executive Committee to work with Palmer to develop acceptable alternative language.

The last item revolved around pricing the program recognizing the probable need and attendant challenges of paying assessors and the extra time required of staff.

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After considerable discussion, *the following charges were adopted on a voice vote on a motion by Jungbluth and second by Wellens.*

- *Initial sign on = \$200*
- *Recurring annual fee = \$400*
- *Assessment administrative fee = \$100*
- *Cost of assessment = \$500 (up to)*

Prior year Board member meeting attendance was reviewed as required in the By Laws. After conferring with 2 individuals who missed the threshold, Peterson recommended no changes in Board membership. There was a motion by Kohl to keep current members in place, seconded by Ruzinski. Motion passed on a voice vote.

The 2014 meeting schedule was deemed acceptable after adjusting for one widespread conflicted date. There is a planned increase in the number of meetings to try and deal with outstanding issues.

There was discussion about WILEAG offering to host the annual AccredNet Conference in the June to August timeframe in 2015 at a location in Wisconsin to be determined. Jungbluth will follow up on this.

Balistreri provided background on the “Assessors Code of Conduct which he had sent out. Discussion followed. *A motion to adopt was made by Palmer, seconded by Ruzinski and passed on a voice vote.*

Committees - did not meet during the course of the Board meeting due to time constraints

Staff report – Presented in written format in advance of the meeting.

The meeting was adjourned about 2:30PM on a voice vote following a motion by Ruzinski second by Jungbluth.

Respectfully submitted: Jim Scrivner, Secretary