



WILEAG Governing Board Meeting Minutes

March 19, 2018

The meeting was held at the CVMIC offices in Wauwatosa and began with Standing Committee meetings from 1000-1050 hours.

The Governing Board regular business meeting was formally called to order at 1056 hours by President Greg Peterson.

Present: Peterson, Ruzinski, Christopherson, Stojkovic, Bayer, Pederson, Ferguson, Nasci, Jack, Dunn, Jungbluth, and Jessup.

Excused: Palmer, and Cole.

Others: Bob Rosch, Katie Wrightsman, and Phil Noche.

The minutes from the February 19, 2018 meeting were sent in advance of the meeting. ***After review, the meeting minutes of the February 19, 2018 meeting were approved on a unanimous voice vote following a motion by Ruzinski, seconded by Stojkovic.***

Standing and Ad-hoc Committee Reports

- **Outreach Committee** – Ruzinski reported that WILEAG presented at a Badger State Sheriff's Association meeting and it was well received garnering interest from many sheriff's offices. She confirmed that the *WILEAG Executive Feedback Survey* has been finalized and will be added to the agency on-site packet of materials. In an effort to expand WILEAG's footprint, Jack will be reaching out to the North Central Chief's Association as WILEAG participation in this area of the state is underrepresented. Additionally, in an effort to influence those chiefs that don't see the value in accreditation, the Outreach Committee plans to recruit a reformed skeptic to present at an upcoming WPLA conference. From a sustainment standpoint, Ruzinski commented that WILEAG needs to ensure that we are reaching today's middle managers who become tomorrow's chiefs and sheriffs. Both the FBI NA and WLEEDA were identified as two organizations whose membership WILEAG should target for grass roots exposure to our product. Lastly,

pursuit of formalized support of WILEAG accreditation from the WI DOJ Training and Standards is an on-going initiative that Ruzinski continues to spearhead.

- **Training Committee** – Balistrieri reviewed attendance for the April Accreditation Manager, Assessor and Team Leader training programs. He shared that the CVMIC website had been purged of outdated WILEAG programming and that CVMIC would be able to accommodate recording new training webinars or podcasts in the fall. A continued area of concern was the lack of assessor involvement by some participating WILEAG agencies. Rosch estimates that currently about half of our WILEAG agencies would be non-compliant with the 5th Edition Guiding Principle 5.1 requirement to “*make personnel available to serve as WILEAG assessors*”. With more agencies moving toward the 5th Edition Standards, general discussion ensued on how to best assist them in meeting this requirement. The 2018 on-site schedule is already established, so Rosch will continue to monitor this issue and reach out to agencies that are not engaged in the fall when constructing the 2019 on-site schedule.
- **Process Committee**- Peterson reported that Lexipol is developing a new module to manage accreditation compliance. Because several participating WILEAG agencies subscribe to Lexipol, Peterson agreed to serve as a point of contact should Lexipol have configuration questions on how to best capture the requirements of WILEAG accreditation. Rosch reported that he and Wrightsman recently completed user training for Deer Creek Technologies Document Management software. Wrightsman is currently populating our membership in the database and will be sending out username and password information to WILEAG and Wi-PAC agencies. Peterson revisited the Process Manual that has been in draft format for some time. With the completion of the 5th Edition Standards, finalization of this document for Board approval will become a priority for the Process Committee.

OFFICER’S REPORTS

- **President’s Report** – Nothing to report.
- **Vice President’s Report** – Nothing to report.
- **Secretary’s Report** – Nothing to report.

Financial Report- Rosch provided and reviewed his compiled financial reports with Board members. He reported a current balance of \$63,919.26 as of 03/19/18. 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 Nasci 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. He provided enrollment numbers for upcoming training and commented that all classes will proceed as scheduled. He provided an agency status update to the Board and highlighted his recruitment efforts which includes Lake Mills PD and an installation meeting with Platteville PD on March 29, 2018.

Old and Unfinished Business

At-large Board Member Vacancy- Shortly before today’s meeting, Anne Wellens advised the Board that she was withdrawing her candidacy for consideration. Peter Nimmer had already presented his interest in joining the Board during the February 19, 2018 Board meeting. Following discussion, ***a motion was made by Nasci, seconded by Ruzinski and passed on a unanimous voice vote to appoint Peter Nimmer to the WILEAG Board of Directors as an at-large member for a period of three years.***

New Business

PowerDMS Discussion- Rosch reviewed with the Board the existing Memorandum of Understanding between WILEAG and PowerDMS. The agreement recognizes that some WILEAG agencies use PowerDMS to manage their accreditation files. Therefore, PowerDMS is authorized to publish and cross reference WILEAG standards within their accreditation module. CALEA has recently added the requirement that their participating agencies must use PowerDMS to manage their accreditation files. PowerDMS contacted Rosch and requested the opportunity to present their product to WILEAG members. While WILEAG does not endorse any particular electronic filing system, it has in the past allowed vendors to showcase their products to help WILEAG members who are interested in using an electronic file system make informed decisions. Similarly, it was agreed that if PowerDMS wanted the opportunity to present their product, time would be allotted at the upcoming Accreditation Manager Training. Ferguson commented that Wi-PAC meetings would also be a suitable venue with a considerably larger target audience. Rosch will contact PowerDMS and allow them to decide which forum they would rather appear before.

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

Next meeting – Confirmed at CVMIC, May 11, 2018.

The meeting was adjourned at 1206 hours on a unanimous voice vote following a motion by Ruzinski, seconded by Jungbluth.

Respectfully submitted,
Todd Christopherson, Secretary