



WILEAG Governing Board Meeting Minutes

5 December 2014

The meeting, held at the CVMIC offices in Wauwatosa, was called to order at 9:08am by Greg Peterson. The attendees included Christopherson (Matz proxy), Peterson, Jungbluth, Pederson(proxy for O'keefe) Rosch, Otterbacher, Ferguson, and David Bailey. Other attendees included Lara Vendola-Messer (Winnebago County Sheriff's Office) and David Bailey (CVMIC).

The minutes of the 28 July and 20 October 2014 meetings were approved on a voice vote following a motion by Ferguson, seconded by Jungbluth.

The board as a whole, facilitated by Bayer, briefly worked on priority setting and goals. David Bailey assisted with reports other than upcoming training event dates.

The board went into closed session for on-site hearings following a motion by Jungbluth, seconded by Ferguson.

Muskego Police Department reaccreditation hearing and decision -the written on-site report had been sent to the board. Board leader Peter Nimmer provided a summary covering the process and findings. He then responded to specific questions. This on-site, covering the 4th edition, had electronic files and proofs. ***There was a motion by Ferguson, seconded by Jungbluth, for re-accreditation***

Contingent on board receipt of the following within 30 days:

- 1. A letter from the medical director indicating that medical protocols were in order*
 - 2. a written critical incident roster*
 - 3. an outline of the process for and forms related to property storage inspections.*
- effective 12/5/2014 for a period of 3 years*

Milton Police Department accreditation hearing and decision -the written on-site report had been sent to Kurt Kleppen provided a summary covering the process and findings. He then responded to specific questions. The on-site covered the 3rd edition. ***There was a motion by Jungbluth seconded by Ruzinski which passed on board receipt of the following within 30 days:***

- 1. written statement of goals*
 - 2. A policy or statement regarding maintenance of warrant files*
 - 3. A written job description for the school resource officer*
 - 4. Written clarification regarding records retention periods for certain categories of documents*
- effective 12/5/2014 for a period of 3 years*

The board returned to open session on a voice vote following a motion by Jungbluth seconded by Ruzinski.

Officer reports

Treasurer's report. - Rosch reported a balance of \$8723.88 in the US Bank checking account and \$1604.00 in the US Bank savings account. \$10,327.88 with everyone and everything paid up. ***After review of details, the treasurer's report was approved and seconded by Corr.***

There was a brief discussion about the findings at on-sites comparing the results of agencies that had a mock assessment with those that agencies that had a mock assessment were better prepared with notably fewer issues.

Old business

PowerDMS update – discussion of next steps tabled until the next meeting.

2015 – 2016 officer elections – Peterson relinquished the chair to Ruzinski.

After proper calls for nominations Greg Peterson was re-affirmed as president unanimously by acclamation.

With Peterson again chairing the meeting and *after proper calls for nominations Anna Ruzinski and Bob Jungbluth were elected treasurer (respectively) unanimously by acclamation.*

After proper calls, there were no nominations for secretary. Rosch indicated he would serve as secretary of the board however there is no provision in the bylaws for a combined position. *Rosch was unanimously appointed secretary seconded by Jungbluth contingent on proper notice and a vote to amend the by-laws to allow for a combined position.*

2015 budget – a revised draft budget was reviewed and discussed. As presented there was a projected budget of \$10871 with \$5100 allocated for additional staff compensation should it be deemed appropriate. *The budget was approved by Jungbluth.*

Muskego PD Chief Craig Mosher and AM Sgt, Linkowitz joined the meeting and were informed about the budget.

Milton PD Chief Dan Layber and AM Detective Justice joined the meeting and were informed about the budget.

Copywriting WILEAG materials – tabled

Standards issues -

There was discussion about Standard 10.1.1 as a result of dialog at the last WI-PAC meeting.

A specific question was raised by Steve Kopp (in attendance) who is serving as overall on-site manager for the WI-PAC. He asked how to handle massive numbers (combined well in excess of a million) of contact cards and 10 print cards dating back to 2008 that are co-mingled. The WILEAG position (1999) dealing with other similar (except for the date) is to separate the

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co-mingled files that have been clearly marked as “juvenile” are in compliance with the WILEAG standard policy and practice.

The Milwaukee Accreditation Manager will be contacted and advised to seek a city attorney opinion on what, if anything, should be done to remediate it given the resources that would be needed. Current status is pending.

Financial audit – Ruzinski, Jungbluth and Scrivner will conduct same in January 2015.

Staff report – Balistreri offered brief supplementary information to his written report which had been submitted.

Next meeting – not yet set, March/April meeting in Madison.

The meeting was adjourned at 1:08pm on a voice vote following a motion by Scrivner, seconded by Ruzinski.

Respectfully submitted,

Jim Scrivner, Secretary

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