



# WILEAG Governing Board Meeting Minutes

June 27, 2016

The meeting was held at the CVMIC offices in Wauwatosa. Prior to being called to order, Board Officers in attendance (Peterson- President, Rosch- Treasurer and Christopherson- Secretary) reviewed WILEAG By-Laws Section 6 *Quorum and Manner of Action*. It was unanimously agreed that the requirements of forming a quorum were satisfied with 7 of 13 Board members present (2 vacant seats).

At 907 hours the meeting was called to order by Greg Peterson. Present: Peterson, Pederson (O'Keefe proxy), Rosch, Otterbacher, Christopherson (Matz proxy), Ferguson and Wellens (Mayzik proxy). Wesson joined the meeting in progress at 0945 hours.

Excused: Palmer, Ruzinski, Cole, Stojkovic, Bayer, Program Manager Jungbluth and Program Assistant Wrightsman.

Guests included Chief Russ Jack (Waukesha PD), Lara Vendola-Messer (Winnebago County Sheriff's Office) and from the Watertown Police Department, Chief Roets and Captain Curt Kleppin

**Committee meetings and reports-** noted attendance was light today.

Process Committee- Peterson deferred addressing the 3 year review of 4<sup>th</sup> Edition Standards to later in the meeting as it was listed as an agenda item.

No other committee meetings or reports.

***After review, the minutes of the May 2, 2016 meeting were approved on a unanimous voice vote following a motion by Ferguson, seconded by Otterbacher.***

***Following a motion by Christopherson, seconded by Ferguson, at 0913 hours the Board convened in closed session on a unanimous voice vote, noting however that Chief Russ Jack was allowed to remain as an observer of the proceedings as a potential new board member.***

**Watertown PD Accreditation hearing and decision.** The written on-site report had been sent to the board members in advance of the meeting. Team Leader Lieutenant Lara Vendola-

Messer provided a summary covering the process and findings. Lt. Vendola-Messer also responded to specific questions from Board members. Discussion followed. ***There was a motion by Wellens seconded by Rosch 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 06/27/2016.***

***Following a motion by Christopherson, seconded by Wellens, at 0934 hours the Board reconvened in open session on a unanimous voice vote.***

## **Officer reports**

**President**- no report

**Treasurer's Report** - current balance is \$31,823.94. Waiting for zero outstanding payments. Rosch sent vouchers to sponsors from last year, hopefully we hear from them all soon. Our booth at the summer Chief's Conference is already payed for. It was noted that we pay \$691 a week for Program Manager Jungbluth and Program Assistant Katie Wrightsman. ***After discussion, a motion was made by Wellens, seconded by Pederson, to approve the treasurer's report. Approved on a unanimous voice vote.***

**Secretary** – Due to technical difficulties, the newsletter previously scheduled for Spring will now occur in the Summer, with a goal of July. Publishing the newsletter twice a year seems to be an achievable goal (summer and winter) for the foreseeable future.

**Staff Report** - Program Manager Jungbluth (absent) sent a written report to the Board in advance of the meeting. The board discussed the *Participating Agency* chart provided, particularly focusing on whether or not assessing a Core agency counts as a commitment in light of the new guiding principles, holding agencies more accountable to provide assessors. There was a review of qualifications to become a Core assessor, and a comment that we may quickly run out of assessors with our recent growth. ***After discussion, a motion was made by Ferguson, seconded by Wellens that assessment of a Core Agency will count toward meeting a participating agency's required commitment of making personnel available to serve as WILEAG assessors, in accordance with new Guiding Principle 5.1 Assessors. Approved on a unanimous voice vote.***

## **Unfinished Business – 3 year review of the 4<sup>th</sup> Edition Standards**

Discussion began by Peterson advising that essentially the manual is complete, and one of the last things needed was to clarify the name of the new document. The suggestions thus far have been *4.1 Edition* or *5<sup>th</sup> Edition*. It was noted that the number of standards has increased to 242, with Wisconsin specific standards list increasing from 43 to 55. There were 115 total changes made to the current version. Ferguson commented that Wi-Pac members were concerned that the standards review would result in a new numbering system. Since the only significant change in this regard occurs in Chapter 7, he was comfortable supporting the 5<sup>th</sup> Edition naming.

***After discussion, a motion was made by Wellens, seconded by Rosch, and approved on a unanimous voice vote, to name the new document the 5<sup>th</sup> Edition Standards Manual.***

The discussion moved into implementation of the 5<sup>th</sup> Edition Standards. Currently, only the Executive Board has the 5<sup>th</sup> Edition Standards draft and the manual needs to be finalized (dates and titling) into a publishable document. Peterson has already created an “Explanation of Documents” chart that lists every change, and why/how the change occurred. He also created a CALEA crossover (UW-Madison and Oshkosh) document, with numerical references. It was noted there are now 55 Wisconsin specific standards that CALEA agencies will have to show proof of compliance. ACR’s are the last major piece that needs to be completed and Program Assistant Wrightsman is currently working on this.

***After discussion, Christopherson made a motion to accept the 5<sup>th</sup> Edition Standards Manual, the “Explanation of Documents” chart, and the CALEA crossover document. This motion was subsequently withdrawn.***

Discussion ensued regarding a slight wording change to Standard 6.6.1 to improve clarity concerning an agency’s juvenile function.

***Rosch made a motion, seconded by Otterbacher, to amend the 5<sup>th</sup> Edition Standard 6.6.1 to read “A written directive describes the agency’s juvenile function, to include responsibility for juvenile operations”. This motion was approved on a unanimous voice vote.***

***Christopherson made a motion, seconded by Wellens to accept the 5<sup>th</sup> Edition Standards Manual as amended, the “Explanation of Documents” chart, and the CALEA crossover document. This motion was approved on a unanimous voice vote.***

***After discussion, Ferguson made a motion, seconded by Wellens that the 5<sup>th</sup> Edition Standards be mandatory compliance for all participating agencies after January 1, 2018, highlighting that agencies may choose to adopt the 5<sup>th</sup> Edition Standards sooner than 01-01-2018. The motion was approved on a unanimous voice vote.***

Peterson confirmed that the Secretary will notify the Program Manager to send out the 5<sup>th</sup> Edition Standards Manual, the “Explanation of Documents” chart, and the CALEA crossover document, once the final edits are finished to all agencies, program managers, and assessors with a note that the ACR’s might take slightly more time to send out.

A discussion began about updating the Core Verification Program standards. Peterson confirmed that any newly approved wording change in the 5<sup>th</sup> Edition Standards Manual would automatically be applied to the Core program as well. Any future addition of standards to the Core program will need to be reviewed. The Process Committee, specifically Ferguson, volunteered to begin reviewing the Core standards, looking for any additions that might be needed. There were some specific mentions of new mandatory Wisconsin policies, as well as the consideration for the Bias Based Policing Standard 1.7.8. It was suggested that Chief Steve

Kopp and Chief Denis Nasci be specifically solicited for input in this review process as well. The Core Verification Program standards review will be added to the August 29 Board agenda.

**Announcement of Re-Accreditation Decision – Watertown PD** – Watertown Police Chief Tim Roets and Accreditation Manager Captain Curt Kleppin were present representing the department. Peterson informed them of the Board’s decision to grant re-accreditation status for the second time. They were advised as to the timing of the formal award presentation at the Winter Chief’s Association Conference and that a local presentation could be made beforehand if they requested.

**Vacant/At-Large Board Seats**

The board made a change to the WILEAG By-laws at the May 2, 2016 Board meeting, moving the designated Insurance Alliance seat to an at-large seat with a preference for a non-law enforcement representative. Rosch commented that we have repeatedly asked for a non-law enforcement representation on the board but there has been zero interest.

A review of the WILEAG By-laws confirmed the FBINA seat being held open for Program Manager Mike Jungbluth is an at-large seat.

There was a discussion about the distinction between at-large vs designated board seats. It was discussed that Mike Jungbluth, upon future separation from his employment as the Program Manager, could hold the at-large seat earmarked with a preference for a non-law enforcement representative, as he has been retired from law enforcement for several years.

Chief Russ Jack Waukesha PD has expressed interest in joining the board. It was suggested that after observing today’s board meeting, if he still has an interest, his candidacy could be presented to the Board for an electronic vote. This procedure has been used in the past to fill vacant at-large seats.

***After discussion, Wellens made a motion, seconded by Peterson to present Chief Jack as a candidate, for consideration during a future electronic ballot. The motion was approved on a unanimous voice vote.***

**Next meeting** – Confirmed: at CVMIC, Monday, August 29, 2016 at 9:00AM

***The meeting was adjourned at 1124 on unanimous voice vote following a motion by Wellens, seconded by Pederson***

***Respectfully submitted,***

***Todd Christopherson, Secretary***