



# WILEAG Governing Board Meeting Minutes

23 January 2015

The meeting, held at the CVMIC offices in Wauwatosa, was called to order at 9:05AM by Greg Peterson. There was a quorum with 11 of 15 Board members (Christopherson (Matz proxy), Peterson, Jungbluth, Cole, Mayzik, Ferguson, Scrivner, Otterbacher, Stojkovic and Corr present). Rosch and Ruzinski joined the meeting in progress. Guests included Lara Vendola-Messer (Winnebago County Sheriff's Office) and David Bailey (CVMIC). Other attendees are recognized by name throughout these minutes.

***The minutes of the 5 December 2014 meeting were approved on a voice vote following a motion by Bayer, seconded by Jungbluth .***

***The Board went into closed session for on-site hearings following a motion by Bayer, seconded by Stojkovic.***

Kiel Police Department CORE Verification hearing and decision -The written on-site report had been sent to board members in advance of the meeting. Program Manager Balistriero provided a summary covering the process and findings. He then responded to specific questions from Board members. Discussion followed. ***There was a motion by Scrivner, seconded by Mayzik which passed on a voice vote to grant CORE Verified status effective 1/23/2015 for a period of 3 years.***

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Waukesha County Sheriff's Department re-accreditation hearing and decision -The written on-site report had been sent to board members in advance of the meeting. Team Leader Terry Hansen provided a summary covering the process and findings. He then responded to specific questions from Board members. Discussion followed. This on-site covered the 4th Edition. ***There was a motion by Bayer seconded by Jungbluth which passed on a voice vote to grant re-accreditation effective 12/5/2014 for a period of 3 years.***

Reedsburg Police Department re-accreditation hearing and decision -The written on-site report had been sent to board members in advance of the meeting. Team Leader Tom Frank provided a summary covering the process and findings. He then responded to specific questions from Board members. Discussion followed. This on-site covered the 3rd Edition. ***There was a motion by Jungbluth seconded by Bayer which passed on a voice vote to grant 1<sup>st</sup> time accreditation effective 12/5/2014 for a period of 3 years.***

During the course of the hearings there were general discussions about thresholds for finding accreditation, contingencies, issues related to annual self-certification and the effectiveness and challenges of the wide range of electronic formats and systems that assessors are being confronted with absent a uniform or standardized approach.

***The Board returned to open session on a voice vote following a motion by Stojkovic, seconded by Bayer.***

### OFFICER REPORTS

President's report – Peterson reported that Lexipol has committed to a gold level sponsorship for 2015.

Vice president's report – Ruzinski reported she gave a presentation about WILEAG and our programs at the Badger Sheriff's conference and will be doing same at the upcoming annual new agency CEO training program put on by DOJ , Training and Standards Bureau

Secretary's report – Scrivner reported the transition to a new secretary is set to go. He also reported on the following Executive Committee actions since the last meeting: review and recommend increase in program manager salary, approved upgrading Drop Box software to increase storage capacity, agreed that WILEAG not send a representative to the annual AccredNet conference (Texas this year) and reviewed and accepted proofs that accreditation contingencies had been timely satisfied by

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Baraboo and Milton Police Departments.

Lastly, he reported communicating with former WILEAG Board member Dave Steingraber regarding a memo he authored in 1999 setting out the WILEAG position on the acceptability of conspicuously marking juvenile records when they are or will be comingled with adult records.

Treasurer's report - Rosch reported a balance of \$7135.52 in the US Bank checking account and \$9561.07 in the Chase checking account with total cash of \$16,696.59 with everyone and everything paid up. ***After review of details, the treasurer's report was accepted on a voice vote following a motion by Jungbluth, seconded by Ruzinski.***

He also reported that the move of all from US Bank to Chase is in process and that once he is sure all outstanding US Bank items have cleared, the account will be closed. The target is the end of March 2015.

Audit Committee report – After review of the written report circulated in advance by Jungbluth, Ruzinski and Scrivner detailing the findings of their on-site audit of the books and records of the corporation ***the report was accepted on a voice vote following a motion by Mayzik, seconded by Stojkovic.*** Summed up, everything was found to be in order.

ProPhoenix presentation – Jeffrey Reit and Mark Presper of ProPhoenix gave a high level overview of some of their products and how they might be supportive of subscriber agencies who are seeking WILEAG accreditation. Discussion followed. There is an interest in collaboration to that end. They also discussed their Innovative Agency award to a WILEAG agency.

### **OLD BUSINESS**

By Law amendment to permit either separate or combined positions of secretary and treasurer – a white paper sent out in advance of the meeting was discussed. Following discussion ***a motion to amend the By Laws as recommended passed on a voice vote following a motion by Ruzinski, seconded by Corr.***

Election of Secretary/Treasurer - ***Based on the discussion at the 12/5/2014 meeting, there was a motion to nominate and elect Rosch to the combined position of Secretary/Treasurer for the 2015 to 2016 term - made by Ruzinski, seconded by Bayer which passed on a voice vote.*** The record should reflect Rosch accepted the dual role with the understanding someone else would step up in a year.

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**PowerDMS update** – Scrivner and Balistrieri will draft a Memorandum of Understanding to be executed by WILEAG and PowerDMS in lieu of the lengthy full-blown agreement put forth by them. Palmer will review before any formal communication of the document.

**Lexipol update** – nothing to report

**Waukesha Sheriff's Department** – Sheriff Seversen, Captain Larsuel and Deputy Wallschlaeger joined the meeting and were informed about the board's decision to re-accredit. Dialog followed.

**Reedsburg PD** Chief Becker, Lt. Frye and Sgt Cummings joined the meeting and were informed about the board's decision to accredit. Dialog followed.

**Planning and priorities** – The entire meeting on 23 February will be devoted to this topic. It will run no longer than 2:00PM.

**Chiefs' Winter** Conference – Final details were discussed. There will be 15 awards presented plus the ProPhoenix Innovative Program award.

**Copywriting of WILEAG program materials** – There was brief discussion. More information is needed including costs and what can and should be copywrited. No decisions were made.

**Records archiving project** – There was agreement that pre-August 2012 paper records should be scanned and stored electronically. Balistrieri will research an appropriate scanner and run a pilot to figure out a retrieval system and estimated clerical hours required. He will report back. There was agreement that it would be OK if the project spanned several years.

**STAFF REPORT** – Balistrieri offered brief supplementary information to his written report which had been sent out in advance of the meeting.

**Next meeting** – Confirmed: at CVMIC, Monday, 2/23/2015 with the entire agenda devoted to planning and setting of goals & objectives. The 4 May 2015 meeting is planned for Madison, specific location to be announced.

***The meeting was adjourned at 1:28PM on a voice vote following a motion by Stojkovic, seconded by Cole.***

Respectfully submitted, ***Jim Scrivner, outgoing Secretary***