



WILEAG Governing Board Meeting Minutes

November 11, 2020

The meeting was held virtually via Zoom's secure network and was called to order at 0901 hours by President Mark Ferguson.

Present: Ferguson, Rosch, Stojkovic, Braun, Cole, Peterson, Pederson, Balistreri, Zilavy, Grill, Palmer, Ruzinski, Nimmer, Vendola-Messer and Nasci

Others in attendance: Katie Wrightsman, Phil Noche, Amy Koeppel, Colette Jaeger, Matt Wagner, and Darin Rice.

Excused: Kopp

The minutes from the September 25, 2020 meeting were sent in advance of the meeting. ***After review, the minutes of the September 25, 2020 meetings were approved on a unanimous voice vote following a motion by Ruzinski, seconded by Stojkovic.***

Following a motion by Ruzinski, seconded by Nasci, at 0902 hours the Board convened in a closed session on a unanimous voice vote.

South Milwaukee PD Accreditation hearing. The written on-site report had been sent to board members in advance of the meeting. Team Leader Lt. Amy Koeppel appeared in person via zoom and provided a summary covering the process and findings. She also responded to specific questions from Board members. Following discussion, ***there was a motion by Palmer seconded by Cole and passed on a unanimous voice vote to grant WILEAG re-accreditation under the 5th Edition for a period of three years, effective 11/09/2020.***

Lake Delton PD Accreditation hearing. The written on-site report had been sent to board members in advance of the meeting. Team Leader Capt. Colette Jaeger appeared in person via zoom and provided a summary covering the process and findings. She also responded to specific questions from Board members. Following discussion, ***there was a motion by Ruzinski seconded by Rosch and passed on a unanimous voice vote to grant WILEAG re-accreditation under the 5th Edition for a period of three years, effective 11/09/2020.***

Middleton PD Accreditation hearing. The written on-site report had been sent to board members in advance of the meeting. Team Leader Lt. Matt Wagner appeared in person via zoom and provided a summary covering the process and findings. He also responded to specific questions from Board members. Following discussion, ***there was a motion by Peterson seconded by Stojkovic and passed on a unanimous voice vote to grant WILEAG re-accreditation under the 5th Edition for a period of three years, effective 11/09/2020.***

Muskego PD Accreditation hearing. The written on-site report had been sent to board members in advance of the meeting. Team Leader Chief Mark Ferguson appeared in person via zoom and provided a summary covering the process and findings. He also responded to specific questions from Board members. Following discussion, ***there was a motion by Ruzinski seconded by Balistreri and passed on a unanimous voice vote to grant WILEAG re-accreditation under the 5th Edition for a period of three years, effective 11/09/2020.***

Milton PD Accreditation hearing. The written on-site report had been sent to board members in advance of the meeting. Team Leader Chief Dennis Nasci appeared in person via zoom and provided a summary covering the process and findings. He also responded to specific questions from Board members. Following discussion, ***there was a motion by Rosch seconded by Peterson and passed on a unanimous voice vote to grant WILEAG re-accreditation under the 5th Edition for a period of three years, effective 11/09/2020.***

West Milwaukee PD Accreditation hearing. ***Chief Nasci recused himself.*** The written on-site report had been sent to board members in advance of the meeting. Team Leader Capt. Lara Vendola-Messer appeared in person via zoom and provided a summary covering the process and findings. She also responded to specific questions from Board members. Following discussion, ***there was a motion by Ruzinski seconded by Stojkovic and passed on a unanimous voice vote to grant WILEAG accreditation under the 5th Edition for a period of three years, effective 11/09/2020.***

Following a motion by Stojkovic, seconded by Peterson, at 1022 hours the Board reconvened in open session on a unanimous voice vote.

Reports of Standing an Ad-Hoc Committees

- **Training**
 - Accreditation Manager training occurred 11/04/20 at WCTC both in person and, at the request of some of the participants virtually, with a total of 28 in attendance.
 - Assessor training will occur with the same format options on 12/15/20

- **Process**
 - 5th Edition Standards review – Ferguson discussed a revised 6th Edition document which has been viewed by the Process Committee. This version contains 53 revised/reviewed/new standards, plus an additional 21 standards with minor wording changes. Major highlights include:
 - Chapter 5 – added all of the requirements of the Presidential Order, to include both the mandatory and the discretionary standards.
 - Chapter 7 – changed the overall flow of the chapter
 - Chapter 14 - accounts for law changes
 - Marsy's Law was found to be deficiently asked on referendum; but judge stayed his own order. This is still pending yet.
 - Ferguson will provide the current draft of the 6th Edition to WI-PAC and the rest of the Board for review.

- **Outreach**
 - With COVID-19 cancelling things, little activity to report.
 - Signed up for the Chief's Conference with a vendor booth. Feb 7-10, 2021

- **Large Agency**
 - Nothing to report

Officer's Reports

- **President** – Nothing to report. See other agenda items below.
- **Vice President** – Nothing to report.
- **Secretary** – A reminder that in accordance with the by-laws we will be conducting officer elections during December's Board meeting for the 2021-2022 term. Board members should give this some consideration as we will both accept nominations and elect officers on the same day.
- **Treasurer** - Rosch provided and reviewed the financial reports that he compiled with Board members. He reported a current balance of \$47,466.04. No concerns were expressed by the Executive Board who had reviewed the detailed monthly financial report in advance. Following discussion and review, ***a motion was made by Peterson, seconded by Stojkovic and passed on a unanimous voice vote to accept the Financial Report.***

Executive Director Report- Wrightsman sent her report in advance and reviewed its contents with the board.

Old and Unfinished Business -- Use of Force Credentialing Certification Procedures

- Ferguson reports that WI DOJ Training and Standards is prepared to publicize WILEAG as the credentialing body for Wisconsin, as soon as our process is approved.
- Ferguson will update the agency application letter to include that agencies are expressly requesting WILEAG to review their policy, not simply rubber stamping their request for inclusion.

- Balistreri provided a sample assessor form that resembles an ACR/CVR, which will be modified for WILEAG, for the assessor to complete to attest to the policy review.
- WILEAG may apply for the one-time COPS grant to help offset costs and partially reimburse agencies for their \$100 fee. The determination to pursue the grant will be made in the near future once all the conditions are known.
- Notice to Law Enforcement that WILEAG is the access point for any of the 564 Wisconsin law enforcement agencies seeking policy certification.
 1. Executive Director will create a new tab on the WILEAG website ASAP to include:
 - Instructions
 - Agency Application
 - COPS Safe Policing Fact Sheet (November 2020)
 - Presidential Executive Order No. 13929
 - Link (or copy) to CVMIC FAQ video featuring Balistreri and Ferguson
 2. T&S will send an email blast to all LEO agencies
 - Also requesting to have it posted on WILENET
 3. WILEAG will send to WCPA and Badger Sheriff's
- **WILEAG Use of Force Credentialing Certification Procedure**
 1. *WILEAG will only review/certify the 2 mandatory requirements for Use of Force policy.*
 2. *Policy certification instructions and paperwork are posted on WILEAG website.*
 3. *Agency submits application and policy to Executive Director via e-mail.*
 4. *Non-WILEAG agencies will be charged an administrative fee of \$100 for the costs of certification. WILEAG member agencies will not be charged for policy review, but will have to apply. Fees may be amended depending on grant funding.*
 5. *Executive Director will assign policy certifications to assessors via Dropbox.*
 6. *Assessors will review the application and policy to determine compliance. Assessor will document either recommending or denying certification. Non-compliance decisions will require an appropriately documented reason. All paperwork will be returned to Executive Director.*
 7. *Policy certification requests will be reviewed and approved by the WILEAG Executive Board as they occur, to comply with January 31, 2021 deadline. This is similar to our review of accreditation on-sites but would only consist of listing applying agencies and results of assessor review.*
 8. *Once approved, the Executive Director will send the agency a certification letter and submit the agency name to the Federal database, as determined by the COPS office.*
 9. *The Executive Director will maintain a file for each agency's certification which includes all associated paperwork (application, policy, assessor report, final approval and certification letter).*

10. *In addition to the individual agency file, the Executive Director will also maintain a database for all policy certifications to include the name of the agency, date request received, whether certification was granted, and date agency name submitted to Federal database.*
11. *Assessor payments (\$50) will be made using same process as on-site reimbursements once the certification process is completed.*

Following a motion by Nasci, seconded by Peterson, after extensive discussion, the Board approved the Use of Force Credentialing Procedure on a unanimous voice vote.

New Business

- New Board member practice/procedure questions – none
- In researching and writing for the COPS Grant, the Executive Director needed clarification. An updated job description was sent in advance of the meeting

Following a motion by Peterson, seconded by Stojkovic, the Board approved amending the job description of the Executive Director on a unanimous voice vote.

- Rosch will purchase \$40 software through QTI which can create 10-99 forms if an assessor is paid over \$600 in wages as NEC – Non Employee Compensation
- Revenue concern -- we will have to do a simple tax return if our revenue drastically increases
- Review 2021 draft budget documents, to account for charging for credentialing agencies. Both budgets include a \$2/hour raise for Katie, for \$22/hour. Also, while she will also work 20 hours, the budget includes 25 hours a week to account for the extra workload. With charging agencies a \$100 administrative fee, the new expenditures should be offset.

The meeting was adjourned at 1135 hours on unanimous voice vote following a motion by Ruzinski, seconded by Stojkovic.

Next meeting – Virtually via Zoom December 14, 2020.

Respectfully submitted,

Lara Vendola-Messer for Todd Christopherson, Secretary