

City of Whitewater Police Commission
Meeting Minutes
May 12, 2011

ABSTRACT / SYNOPSIS OF THE ESSENTIAL ELEMENTS OF THE OFFICIAL ACTIONS OF THE POLICE
COMMISSION OF THE CITY OF WHITEWATER, WALWORTH AND JEFFERSON COUNTIES,
WISCONSIN

- I. CALL TO ORDER, ROLE CALL: Support Services Manager Kathy Boyd called the meeting to order at 6:30 pm.

MEMBERS PRESENT: Jan Bilgen Craggs, Dennis Knopp, Jim Olsen and Dave Haberman

MEMBERS ABSENT: Rosa Verduzco

Also present were Interim Chief Lisa Otterbacher, Assistant to the City Manger Cameron Clapper, Support Services Manager Kathy Boyd, Ed Moffett and Bob Roberts of Moffett and Associates, LLC and Dan Elsass of Public Administration Associates, LLC (PAA)

- II. OATH OF OFFICE: Boyd administered the oath of office to Haberman

- III. ELECTION OF COMMISSION PRESIDENT, VICE PRESIDENT & SECRETARY: Boyd asked if there were any nominations for the chair of the Police Commission. Olsen nominated Bilgen with a second from Knopp. Boyd asked two more times if there were any other nominations for chair of the Police Commission. After closing the nominations Boyd asked for a vote on the appointment of Bilgen for chair of the Police Commission.

AYES: Knopp, Olsen, Haberman

NOES: None

ABSENT: Verduzco

ABSTAINED: Bilgen

At this time Bilgen took over chairing the meeting and asked for nominations for the vice chair of the Police Commission. Olsen nominated Knopp, but he declined. Olsen then nominated Haberman, but he stated that he was in no position to accept. Bilgen nominated Olsen with a second from Haberman. Bilgen asked for nominations two more times. After closing the nominations Bilgen asked for a vote on the appointment of the vice chair for the Police Commission.

AYES: Bilgen, Knopp, Haberman

NOES: None

ABSENT: Verduzco

ABSTAINED: Olsen

Bilgen then asked for nominations for the secretary for the Police Commission. Bilgen stated that the duties would only be done during closed sessions. Olsen nominated Knopp, but he declined. Olsen nominated Haberman with a second from Bilgen. Bilgen asked for nominations two more times. After closing the nominations Bilgen asked for a vote on the appointment of the secretary for the Police Commission.

AYES: Bilgen, Knopp, Olsen

NOES: None

ABSENT: Verduzco

ABSTAINED: Haberman

- IV. APPROVAL OF MINUTES: Minutes from the April 26, 2011 meeting were approved by a unanimous voice vote on an Olsen/Knopp motion.

AYES: Bilgen Craggs, Knopp, Olsen, Haberman

NOES: None

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ABSENT: Verduzco

V. CITIZEN COMMENTS: None

VI. OLD BUSINESS:

A. CITIZEN REQUEST – WHY COUNCIL MEMBER PLACED ON POLICE COMMISSION: Bilgen researched the issue talking to City Attorney Wally McDonell and City Clerk Michele Smith. Bilgen stated that the City Council took up an ordinance change and it was brought up at two meetings and voted on to add a City Council rep to the Police Commission. Bilgen stated that she knew who the citizen was that brought up the issue so she would draft a letter and send it to them just in case they weren't watching the meeting.

B. APPROVAL OF CHIEF OF POLICE RECRUITMENT CONSULTANT:

Bilgen stated that she attended the last City Council meeting to get clarification on the dollar amount that the City had allocated for the hiring of the Chief. The Council had agreed to increase the amount. Bilgen submitted a spread sheet of the cost comparisons of the various consultants along with another proposal from Gleason and Associates out of St. Paul, Minnesota and a revised proposal from Moffett and Associates. Bilgen asked for comments. Olsen stated that people were asking him why the Commission was spending the money when they felt that the Commission could do the process and there are capable people in the department and why is the Commission looking elsewhere and spending money when the City has trouble getting money and there are cuts. Bilgen stated that she had one council person question her along with six to eight people ask if there is a way to do the process differently, look internally and if it's not great then go out to search. Bilgen stated that people have said that the cost is half of the cost of an officer on street, but before eight days ago she had people make comments about not skimping. Bilgen stated she thought that it could be because people are looking at the dollar amount, but she feels that the quotes are fair. Knopp stated that the people have told him to take time and get the best person. Knopp stated that 95% have said the world is a big place. Bilgen stated that the Department has a high caliber staff. She stated that 40 people filled out the survey and they want to make sure there is confidence in whomever is selected and that is a benefit of using a national search. She feels that there needs to be a fair and equable and structured process. Olsen agreed with Bilgen, but stated that he was surprised because it was one way and now it has flipped. Bilgen stated that the first questions that needed to be answered were where they were at in hiring a consultant. Bilgen stated if it is yes then they will pick a consultant, if not then they will talk about a different process. Knopp stated that they have to spend money on consultants. Bilgen asked if the Commissioners had a specific company, suggestions or to rule someone out. Bilgen asked to look at the Vorheez limited proposal and stated that they are suggesting some things that the Commission is already doing. Bilgen stated that the Commission is looking for review of candidates to create semifinalists to be interviewed by telephone. Bilgen stated that Vorheez does a limited background check which is a concern. Olsen stated that a background is a priority. Haberman asked if any of the consultants get on the ground and talk to people. Bilgen stated that some do and it is a concern if there are out of state candidates. Haberman asked if the Commission was looking at several states or national. Knopp stated a five to six state area, but it's open to anybody. Bilgen stated that it is a national search because it is out on the internet, but the postings are centered more in the Midwest. Bilgen asked if the Commission wanted to discuss another provider. Knopp stated that some were struck at the last meeting. Bilgen stated that just the consultants listed on the grid (spread sheet), but based on the last meeting RW was outside at \$13,900

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and CSP and Waters were outside. Bilgen stated that Moffett, Vorheez and PAA were the companies discussed the most. Moffett's proposal was revised because of concerns for the number of candidates they would review. Bilgen stated that they changed their rate to a flat fee and raised the applicants to 50 and wouldn't count the request for applications. Olsen asked what consulting companies were present and Bilgen stated that Moffett and Associates and PAA were present. The Police Commissioners requested that Ed Moffett go over the changes to his proposal. Ed Moffett stated that the proposal was based on the request for quote and that critical components not represented in the request then included the components in a 2nd submission. Interviews of the most qualified were missing. The preliminary background check is done with an Internet based for fee, which consists of a media profile, national criminal and civil history. It isn't a complete background, but a due diligence for the short list of candidates. Moffett felt that the consultants should staff the commission interviews due to all of the work they have done with the candidate and the commission may not understand the law enforcement culture referred to in the candidate responses. Concerning the pre-employment background, Moffett stated that he is a licensed background investigator, as is Bob Roberts. The background investigations involve personal interviews, interviews with neighbors, family employers, employees, community members, employee records inspections, verification of employment, work performance, and personnel records. Moffett stated that they included threshold of applicants from 25 to 50. Moffett guessed that the Commission would receive 35-40 applications due to a strong market and the community is attractive. Moffett and Associates finished recruitment for the City of Milton in April and last Fall for the Village of Darien and in each of those cases there were 40 applications. Bilgen asked for clarification that the reimbursed expenses would be on top of the flat fee of \$13,225. Moffett stated that 80% of the expenses would be for the background investigation. The proposal is based on Wisconsin, but if it is Missouri that needs to be factored in. Moffett stated that the background takes approximately 32 hours. Bilgen asked what type of expenses for the in City of Milton. Moffett stated that it was about \$850 because it was a local candidate. Knopp asked what the flat rate was. Moffett stated \$75.00 per hour. Moffett stated that it takes about an hour to screen and score an application. Bilgen asked how unusual it is if they get to the threshold can they ask if it is a well rounded group or do they just starting adding people. Bilgen stated there is a concern that applicants wouldn't have a law enforcement background and they don't want to exclude qualified applicants. Moffett stated they will post application materials and advertise. Moffett stated that when first posted it is hot and heavy and 30% apply immediately and a few at the deadline date, they will score and process as they receive the applications. Moffett stated that if they receive 52 then they will narrow the group to the most qualified. Knopp asked how many applicants would a town like Milton or Whitewater receive. Moffett stated that Whitewater and Milton are different. Milton would attract someone looking for a first police chief position and Whitewater will attract individuals that already have experience as a police chief or have a top command position in an agency twice the size, individuals with 5-7 years, 6-7,000 with staff of 12 to 14. Milton attracted a different pool due to their size. Knopp stated that the number changed from 25 to 50. Moffett stated that the fees were raised because the additional 25 were added into the proposal. Knopp asked Moffett how many applicants he thought would apply. Roberts stated that there is only one active chief recruitment in the state in Menominee, and he predicted 40-50 applicants. Roberts stated that in the Darien process they didn't have anyone without a minimum of a masters degree and there were two seeking PhD's. Roberts stated that university communities attract people looking for progressive career

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opportunities. Roberts stated that Moffett and Associates has done background investigations for Vorheez and some firms don't have the capacity to do the investigations. Dan Elsass from PAA, Oshkosh stated the Commission wouldn't be happy with Vorheez based on their proposal. Elsass stated that PAA monitors and helps write questions, police chiefs are usually the head of the largest department with the largest budget and need personnel, collective bargaining, budget skills, and how to raise revenues. Elsass stated that PAA works with Joe Kauflin, former chief who is a licensed investigator and conducts the background and would work with the Police Commission to weed out qualifications. Elsass stated it was important to target university communities' unique challenges with the student population and need someone with training to work with campus. Elsass stated that PAA believes they have a fair and competitive proposal. Elsass stated \$1,500 for background for two people. Haberman asked about PAA's background investigation and wondered if they would go out into cities and knock on doors and talk to people? Elsass stated they give three calls to references, check newspaper files online, seek out people who have served on the Police Commission, former employees, whether it is over the phone or in person isn't the big issue, it's how thorough you are. Bilgen stated that they should remove 5B, Vorheez limited, because the background is not thorough. Knopp asked if they have already removed Springsted and Waters. Haberman asked if it was down to two. Bilgen stated that Moffett revised, PAA and Vorheez full. Knopp asked if there was another and Bilgen stated that Gleason came today. Knopp asked if they should be considered and Bilgen stated it was up to the Police Commission. Knopp asked if they were late and stated late is late. Olsen agreed that late is late. Bilgen stated that she would like to keep the business in state. Gleason was pulled. Bilgen stated that she would rather consider the people in the room (Moffett and PAA) and Olsen and Knopp agreed. Bilgen stated that there needed to be a discussion or motion. Knopp stated that it was down to two and it was down to the dollars. Bilgen stated that the quotes were different; one has more pre-employment investigation, the education check is different. Bilgen stated that the psychological has to be done and the testing would be the same cost regardless of the consultant. Olsen stated he had concerns with the 50 people limit. Bilgen stated she was concerned too, but felt there was room to negotiate in both proposals and there was more information in the Moffett proposal. Roberts stated that they do weekly updates and they have never exceeded their cap. Roberts stated the relationship needs to be intact from beginning to end. Elsass stated that there may be additional travel expenses if someone is coming in from afar. Bilgen asked for thoughts and then stated that the Police Commission needs to make sure the proposal has everything needed. Bilgen made a motion to select Moffett and Associates as the consultant to assist with the Police Chief search. Olsen seconded the motion. Bilgen asked for any discussion. Knopp stated that from his notes from last time Moffett had a grip on local needs due to the towns in proximity to Whitewater and if something didn't turn out they would have heard about it. Bilgen asked Boyd to call the roll. The motion to select Moffett and Associates as the consultant to assist with the Police Chief search was approved by a unanimous voice vote.

AYES: Bilgen Craggs, Knopp, Olsen and Haberman

NOES: None

ABSENT: Verduzco

Bilgen thanked Moffett and PAA for attending the meeting.

VII. NEW BUSINESS:

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A. NEXT STEP IN CHIEF OF POLICE SEARCH:

Bilgen stated that the city manager was going to review the chief of police job description. Bilgen stated that no one attended the last listening session and the next session was on Sunday (May 15th) from 3 pm to 5 pm. Knopp had a conflict so he wouldn't be able to attend and Olsen had a possible conflict too. Bilgen stated that they just needed to make sure that they didn't have three Commission members present because it could be perceived by the community as a meeting and it wouldn't be posted as is done for all meetings. Haberman stated if Olsen and Knopp couldn't make it he would try to make it. Bilgen stated that she would compile any comments from the next listening session and the summary of Survey Monkey data, which was 36 or 40 people, a balance of city staff, department staff, community members a few university and county. Bilgen stated that the cutoff date was the 20th and there were no direct email messages to the Gmail account. Bilgen stated that she would summarize all the information and send it to the Police Commission and consultants. Bilgen stated that the Commission does not want to rush the search, but the university is back in session at the end of August and the Commission wants to know where it puts them and what the next steps are. Moffett stated that there are two holidays and the summer is busy so it would add one to two weeks. Moffett stated if they post on June 1st there would be interviews by mid to late September, but it would depend on how fast the contract could be signed. Moffett stated that it will take about ten days to put the recruitment material together so the announcement can be made prior to Memorial Day weekend. Bilgen stated that the Commission is interested in making sure the process includes people in the community. Bilgen stated that the Commission needs to coordinate with the City on the contract. Moffett asked who the point of contact was for the City and Bilgen stated it would be Cameron Clapper. Moffett stated that they would put the time lines in the contract. Bilgen asked the Commissioners if they felt comfortable with Kevin Brunner, Clapper and Bilgen taking care of the contract or did they want to review the final draft. Knopp stated he trusted them. Bilgen stated she didn't want to do it without the Commission approval and Olsen stated ok. Bilgen stated that they would do everything to hit the June 1st date and asked if that was ok with the Commissioners. Knopp and Olsen stated yes. Ed Moffett asked if the communications should go to both Clapper and Bilgen and Bilgen stated yes and she would forward to the Commissioners. Bilgen stated that the 20th (May) was the deadline for the feedback from the constituents and what do they want to do with the information because it will be used for the posting. Olsen asked how soon after the 20th could Bilgen have it together. Bilgen stated that the survey generates a quick report which can be emailed and the data from the listening session on the 15th can be ready before that. The Commission started discussing dates when they could get together to review the data, but it was determined that the Commission would discuss meeting dates after the new business. Moffett asked for clarification when the data from the survey would be available. Bilgen stated that it would be sent out on the 21st (May) and the Commission would meet the 23rd, 24th or 25th to compile a minimum qualification list for Moffett. Moffett stated that he received a copy of the job description prior to submitting the proposal. Bilgen stated that the city manager will review the job description since it hadn't been done since 2008 then Bilgen will forward it to Moffett and Associates.

B. INTERIM CHIEF'S REPORT:

1. Review of 2010 Annual Report - Interim Chief Otterbacher provided an overview of the 2010 Annual Report (memo attached)
2. Review of Team Goals - Interim Chief Otterbacher provided an overview department team goals (memo attached)

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3. Police Day Reminder – Police Commissioners were given a reminder that the Police Day ceremony would take place on May 13th.

VIII. FUTURE COMMISSION MEETING DATES: The Police Commission determined that the next meeting would be on Tuesday, May 24th at 6:00 pm.

IX. FUTURE AGENDA ITEMS: There were no future agenda items.

- X. ADJOURNMENT: Bilgen Craggs entertained a motion to adjourn and an Olsen/Knopp motion was passed by unanimous voice vote.

AYES: Bilgen Craggs, Knopp, Olsen and Haberman

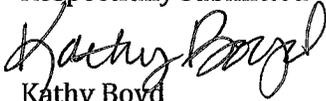
NOES: None

ABSENT: Verduzco

Before the Commission adjourned Bilgen stated that after three years of service Commissioner Rosa Verduzco had resigned from the Police Commission. Bilgen stated that anyone interested in serving on the Commission could contact Kevin Brunner or Council President Patrick Singer.

The meeting adjourned at 7:40 pm

Respectfully submitted



Kathy Boyd

Support Services Manager

Attachments

Date: May 12, 2011
To: Police Commission
From: Lisa Otterbacher
Re: Overview of the 2010 Annual Report

Community Involvement

We continue to have a strong partnership with the community through the citizen academy, lunch with our elementary school students, Special Olympics, bike safety program, safety fair, Hispanic outreach, and the United Way Punt, Pass and Kick competition ~ in which WPD took second place in 2009 and first place in 2010.

Specialized Programs

The department's long-standing specialized programs remain strong; the sensitive crimes team, bike patrol, honor guard, evidence technicians and accreditation. We continue to strive to implement new technologies and enhance crime prevention initiatives. The pilot AXON camera system, the "one-call-now system and the newly implemented Crime Prevention Task Force a strong examples. The new task force hopes to have a few new programs implemented this summer. Task force members are Detective Adam Vander Steeg, Juvenile Officer Saul Valadez and Officers Bill Oliver, James Elder, Dan Meyer and John Kleinfeldt; a crime prevention specialist is now on every shift.

Professional Policing

Citizen complaints were found to be average in comparison to previous years. We received six formal citizen complaints in 2010, three in 2009, five in 2008 and five in 2007. As a recap we significantly modified our internal affairs policy in 2011 and will now have a much more comprehensive and inclusive reporting process. The new process will cause a significantly different annual overview. For example, this month I have received five individual complaints on three different occasions from the same residence.

Crime

Violent crime (murder, sexual assaults, robbery, aggravated assault) has increased by one for a total of 14 in 2010. In striving for excellence the preference would be few to none, but statistically this is a relatively low number given the cities permanent and temporary population. Property crimes, burglaries, vehicle thefts and thefts from vehicles and buildings are lower than previous years, but the number still remains too high. The majority of thefts occurred through unsecured vehicles and buildings. The newly formed Crime Prevention Task Force plans to institute some proactive measures in an attempt to partner with our residents to make Whitewater an inhospitable and difficult target for local and transient thieves.

Arrests

Arrests increased in 2010, with March, September and October continuing to be the busiest months. Arrests for criminal behavior, assaults, disorderly behavior, resisting arrest, property crimes, and sale of drugs have increased while arrests for traffic offenses, possession of drugs and weapon offense have decreased. This is an unfortunate consequence of crime and time allocation; major crime and criminal arrests are significantly more taxing on resources than traffic and possession arrests.

Personnel Changes

In 2010 the department hired Officers Daniel Meyer, William Becker and Joshua Erickson, records technician Angela Sahr and Community Service Officer (CSO) Derrick Schleis, to replace the retirement of Linda McVeigh, the resignation of Officer Villarello and CSO Amanda Meddaugh and the unfortunate death of Sergeant Trost.

Date: May 12, 2011
To: Police Commission
From: Lisa Otterbacher
Re: Team Goals

The implementation of team goals were instituted a number of years ago as an effort to formulate goals and objectives that were in line with public safety, the strategic plan, and department and community needs that provided a measurable level of usefulness and accomplishment.

DAYSHIFT : Sgt. Mike Ciardo

Crime solving/community policing efforts to assist vulnerable adults who are targeted by scam artists either by telephone, in person or over the internet. Dayshift officers are working to develop and distribute information (newsletters/poster boards/mailings) on how to recognize and counter future threats.

Dayshift will increase traffic enforcement specific to yielding and or stopping to signs and signals in an effort to decrease the frequency of traffic accidents.

SECONDSHIFT: Sgt. Brian Uhl

Seeking to increase motor vehicle contacts to a minimum of 15 contacts per work week, per officer to enhance visible presence in the community, increase awareness and adherence to traffic laws, and increase the apprehension of violators.

Increase bicycle enforcement, educate bicyclists on traffic laws, safety regarding lighting/equipment, risks of night riding and laws specific to bicycles and the business district.

SWINGSHIFT: Sgt. David Gempler

Swing shift is partnering with late shift on a crime prevention goal (outlined below with late-shift goal) Quality of life and safety issues specific to the late night hours; increase enforcement of impaired drivers, disorderly behavior, public intoxication and vandalism.

LATESHIFT: Sgt. Daniel Bradford

Crime prevention focusing on deterring thefts from unlocked vehicles through the use of security flyers. Program will be in conjunction with swing shift goals and crime prevention task force as a unified effort to decrease property crimes. Continuation of alcohol abatement programs to counter and reduce large scale alcohol parties Continue a working relationship with tavern walk-throughs with an emphasis on educating tavern staff on effective ways to detect false ID's, deter underage drinkers, and stop acts of disorderly conduct.