

City of Whitewater Police Commission
Quarterly Meeting Minutes
March 16, 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: Police Commission President Jan Bilgen Craggs called the meeting of the Whitewater Police Commission to order at 6:17 p.m.

Members present: Jan Bilgen Craggs, Jerry Wendt, Rosa Verduzco, Dennis Knopp, and Jim Olsen.

Members absent: None

Also present were Lt. Lisa Otterbacher, Assistant to the City Manger Cameron Clapper, City Clerk Michele Smith and Support Services Manager Kathy Boyd

- II. Approval of Agenda and Items (due to Transparency Ordinance 1804A)
Bilgen Craggs entertained a motion to approve the agenda and items and on a motion by Olsen and a second by Verduzco the motion was passed by unanimous voice vote.

AYES: Bilgen Craggs, Wendt, Verduzco, Knopp and Olsen

NOES: None

ABSENT: None

III. OLD BUSINESS:

- A. DISCUSSION AND APPOINTMENT OF INTERIM CHIEF: Bilgen-Craggs entertained a motion to appoint an Interim Chief of the City of Whitewater. Olsen moved that the Police Commission appoint Lt. Lisa Otterbacher as the Interim Chief and Wendt second the motion. Bilgen Craggs asked Olsen if he would like to talk about it since he made the motion. Olsen stated that he wanted to apologize for the confusion and that there were some miscommunications and that this should have been done a few days ago. He apologized to Lisa and to anyone else if there was anybody who thought that she didn't have the ability to run the department. Olsen fully believes that she can and he was sorry for any confusion that it caused.

AYES: Bilgen Craggs, Wendt, Verduzco, Knopp and Olsen

NOES: None

ABSENT: None

Bilgen stated that they would swear-in Lt. Otterbacher later because it would be under new business on the agenda.

- B. Discussion of Procedure for Hiring Police Chief:

Bilgen Craggs stated that the Police Commission needed to have a discussion concerning the procedure to hire a new Police Chief. Bilgen Craggs attended the City Council meeting the prior night, as did Olsen, and the Council allocated \$8,000 towards procuring professional assistance for the hiring process. Bilgen Craggs had been in communication with three different consulting companies that are interested in helping with the task (Bilgen Craggs passed out information). The Commission would try to put together a limited service agreement or with one of the three companies or another organization through a request for proposal (RFP) process. Bilgen Craggs wanted to share all the email

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information. Bilgen Craggs stated that the Commission needed to have a conversation about what parts the Commission wants to have in hiring process and who is best suited to do the work. Bilgen Craggs stated that it would allow her, Clapper and City Attorney Wally McDonell to put together a RFP that can be sent out to the three firms that have contacted the Commission. Bilgen Craggs said there was a suggestion from one of the commissioners who the organization the city contracted with the last time since the contract was terminated before it was finished. Olsen thought one of emails was one of the companies listed worked for the Commission before. Bilgen Craggs stated she couldn't find it for certain. Lt Otterbacher suggested contacting (former Police Commission president) Glenn Hayes. Bilgen Craggs left a message for him. Bilgen Craggs stated the other piece of paper she pulled together a list of services from the emails of the companies that contacted the Commission. Bilgen Craggs stated that Clapper was available to give guidance of the amount of support that the City would be able to do. Bilgen Craggs stated that it would be important to talk about what would be included in the RFP and asked what the other Commissioners thought. Wendt and Verduzco stated that they thought it looked good. Bilgen Craggs stated that the third piece of paper was a summary of the three companies that emailed the Commission. Bilgen Craggs asked if the Commission members wanted to go down the list and assign importance, the Commission to do it, Clapper to do it or consultant to do it. Olsen stated yes.

1. Collect Community Input on Chief Characteristics – Bilgen Craggs stated that that last time Glenn Hayes set up several listening sessions. Bilgen Craggs said that the Commission could do some electronic gathering as was done with department staff on the interim chief position. Knopp stated he thought it was good idea and gives the opportunity for citizens to come down and speak. Olsen stated that it was a good idea and that it should be done. Bilgen Craggs ask if the Commission needed a consultant to do it and Olsen stated no, that between City staff and the Commission it could be done easily. Bilgen Craggs agreed.
2. Collecting Department/City Staff Input on Chief Characteristics – Bilgen Craggs stated that it was kind the same thing, but different stake holders so the people that will ultimately work with and for the chief. Olsen stated it should be part of Commission's too. Bilgen Craggs agreed as did Knopp.
3. Market and Announce the Position – Bilgen Craggs stated this would include web postings, advertising. Olsen asked if it was something that Clapper could do. Clapper stated that the City could do it, but it was one of the more tedious items. Clapper stated that he knew of a few publications, but didn't know what publications they would be using. Olsen stated that he would have the consultants do it. Knopp agreed.
4. Seek Out Possible Candidates (head hunting) – Clapper recommended that should also be done by a professional. Bilgen Craggs agreed. Olsen stated that is what they are being hired for.
5. Serve as the Commission's Point of Contact to Receive the Application Materials from Interested Applicants – Olsen stated that he thought city staff could do that. Knopp stated if it goes through head hunter why not just have them because they will ultimately narrow it down. Olsen agreed. Bilgen Craggs stated that the Commission can ask them to do all of these things, but they may not for money the Commission has. Bilgen Craggs stated that it could be shifted.
6. Initial Screening of Applications – Knopp stated it would fall under the consultants too. Olsen stated it would be the consultants.

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7. **Completes the Initial Screening of the Applications and Identify Most Qualified Candidates** - Bilgen Craggs stated that it would be boiling it down to semifinalists and asked if there was a number that the Commission would use. Knopp asked if it would be the candidates that the Commission would meet and then said seven, five. Bilgen Craggs stated that there is a narrowing down, starting at 100 and narrowing it down to 20, 15. Bilgen Craggs stated that it depends on the consulting firm and she isn't sure how it works in law enforcement. Olsen stated that the consulting firm should narrow it down. Clapper asked if Bilgen Craggs had the recruitment selection process from Voorhees and Associates. Bilgen Craggs stated it was in the packet. Bilgen Craggs stated that they would do education checks on 10 candidates and thought that was what they would narrow it down to. Bilgen Craggs stated that looking at the other group they will narrow it down to top rated candidates in the 8-15 range, Public Admin, and then Voorhees says 10 and Moffet didn't give a specific number. Bilgen Craggs asked if the Commission would expect them to narrow it and Olsen stated yes.
8. **Implement Achievement History Questionnaire or Similar – Contact Most Qualified Applicants to Complete** – Bilgen Craggs stated that one proposal offered an achievement history questionnaire or a tool similar; a written request is sent to the 8-15 range. Bilgen Craggs stated it is usually a way to flesh out some of the professional experiences differently than on a resume or application. Some services do it and some don't. Knopp stated that they can't have too much information because this is serious; they're talking a police chief. Bilgen Craggs stated that she was going with silence is consent, that the commissioners would speak up if they don't agree. Olsen stated yes.
9. **Complete Education Checks on 10 Candidates** - Bilgen Craggs stated that they obviously wanted a consultant to do a background check that the people are who they say they are and that they have completed their education. Olsen stated yes.
10. **Consultant Meeting with the Police Commission and making Recommendations of the 4-6 "highly qualified" Semi-finalist Applicants as a Finalist Group.** Bilgen Craggs asked the commissioner if they were looking for a consult to make recommendation on the best 4-6 people in the pool. Olsen stated yes.
11. **Consultants Scheduling, Coordinating and Facilitating the Commissions Job Interviews** - Bilgen Craggs stated that her thought was the commission might want it done, but it might be one of the areas that the Commission might have to run their own schedule.
12. **Provide Standardized Written Questions for the Commissions Approval, Along with a Candidate Scoring Matrix** - Bilgen Craggs stated that the Commission would have a rubric to help them decide how the folk's answers are. Knopp stated absolutely.
13. **Scheduling of Finalists for Commission Interviews** - Bilgen Craggs stated that was a yes or perhaps Clapper. Olsen stated that he thought it would be Clapper. Clapper stated that would be fine.
14. **Consultant Present at Interviews** - Bilgen Craggs asked if the Commission felt that the consultant should be present at the interviews to give feedback on the candidates. Olsen stated if the Commission had all the information they compiled he didn't think they need to sit there. Knopp stated that then the Commission would be second guessing his decision anyway. Bilgen Craggs stated the consultants would have already given their opinion because they have given their top ones.
15. **Consultant Coordinate Community Involvement in the Selection Process** - Bilgen Craggs stated that it has looked like the candidates have time in an open session that the community is invited to. Bilgen Craggs stated that the spelling out of it was in the Moffet

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proposal more specially. Bilgen Craggs stated how do the community members meet the candidates and give feedback. Bilgen Craggs asked if the Commission wants an opportunity for the community members to meet the finalists. Olsen stated he would say. Knopp stated he didn't think why not. Jim Allen stated he would make a suggestion to absolutely do that, but wait until they get it narrowed down to a smaller number. Bilgen Craggs stated that that's where it would be the finalists, maybe 4 or 6, depending on the pool.

16. Coordinate Finalist Community and Agency Tour - Bilgen Craggs stated that part of the Commission's job is to help sell a candidate on wanting to come to and be the chief at Whitewater. Olsen stated that he thought that city staff would be able to sell the city better than anyone else. Clapper agreed and said that the consultants would know more, depending on the type of recruitments, their specialty is, they might know more specifically what a candidate would be looking for or what to show a candidate to get the right response, but it is up to the Commission and the City staff could certainly do it. Bilgen Craggs stated that they could ask consultant what to include.

17. Coordinate a Peer & Staff Review of the Finalist - Bilgen Craggs stated that obviously there would need to be an opportunity for both the City staff, directors and the folks that will be working for the chief, so a staff review of the finalists. Clapper said yes that City staff could do that.

18. Coordinate Community Stakeholder Interaction with Finalists. Bilgen Craggs apologized that this was on the list twice so they could get rid of it.

19. Arrange to have a Former Wisconsin Police Chief Conduct an Interview with Each Finalist to Evaluate Independently Their Police Certifications, Training, and Professional Competency for this Position - Bilgen Craggs stated that it was in two of the proposals so it was transferred over. Knopp stated that he didn't understand, if somebody wanted to show up sure, but it seems like it kinda second guesses the headhunters. Olsen stated that the headhunters have gotten that far why would you bring somebody else to double check what they have already given the Commission. Knopp and Olsen stated they didn't see any advantage.

20. Gathers and Summarizes Feedback from Participants Other Than Commission - Bilgen Craggs state that they would get feedback from the peer group, the department folks that met them, the community folks, they would pull it together. Clapper asked for clarification on who is doing the peer group. Bilgen Craggs stated that would be City staff figuring out where, when and the logistics and inviting people to be there. Bilgen Craggs stated that this would be some kind of feed back form that would be there with some open-ended questions for people to do handwritten comments and turn in, so this would be summarizing those. Clapper asked if there would be any discussion, presentation by City staff or did the Commission want some kind of facilitator. Bilgen Craggs stated that her personal preference would be no, but they need to get the information back from them somehow. Clapper stated that he was thinking discussing with the community before they are with candidates, but you are talking actually the candidates. Bilgen Craggs stated that where they are now is feedback on the folks that they are meeting. Bilgen Craggs asked if City staff could shuffle and summarize for the Commission. Clapper stated yes.

21. Assist the Commission in Developing the Conditional Offer of Employment on the Candidate Selected by the Commission Subject to Pre-Employment Background/Medical & Psychological Checks - Bilgen Craggs stated she wasn't sure how it would fit in with the City. That even though the Commission picks the person they can't negotiate the terms of that employment. Olsen stated that he thought it would go to the City staff and the City

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Council that would make those decisions and make the contract. Olsen stated that they would be offering at as a council that would be something that Wally (City Attorney) and City staff, Kevin (Brunner, City Manager). Bilgen Craggs agreed, but the Commission would have to identify that person that they would have to work with. Bilgen Craggs stated that the Commission would pick and they would talk and negotiate.

22. Complete (in-state) Wisconsin Pre-Employment Background Investigation on the Candidate Receiving a Conditional Offer of Employment – Clapper recommended that it not be City staff. Bilgen Craggs agreed and wasn't sure if it should be done at the end or if the Commission wants it done at the end or qualify them as a finalist. Olsen stated it should be done to qualify them as a finalist. Olsen stated that it shouldn't be the last thing they should do, it should when they get to 6 or 8 or whatever. Bilgen Craggs stated that it should qualify them as a finalist and it would also be done by the consultant. Olsen agreed. Wendt asked if they would investigate all of the finalists then, medical and psychological? Bilgen Craggs stated that her preference would be to do a background check, criminal, the ones that are done pretty normally. Wendt stated on all 4, assuming there are 4. Bilgen Craggs stated that she wouldn't do the medical or psychological tests just like they don't do that for officer candidates, they wait until they want them and then they have them go through the tests. Wendt stated the background is on all 4, the medical and psychological are only for the finalist. Bilgen Craggs stated yes because the medical and psychological testing are costly.

Bilgen Craggs asked if there was anything else the Commission wanted to ask the consultants to do when they are preparing their proposal. Bilgen Craggs stated that she has an understanding of what the Commission wants the consultants RFP to include and she would draft that in a rough way and sent it out electronically to the Commission and then once everything is included then it would be forwarded to City staff so that it complies with all the RFP rules, regulations and expectations that the City has, then it could be sent out by the City. Olsen stated yes. Bilgen Craggs asked if the Commission wants to confirm the RFP before it goes forward. Lt. Otterbacher asked if she could add a thought on the background investigations. She stated that there is the criminal history, but for law enforcement personnel the Department does an extensive, where they go to neighbors and do an extensive background and they consultants would know if that is something they do with chiefs or not, but she thought it was important to see. Lt. Otterbacher stated that the department does this with any of the sworn people that the department hires. Lt. Otterbacher stated that the department goes to their neighbors, where they've worked, talk to employers, their co-worker and really get a flavor for that individual so you get a good understanding. Lt. Otterbacher stated it could be as vague as running a criminal history to as extensive as the background that they would do for department personnel. Bilgen Craggs asked if there was a word or description for that type of background. Lt. Otterbacher stated perhaps comprehensive background would be helpful, that you are looking for more than just a criminal history. Bilgen Craggs asked if that that would just be traffic and arrest record. Lt. Otterbacher stated yes that would only tell if they have been convicted of a crime or any type of traffic history, it would tell them anything else. Olsen stated that the Commission needs to dig deeper. Bilgen Craggs stated that the RFP would be send out to the Commissioners, then to Kevin and then back to the Commissioners to look at the final form. Bilgen Craggs wasn't sure if there needed to be a motion. Bilgen Craggs asked if there was any other aspect that the Commission needed to talk about as it relates to getting the consultant proposal back. Olsen stated he didn't think so. Bilgen Craggs asked if there was

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anything else the Commissioners needed to talk about relating to hiring a police chief. Olsen stated no. Bilgen Craggs stated she had a question that on the list the Commissioners stated they would collect community and staff input and do they want to talk about how to gather that information because that could be developed while they are waiting for the RFP's to be returned. Olsen stated that he thought a City or staff wide email from Kevin or the clerk to all staff, to get input from that part of it. Olsen stated if they could put something on the Banner (Whitewater Banner web site) that the Commission is looking for input from the citizens using Bilgen Craggs or Clapper's email or all of the Commissioners email so they can get input. Bilgen Craggs asked if anyone was interested in having a listening session, live people listening to live people. Olsen agreed they should do that, put in email, sit there one evening; sit there for a couple of hours and listen to anybody that has some complaints or ideas. Knopp stated that was what happened last time. There were two Commissioners and three people. Knopp stated the Commissioners were there for a couple of hours, not every day, afternoon early evening for people to come in. Olsen stated he thought it would be a good idea. Bilgen Craggs asked if the Commissioners wanted her to pull some dates for the listening sessions or if some else on the Commission was interested. Bilgen Craggs said that she would move forward on that part. Bilgen Craggs stated she had a question on the email, if they will get people to feel comfortable with email. Bilgen Craggs stated that she got a healthy return rate from the police department when she used Survey Monkey, it's anonymous, it's a service that UW-Whitewater is happy to share that resource because she cleared that before she did it. Bilgen Craggs stated that it summarizes, tells how many people, it could be a couple of questions. Bilgen Craggs stated that it could be a link to City web site and perhaps the Whitewater Banner would consider posting it and the clerk could send out that link. Knopp stated he would like to see that monkey thing. Olsen stated that the monkey thing is probably better than an email. Knopp stated that if people email the Commissioners individually a lot of stuff is going to get lost. Olsen stated yes. Bilgen Craggs stated that it would be her preference and it would be easier for people to speak freely. Bilgen Craggs asked if there was anything else about the process, anything they are forgetting. Jim Stewart asked about the confidentiality of candidates before they are finalist. Stewart stated that a lot of people might not want to be known that they are applying, but when they become a finalist then their names are available. Bilgen Craggs stated Stewart was talking about the confidentiality of the candidates and it wasn't in the documentation from the consultants, but she was certain that they wouldn't release the names until they agree to be a finalist and the work would be done confidentially and they would follow that up with the consultant and the RFP. Bilgen Craggs asked if there were any other comments about the process of finding our next chief.

IV. NEW BUSINESS:

- A. **SWEARING IN OF INTERIM CHIEF:** Bilgen Craggs stated the next item on the agenda was to swear in the Interim Chief, Lt. Lisa Otterbacher by City Clerk Michele Smith. Smith swore in Lt. Otterbacher and Lt. Otterbacher agreed, signed the oath and thanked the Commissioners for the confidence. Lt. Otterbacher promised to keep the police department consistent and steady until the full-time position is filled.

- B. **FUTURE COMMISSION MEETING DATES:** Bilgen Craggs stated that it would be smart to pick a time to review the RFP and that would give Clapper an idea when the Commissioners need to get them back. Bilgen Craggs asked Clapper if there was a rule of thumb on the

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return of a RFP of this size or nature. Clapper stated that he wasn't aware, but before the Council has mentioned a preference of at least two weeks for a RFP, but the Commission may want to give more time, three or a month. Olsen stated two to three weeks to get everything out there and get it back. Bilgen Craggs clarified her question, how long to give the consultants to prepare and return it to Clapper. Clapper stated from the date it is sent out, putting the date that it should be returned they would want two weeks, but recommends three weeks to be safe. Bilgen Craggs stated that she wasn't trying to be speedy, for her it would be, 72 hours. Bilgen Craggs stated they have had three consultants approach them but five business days would be plenty if the RFP is well written. Bilgen Craggs said there was no disrespect to the Common Council and members present could share their opinion. Bilgen Craggs stated that she would rather see the Commission take their time in finding the right person and not having people feel rushed there and asked the Commissioners to chime in. Jim Stewart stated that it would be open to more consultants in those two weeks. Bilgen Craggs agreed and stated that they would send it out to the people who have contacted them plus the group that was used before and she believed that there was a way to post it for consultants with the League of Municipalities has a way to send it out. Clapper agreed. Olsen stated if it was going to be sent out or open it up to that many people you would have to have at least two weeks before it is all back. Wendt stated otherwise you are opening it up, rush this through and some not given a decent chance. Olsen stated they might get better people than if it is pushed through in 72 hours or a week. Olsen stated they should be ready to meet in two weeks. Bilgen Craggs stated say the RFP would be sent out on April 1st, then give groups two weeks to prepare them and get them back, so that would get them to the 15th of April. Bilgen Craggs stated that city staff would need time to review for comparative data so it would be the week of 18th or more likely the week of the 25th. Bilgen Craggs stated that it would give City staff time to review and make sure everything is in there, unless the Commissioners want to do it at a meeting. Bilgen Craggs stated that it would be a short week because of Good Friday. Bilgen Craggs stated that they would need to check room availability. Knopp stated he doesn't go anywhere. Olsen stated that he was gone the 20th through the 22nd. Bilgen Craggs stated that they should shoot for the week of April 25th. Bilgen Craggs stated that the last time they met was on a Thursday, but Wednesdays work too. Bilgen Craggs stated that they should talk about availability and she and Boyd would check the meeting schedule and get back to the Commissioners. Bilgen Craggs stated that the first date would be Wednesday the 27th or Thursday the 28th. Wendt stated that he was busy on Thursday the 28th, but he would be available on the 26th or 27th. Tuesday or Wednesday. Bilgen Craggs stated that there would not be a Council meeting and Olsen agreed that Tuesday would be open so it may be a good day. Bilgen Craggs asked the Commissioners to hold the 26th or 27th. Bilgen Craggs stated that they would shoot to have everything in place so the proposals can sent out by 1st or earlier if they can so it gives folks more time to prepare their proposals. Bilgen Craggs asked if there were any other meetings that anyone wanted scheduled.

- B. FUTURE AGENDA ITEMS: Bilgen Craggs asked if there were any agenda items for the April meeting, she had one from Knopp. Wendt stated that it wasn't an agenda item, just a technical thing. Wendt asked if his replacement would be selected by City Council. Bilgen Craggs stated through the process and confirmed by the Council. Bilgen Craggs

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stated that her understanding is that it is an interview process with the President of the Council Patrick Singer and Kevin Brunner and they send a proposal to the Council for their approval. Wendt stated that he should plan on being at meeting in April, but not anything after that. Olsen stated absolutely. Bilgen Craggs stated that was correct and she confirmed that with the City Attorney that Wendt is good to go until the 28th of April. Bilgen Craggs thanked Wendt for his service.

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

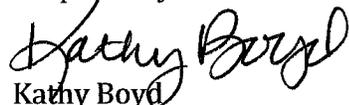
AYES: Bilgen Craggs, Wendt, Verduzco, Knopp and Olsen

NOES: None

ABSENT: None

The meeting adjourned at 7:00 pm

Respectfully submitted



Kathy Boyd
Support Services Manager