



MINNESOTA CHIEFS OF POLICE ASSOCIATION

DEDICATED TO THE IDEALS OF PROFESSIONAL POLICING

BOARD OF DIRECTORS MEETING

May 21, 2015

Board Meeting 10:30am

MCPA Office – 1951 Woodlane Dr., Woodbury, MN 55125

1. **Call to Order** *President Hugo McPhee*
2. **Opening Invocation** *Chaplin Dan Carlson*
3. **Treasurer's Report** *Susan Engel/Finance Mgr.*
 - Approve April Financial Report
4. **President's Report** *McPhee*
 - Board Nominee VOTING ITEM
 - Hiring/Diversity workshops
 - MCPA membership w/other organizations
5. **Secretary's Report** *Director Dave Ebinger*
 - Approve minutes from April 20, 2015
6. **MCPA Executive Director's Report** *Andy Skoogman*
 - Professional Development Director position (resume attached)
 - MCPA Committee update + VP assignments
 - Training
 - a. Media Training w/Plymouth & Rice County
 - b. FBI LEEDS
 - Academic Partnership Program
 - Tactical Plan revision process
 - PPP contract
 - CLEO Certification update @ POST Board
7. **Committee Updates** *Sgt. – At- Arms Jeff Potts & Kathy Hahne*
 - a. *Legislative*
 - Update (Kathy Hahne)
 - Legislator Recognition program
 - Body-worn camera strategy
 - b. *ETI*
 - May 29th re-cap meeting *Skoogman*
8. **Old Business**

9. New Business

10. Next Meeting: June 18, 2015

11. Adjourn

MCPA Board of Directors Meeting
April 20, 2015
University Room, Kelly Inn
St. Cloud, Minnesota

In Attendance:

Gordon Ramsay, Andy Skoogman, Susan Engel, Cari Gerlicher, Dave Bentrud, Hugo McPhee, Jeff Potts, Rodney Seurer, Mike Goldstein, Dan Hatten, Tim Eggebraaten, Jeff Tate, Paul Schnell, Eric Klang, Mike Risvold, Jeff McCormick, Dan Carlson, David Ebinger, Joe Sheeran, Jim Minion, Jason Mork, Mike Mastin, Jim McDonald

11:30 am Meeting was Called to Order by President Ramsey

Opening Invocation by Chaplain Dan Carlson

Presentation by SAIC, Glen Mowry:

- A presentation by Mr. Mowry was made for the Security Industry Alarm Coalition which sponsored the Board meeting.

Treasurer's Report, Susan Engel, Cari Gerlicher:

- A presentation of the Association's and the Foundation's March Financial Reports were made. A motion for approval was made by Dan Hatten and seconded by Jeff McCormick; the motion passed.
- Treasurer Gerlicher asked for approval to pay the March bills. A motion for approval was made by Paul Schnell and seconded by Jeff McCormick; the motion passed.

President's Report, President Ramsay:

- The President provided an update on some of the legislative issues of interest to include; LPR and Officer Involved Shooting Investigations.

Secretary Report, David Ebinger:

- Minutes from the March 19, 2015 Meeting were submitted. A motion to approve was made by Eric Klang and seconded by Jeff McCormick; the motion passed.

Executive Director's Report, Andy Skoogman:

- Executive Director Skoogman indicated the recent Media Training was a success and that they had to turn people away. Future trainings are planned for Faribault and Marshall.
- A proposal for the Creation and Funding of a Professional Development Director position was presented by Director Skoogman (See Attachment). Some features of this position are:
 - A new Training and Professional Development Committee will be formed.
 - A two-day Advanced CLEO and a four-day Pre-Leadership Academy will be added to the trainings already provided.

- The position of Professional Development Director would be developed as a part time position without benefits.
- A motion was made to authorize the use of up to \$30,000 from savings to fund the Professional Development Director position over the next three years. The motion was made by Paul Schnell and seconded by Jeff McCormick; the motion passed after discussion.

Committee Reports:

- **Foundation, Andy Skoogman:**
 - The Gala generated close to \$27,000 in revenue.

New Business:

Region IV Training, Tim Eggebraaten:

Training on Officer Involved Suicide is planned at The Lodge in Detroit Lakes on September 11. Social events will take place on the evening of September 10 and specific information will be sent out as it is formalized.

Meeting Adjourned, 12:25 pm:

Motion made by Paul Schnell and seconded by Jeff McCormick; the motion passed.

May 4, 2015

Mr. Andy Skoogman
Executive Director
Minnesota Chiefs of Police Association
1951 Woodlane Drive
Woodbury, MN 55125

Dear Mr. Skoogman,

I am applying for the position of Professional Development Director with the Minnesota Chiefs of Police Association. I have enclosed my resume for your review.

As you can see from my resume, I have over 36 years' experience in law enforcement and retired as Director of Public Safety/Chief of Police from the Richfield Police in June of 2014. In my time at Richfield I worked in all aspects of law enforcement starting as a police officer, sergeant, lieutenant, deputy director/chief and director/chief.

I also have extensive experience as a law enforcement instructor and course development. I have ten years' experience as instructor/course developer with Upper Midwest Community Policing Institute. I have instructed courses in four States to several hundred command and line level officers. I have also given large audience presentations to the Minnesota Chiefs of Police Association, Iowa Association of Chiefs of Police and North Dakota Sheriff's Association. I also served as an adjunct instructor at Northwestern University in Evanston, ILL.

I have a passion for law enforcement professional development. I believe training is a lifelong endeavor for all law enforcement officers to meet the changing challenges and community expectations. To accomplish this goal the MCPA needs to stay current and relevant with its training opportunities for its members. I am confident I can assist in advancing this goal for MCPA.

I am excited about the opportunity to compete for this position and would like to meet with you to discuss my skills and experience in greater detail.

Sincerely,

Todd Sandell

PROFESSIONAL EXPERIENCE

1978 - 2014

Richfield Police Department*6700 Portland Ave. South, Richfield, Minnesota, 55423***Director of Public Safety/Chief of Police (3/2012 to 5/2014)**

Responsible for all operations within the Richfield Department of Public Safety. This includes all three divisions, patrol, investigative and administrative. Develop and administer 8.1 million dollar annual budget. Command a Public Safety Department consisting of 45 licensed police officers and 25 civilian support personnel. Over 36 years of experience working with law enforcement agencies on local, county, State and Federal level.

Deputy Director/Deputy Chief (11/2008 to 3/2012)**Lieutenant (3/1997 to 11/2008)**

Experience in all three command level positions within the department.

Administrative Section Lieutenant (4/06 to 11/08)

Responsible for the overall command of the Administrative Section, which consists of 2 supervisors and 16 employees. Section encompasses 911 communications center, records/clerical, crime prevention unit, and the coordination of all department training. Serve as the department's media spokesperson. Duties include personnel management, budgeting and policy development.

Investigative Section Lieutenant (3/99 to 7/02 and 5/04 to 3/06)

Responsible for overall command of the Investigative Section, which consists of 10 investigators and 1 civilian employee. Section encompasses general investigations, juvenile/school liaison, narcotic/vice investigations and fraud/forgery unit. Duties include personnel management, budgeting, policy and procedure development, media relations and internal affairs investigations.

Patrol Section Lieutenant (3/97 to 3/99 and 7/02 to 5/04)

Responsible for overall command of the Patrol Section, which consists of 8 sergeants and 20 patrol officers. Extensive management background in a community-policing environment. Duties included personnel management, budgeting, policy and procedure development, department training, grant writing and administration.

Sergeant (10/84 to 3/97)

Served in the rank of sergeant for 12 years. During this time I held numerous positions, which included; patrol sergeant, investigative coordinator, administrative sergeant, communications manager, field training supervisor, problem oriented policing unit supervisor and special services unit supervisor.

Patrol Officer (3/78 to 10/84)

Served in the rank of patrol officer during this time period.

2015 **Minnesota Chiefs of Police Association**
1951 Woodlane Drive, Woodbury, Minnesota, 55125

Academy Coordinator

I served as Leadership Academy Coordinator in January of 2015 at Camp Ripley. In this role I facilitated the interaction between the students and instructors, kept the course on schedule and handled any logistical issues. I evaluated the instructors and course content and provided a detailed assessment report with recommendations for curriculum enhancements and instructor performances.

2000 – 2009 **Upper Midwest Community Policing Institute**
1951 Woodlane Drive, Suite 200, Woodbury, Minnesota, 55125

Position: Instructor/Course Development.

Upper Midwest Community Policing Institute is a US Department of Justice COPS funded program that provides law enforcement training for the states of Minnesota, Wisconsin, Iowa and North Dakota. I was asked because of my degree in Public Safety Education to serve as lead instructor for a series of courses in complaint intake and investigation developed at the request of the Minnesota Supreme Court.

I researched the legal foundation for complaint intake and investigation, documented critical processes and then developed a series of problem based learning experiences designed to engage supervisors and investigators with the practical application of the material. I have presented these courses in all four states to several hundred command and line level officers. I have also given presentations on this subject to the Minnesota Chiefs of Police Association, the Iowa Association of Chiefs of Police and the North Dakota Sheriff's Association.

EDUCATION

1987 - 1989 **Master of Arts Degree, Public Safety Administration and Education**
University of St. Thomas, St. Paul, MN 55105

1982 - 1984 **Bachelor of Arts Degree**
Metropolitan State University, St. Paul, MN 55101

1974 - 1976 **Associate of Arts Degree, Law Enforcement**
Alexandria Area Technical College, Alexandria, MN 56308

PROFESSIONAL AFFILIATIONS

Minnesota Peace Officer License # 4552

Minnesota Chiefs of Police Association

Hennepin County Chiefs of Police Association

International Chiefs of Police Association

MCPA **PRIORITY** committees



Legislative

President McPhee

Co chairs

Jeff Potts
TBD

Professional
Development

VP Seurer

Co chairs

Professional Development Director
TBD

Communications

VP Goldstein

Co chairs

Communications Director
TBD

Region Reps

VP Hatten



MINNESOTA CHIEFS OF POLICE ASSOCIATION

DEDICATED TO THE IDEALS OF PROFESSIONAL POLICING

Academic Partnership Program

The Minnesota Chiefs of Police Association (MCPA) seeks to partner with colleges and universities in an effort to further the association's mission and to raise member awareness of the academic options available for career advancement at local, regional and national institutions.

An MCPA Academic Partner will have face-to-face contact with MCPA members during one or more of the association's professional development academies, a voice in the association's internal and external communications channels (i.e. website, magazine and e-newsletter), the opportunity to conduct a live webinar with MCPA members and on-site presence at the MCPA's major training conferences and events.

Academic partnership levels are listed below along with benefits:

\$500 (Associate level)

- 15 minutes to speak in the classroom at either our Leadership or CLEO and Command Academies (30 students)
- Logo and website link included in all training materials for students and instructors
- Ability to leave behind marketing materials; table
- Logo and link included in MCPA weekly e-newsletter for entire month of sponsored academy

\$1500 (Masters level)

- Free booth at MCPA annual training conference(ETI)
- 15 minutes to speak in the classroom at either our Leadership or CLEO and Command Academies
- Logo and website link included in all training materials for students and instructors
- Ability to leave behind marketing materials
- Logo and link included in MCPA weekly e-newsletter and on MCPA homepage (mnchiefs.org) for entire month of sponsored academy

\$3,000 (Doctorate level)

- Free booth at MCPA annual conference (ETI)
- 15 minutes to speak in the classroom at either our Leadership or CLEO and Command Academies
- Logo and website link included in all training materials for students and instructors
- Ability to leave behind marketing materials
- Logo and link included in MCPA weekly e-newsletter and on MCPA homepage (mnchiefs.org) for entire month of sponsored academy
- One ¼ page ad in the MCPA quarterly magazine
- One live webinar with MCPA members to discuss programs (webinar will be recorded and made available to MCPA members)
- One single subject email to MCPA membership

For more information, please call 651-457-0677 or email info@mnchiefs.org



Pierre
Productions
&
Promotions

AGREEMENT

BETWEEN Pierre Productions & Promotions, Inc. (PPP) and the Minnesota Chiefs of Police Association (MCPA).

Official Contact

Executive Director of the MCPA will serve as the MCPA contact.

Betsy Pierre, President of Pierre Productions and Promotions, will serve as the PPP contact.

Services

It is agreed that PPP will perform the following services for the 2016, 2017, 2018, 2019 & 2020 Executive Training Institutes (ETI):

Section 1: ETI Management

- A. Work with client to develop (ETI) theme.
- B. Work with client to develop programs, arrange speakers, negotiate fees, identify and coordinate break out sessions (including room arrangements as well as breaks with food and beverages.)
- C. Work with client to develop rates and associated amenities surrounding the event including, but not limited to, registration, event tickets, etc.
- D. Work with client to develop event goals (i.e. registration, sales, etc.)
- E. From client-provided data, build and maintain event database to promote the event.
- F. Develop, receive client approval of, and manage ETI timeline and budget. Execute the timeline and budget as the official event plan.
- G. Manage the development, design, client approval, printing, production and distribution of ETI related materials including, but not limited, ETI preliminary program, ETI final program and ETI notebook.

Section 1: ETI Management (continued)

- H. Serve as the main contact with vendors including, but not limited to, facility, hotel and meeting arrangements.
- Research necessary vendors including, but not limited to, hotel, meeting facility, caterer, audio-visual provider and transportation provider.
 - Negotiate with appropriate vendors to acquire their services to accommodate ETI details within ETI budget.
 - Communicate with ETI vendors regarding conference preparations.
 - Monitor vendor activity (i.e. sleeping room blocks, etc.).
 - Oversee vendor's on-site ETI participation.
- I. Hire and manage any necessary staff or volunteers to assist with ETI on-site operations management-under the direction of the Executive Director of the MCPA
- J. Oversee all on-site ETI operations.
- K. Serve as the main contact with client-named ETI speakers and VIPs.
- Coordinate arrangement for time, place and payment (if necessary) for speakers and VIPs.
 - Inform speaker/VIPs of their specific ETI details.
 - Make necessary travel/accommodation reservations.
 - Greet speakers/VIPs on-site.
 - Oversee speaker/VIPs on-site involvement.
- L. Serve as the main contact for event exhibitors.
- Determine the requirements for and needs of event exhibitors.
 - Inform them of specific ETI exhibition details.
 - Collect necessary information (i.e. company description, etc.).
 - Greet exhibitors on-site.
 - Oversee exhibition set-up.
 - Prepare an Exhibition Guide and oversee its printing and distribution.
- M. Work with client to develop rates and associated amenities for exhibit booths, advertising options and sponsorship opportunities.
- N. Build and maintain marketing database, to promote the event to potential advertisers, sponsors and exhibitors.

Section 1: ETI Management (continued)

- O. Prepare and submit ETI report to client within 90 days of ETI close.
- Offer personal ETI insights and suggestions.
 - Summary and analysis of important event figures (i.e. sales, registration numbers, sleeping room pick up, etc.).
 - Summary and analysis of surveys and questionnaires.
 - Summary and analysis registration demographics.
 - Provide unaudited budget vs. actual.

Section 2: ETI Registration

- A. Serve as the point of contact for all general ETI inquiries.
- B. Receive, process and confirm ETI registrations.
- C. Develop and manage registration database.
- D. Manage the development, design, client approval, printing, production, distribution and/or purchase of ETI registration packet materials including, but not limited to, name badges, attendee survey, necessary event tickets and badge ribbons.
- E. Hire and manage any necessary staff or volunteers to service the ETI registration desk.
- F. Oversee all on-site ETI registration operations.

Section 3: ETI Finances

- A. Manage a checking account in the name of the MCPA.
- It will be within this account that related income will be placed.
 - It is also from this account that related payments will be made.
 - Checks in the amount of \$999.99 or less will require one signature.
 - Checks in the amount of \$1,000.00 or more will require two signatures.
 - PPP will have one authorized signer and the MCPA Executive Director will be the second authorized signer. The MCPA treasurer will be the third authorized signer.
 - Account statements will be reviewed for accuracy and PPP will work to resolve any issues that arise.

Section 3: ETI Finances (continued)

- B. Manage related budget.
- Operate from the client-approved budget.
 - Submit, by the 15th of each month, beginning the month following the date of this agreement, an unaudited budget vs. actual statement detailing activity through the month prior.
 - Submit, within 90 days of the ETI, an unaudited budget vs. actual statement (to be included in the ETI final report).
- C. Review incoming invoices for accuracy and manage payment of such invoices.
- D. Invoice customers, when necessary, for related income.
- E. Receive, record, and deposit related income.
- F. Upon client request, arrange for a CPA audit of the ETI's finances.

Section 4: ETI Sales

- A. Actively sell event marketing and sponsorship opportunities including, but not limited to, exhibit space, advertisements and ETI sponsorships.
- B. Work with advertisers, sponsors or exhibitors to finalize all sales via necessary paper work such as advertisement insertion orders, exhibition contracts, etc. and any necessary down payment.
- C. Serve as the main point of contact for all sales-related inquiries.

Service Compensation

For services detailed under all sections of this agreement (excluding Section 4: ETI Sales), payment to PPP will be at a rate of \$53 per hour for services relative to the 2016 ETI; \$55 per hour for services relative to the 2017 ETI; \$57 per hour for services relative to the 2018 ETI; \$59 per hour for services relative to the 2019; and \$61 per hour for services relative to the 2020 ETI. Hourly charges will be invoiced monthly and shall be payable within 15 days of receipt of invoice.

Compensation for Section 4: ETI Sales shall be a 20% commission on total revenue generated. (Note: Commissions shall be calculated on gross revenue received prior to factoring in credit card processing fees.) Commissions shall be invoiced monthly for monies received during the past month and shall be payable within 15 days of receipt of invoice.

Above stated fees and commissions shall be due to PPP for hours worked and revenue generated even in the event of an ETI cancellation for any or all of these years - 2016, 2017, 2019, 2019 & 2020.

2016, 2017, 2018, 2019 & 2020 ETI Agreement
May 14, 2015
Page 5

Hotel Commissions

PPP will turnover to MCPA all hotel commissions received for the 2016, 2017, 2018, 2019 & 2020 ETIs.

Additional Charges

Above detailed compensation to PPP covers above detailed PPP services only. The MCPA shall be responsible for any additional charges associated with the 2016, 2017, 2018, 2019 & 2020 ETIs. These may include, but are not limited to, the following:

Mileage	at IRS-approved rate
Travel (air, hotel, meals, etc.)	At cost
Postage	At cost
Copies	At cost
Office Supplies	At cost
CPA Services	At cost
Event Insurance	At cost
Long Distance and Phone Services	At cost
Printing & Graphic Services	At cost
Additional On-Site Staffing	At cost

Additional Services

Additional services may be included at the direction of the MCPA and the agreement of PPP.

Indemnification

PPP and its principals are independent contractors and not employees of MCPA. MCPA will defend and hold harmless PPP against claims arising from the 2016, 2017, 2018, 2019 & 2020 ETIs except in the case of gross negligence or willful misconduct by PPP, its assignees or its agents.

Term of Agreement

Upon signing this agreement, PPP will immediately begin providing the services detailed herein relative to the 2016, 2017, 2018, 2019 & 2020 ETIs. This contract will conclude on June 30, 2020, unless otherwise agreed in writing by both parties.

Termination

Either party may cancel this agreement with 60 days written notice.

Turnover

If this agreement should expire and not be renewed or should it be terminated, PPP will forward to MCPA copies of the sales database from which exhibit and advertisement contacts have been made, registration databases and any records of ETI management and communications for past ETIs managed by PPP.

Ownership of Data, Records and Material

With the exception of the sales database, ownership of all data, records and material prepared by PPP for the MCPA, whether having commercial value or not, shall remain exclusively with the MCPA.

“Data, records and material” includes, but is not limited to lists, reports, studies, programs, registrations, databases (excluding sales), research, invoices, receipts, billings, tabulations, accountings, recordings, surveys, questionnaires, photographs, videos or any other documentation, regardless of form, and prepared or maintained by PPP in performance of its obligations under this agreement.

PPP shall not use or cause to allow the use of any data, records or materials for any purpose other than performance of PPP’s obligations under this contract without the prior written consent of the MCPA. PPP shall take all reasonably prudent business measures to keep data, records and material confidential.

PPP agrees to maintain all data, records in reasonable order for duration of this Agreement. PPP agrees that upon reasonable notice, a duly authorized representative of the MCPA has the right to access, inspect and transcribe data, records and materials that are pertinent under this agreement.

MCPA and PPP shall both have ownership of the sales database used on MCPA projects. Each party may use the sales database as they so choose.

Upon completion, termination or cancellation of this agreement, all such data, records and material shall be remitted to the MCPA.

Pierre Productions & Promotions
Agreed by

MCPA
Agreed by

Betsy Pierre
President

Andy Skoogman
Executive Director

Date

Date