



# MINNESOTA CHIEFS OF POLICE ASSOCIATION

DEDICATED TO THE IDEALS OF PROFESSIONAL POLICING

## BOARD OF DIRECTORS MEETING

June 18, 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. **Welcome Professional Development Director** *McPhee*
4. **2015 ETI Report** *Pierre Productions*
5. **IACP Train Trip?** *Fridley Police Chief Don Abbott*
6. **President's Report** *McPhee*
  - Dr. Oliver Hiring workshop (June 15-16)
  - Misc.
7. **Treasurer's Report** *Susan Engel + Dir. Cari Gerlicher*
  - Approve May Financial Report
8. **Secretary's Report** *Director Dave Ebinger*
  - Approve minutes from May 21, 2015
9. **MCPA Executive Director's Report** *Andy Skoogman*
  - Review + approve updated Tactical Plan (2015-16)
  - Media Training /Plymouth + Faribault
  - Foundation/Strategic Plan
10. **Committee Updates** *Sgt.– At- Arms + Leg. Committee Co-Chair Jeff Potts*
  - a. *Legislative*
    - Legislator Recognition program discussion
    - Body-worn camera next steps
      - Meeting with law enforcement coalition
      - Re-work of Temp classification
  - b. *Professional Development* *Todd Sandell*
    - PD committee timeline
    - June 8-12 CLEO and Command recap

ETI Committee meetings  
Academic Partnerships  
CLEO certification (1<sup>st</sup> Sheriff)

- c. *Communications*
  - Chiefs Chat update
  - Summer Chiefs Magazine

*Joe Sheeran*

**11. Old Business**

**12. New Business**

**13. Next Meeting: July 16, 2015**

**14. Adjourn**

MCPA Board of Directors Meeting  
May 21, 2015  
MCPA Office, Woodbury

**In Attendance:**

Hugo McPhee, Gordon Ramsay, Joe Sheeran, Nancy Viking, Kathy Hahne, Dan Hatten, Andy Skoogman, Susan Engel, Stephanie Revering, Cari Gerlicher, Dave Bentrud, Jeff Potts, Jeff Tate, Rodney Seurer, Eric Klang, Mike Risvold, Dan Carlson, David Ebinger.

**10:30 am Meeting was Called to Order by President McPhee**

**Opening Invocation by Chaplain Dan Carlson**

**Treasurer's Report, Susan Engel:**

- A presentation of the Association's and the Foundation's April Financial Reports were made.
- Later in the meeting Treasurer Gerlicher asked for approval to pay the April bills. A motion for approval was made by Jeff Tate and seconded by Eric Klang; the motion passed.

**President's Report, President McPhee:**

- The President nominated Chief John Harrington of the Metro Transit Police Department to fill the remaining year of Dan Hatten's Director Position which became vacant when Chief Hatten was elected to Third Vice President. A motion to confirm this nomination was made by Eric Klang and seconded by Mike Risvold; the motion passed.
- President McPhee indicated that he believed that the Association should seek membership in the Black Police Officers Association, the Somali Police Officers Association and MAWP in order to support our goal of a diverse workforce. A general consensus on the Board was expressed and Director Skoogman was directed to seek the memberships.
- President McPhee discussed the recent Diversity Roundtable that was held at Columbia Heights and the pending training with Dr. Oliver which will be held in Plymouth on June 15-16.

**Secretary Report, David Ebinger:**

- Minutes from the April 20, 2015 Meeting were submitted. A motion to approve was made by Dan Hatten and seconded by Rodney Seurer; the motion passed.

**Executive Director's Report, Andy Skoogman:**

- Executive Director Skoogman reviewed the resume of the only applicant for the approved new position of Professional Development Director, Todd Sandell. After a discussion the Board expressed no concerns with Director Skoogman's selection of Chief Sandell and he indicated he would proceed with the hiring.
- The Executive Committee has met on 5-18-15 to discuss changes to the current committee structure. A handout was provided to the Board that outlined the changes. One major change was that each Vice President will keep the same duties throughout their three terms of Vice Presidency. Vice President Seurer recommended that staff make the appropriate change in committees to the website.

- Director Skoogman requested that in light of the pending hiring of a Professional Development Director that it would be a more apt description of Joe Sheeran's duties if his title was changed to Communications Director. A motion was made by Dan Hatten and seconded by Jeff Potts to make this change; the motion passed.
- Media Training at Plymouth and Faribault were discussed as well as a half-day training Director Skoogman had presented at LEEDS. Attendance is high and the classes went well.
- The Academic Partnership Program with colleges and universities was discussed. In this program Director Skoogman proposes that academic institutions could get time to present at Leader and CLEO trainings. The Board directed him to proceed with the proposal.
- Revisions to the Tactical Plan were discussed at the Executive Committee Meeting and changes will be presented to the Board next month prior to distribution to the membership.
- The contract with Pierre Productions to handle ETI is up in June. A committee of Rodney Seurer, Cari Gerlicher, and Jeff Potts was appointed to discuss the Association's goals and conduct negotiations on the ETI Contract.
- Minnesota POST has indicated that they will continue in partnership with the Association in our CLEO Certification efforts.

**Committee Reports:**

- **Legislative Committee, Jeff Potts and Kathy Hahne:**
  - License Plate Readers – Legislation passed with retention of data for 60 days and an independent audit of use every two years.
  - Financial Crimes Task Force – Legislation passed with funding of \$300,000.
  - Safe Driving Diversion Program – A bill did not pass but the issue is alive for the next session.
  - Guns – Legislation legalizing suppressors and criminalizing straw purchases passed.
  - A Hemp Bill passed.
  - Legislative Recognition Program – Possible selections and venues for presentation were discussed.
  - Body Cameras – Strategies for future legislative efforts were discussed.
  - The Board took time to recognize Kathy Hahne's valuable service to the Association and law enforcement as our lobbyist. Kathy will be retiring this year.
- **ETI, Andy Skoogman:**
  - A post ETI meeting is planned for May 29. A full report will be made in June.

**Meeting Adjourned, 1:00 pm:**

Motion made by Cari Gerlicher and seconded by Hugo McPhee; the motion passed.



## MCPA Tactical Action Plan – 2015

**Goal: Enhance leadership skills for all levels of the profession**

<i>Desired Outcome(s) by ETI 2016</i>		<ul style="list-style-type: none"> <li>• <i>Cost effective quality training, including leadership training, on a regional basis</i></li> <li>• <i>Sustainable, revenue-positive training, including new advanced academies</i></li> <li>• <i>CLEO Certification participation reaches 15-20% of MCPA membership</i></li> </ul>				
Key Actions	Lead Person or Committee	Board Meeting Report or Update				
		June & July 2015	Sept 2015	Dec 2015	Feb. 2016	July 2016
1. Create Professional Development Committee <i>(Merger of E &amp; T Committee and CLEO Task Force)</i>	Exec. Director & Professional Development Director	Hire professional development director  Create & convene Professional Development Committee  Site surveys for Advanced Academies	Identify and discuss scope of training, curriculum and instructors for new academies	Finalize curriculum, format and continue to work on partnerships for academies in 2016	Finalize instructors and schedule for first new academy with goal of holding two new academies in 2016	Evaluate and refine plans
2. Market MCPA Professional Development options	MCPA Communications Director & Professional Development Committee	Continue marketing existing 2015 academies thru C-Notes	Create marketing plan for advanced and new academies in	Highlight in Winter Chief's Mag  C-Notes (on-going)	Region meetings  ETI General Session	

			2016	Website (on-going)	
3. Identify logistical and funding partners to support trainings	Exec. Director and Professional Development Director	Reach out to Foundation and other potential partners, including higher ed, LMC and vendors like Motorola, Target	(on-going)	Confirm partners for 2016 academies (on-going)	
4. Examine on-line component to training	Exec. Director and Professional Development Director, Committee	Explore online video conferencing/training capabilities, including testing with Region Reps and other Committees	Determine if LMC and/or other organizations, such as Higher Ed institutions, are interested in developing exclusive MCPA curriculum	Finalize and purchase video conferencing solution	Finalize any online partnership and curriculum

5. Additional Trainings	Executive Director, Professional Development Director, Committee	Media Training in Faribault and Plymouth  Hiring workshops	On-going discussions)	Media Training in Marshal (on-going discussions)	On-going assessment of need	
6. CLEO Certification	Professional Development Director and Committee		Review LMC's PATROL Leadership modules to be released this fall and determine applicability to CLEO Certification  Discuss and begin to develop certification renewal process	Identify training opportunities applicable to CLEO Cert (on-going)	Finalize renewal process + application  Create special section on website to highlight trainings w/weekly link from C-Notes	Examine progress and assess next steps

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## MCPA Tactical Action Plan - 2015

**Goal: Redesign/recommend approval of bylaw changes in order to grow engagement and better represent the diversity of membership needs statewide**

<i>Desired Outcome(s) by ETI 2016</i>		<ul style="list-style-type: none"> <li>Greater engagement and better representation of the diversity of membership</li> </ul>				
Key Actions	Lead Person or Committee	Board Meeting Report or Update				
		June /July 2015	September 2015	December 2015	March 2016	July 2016
1. Obtain feedback from Regions on potential next steps and monitor engagement levels	Dan Hatten and Executive Director	Solicit feedback from Region Reps and Regions during virtual and in-person meetings	On-going	On-going	Make any recommendations for change	



## MCPA Tactical Action Plan - 2015

**Goal: Expand and improve the quality of police applicants, thus making policing better in Minnesota**

Key Actions	Lead Person or Committee	Board Meeting Report or Update				
		June & July 2015	September 2015	Dec 2015	March 2016	July 2016
<p><i>Desired Outcome(s) by ETI 2016</i></p>		<ul style="list-style-type: none"> <li>An alternative way to recruit diverse and high quality applicants is in place</li> <li>Diversity may include college-educated, mature candidates (e.g. second career) as well as ethnic and gender diversity.</li> </ul>				
<p>1. Meet w/members of minority police officer associations</p>	<p>Hugo McPhee</p>		<p>Explore potential partnerships and/or hiring initiatives</p>			<p>XXX</p>
<p>2. Identify best practices and solutions to address lack of diverse (racial, ethnic, and gender) candidates</p>	<p>Chief McPhee Diversity Working Group</p>	<p>Hold hiring workshops (Dr. Patrick Oliver)</p>	<p>Develop and distribute best practices document</p>	<p>Publish and share best practices</p>		
<p>3. Explore grant opportunities for public awareness campaign</p>	<p>Executive Director, Communications Director, Communications Committee</p>		<p>Discuss potential public awareness campaign, including timing, topics, formats</p>	<p>Develop public awareness campaign plan, goals.  Examine potential partners, including</p>	<p>If funding is secured, determine scope of campaign and finalize partnerships</p>	<p>Announce at ETI  Roll out in summer 2016</p>

				grants to fund campaign		
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## MCPA Tactical Action Plan - 2015

**Goal: Provide strong professional and personal support to CLEOs**

<i>Desired Outcome(s) by ETI 2016</i>		<ul style="list-style-type: none"> <li>All new CLEO's are contacted within 30 days to welcome and provide resources</li> <li>A peer outreach program is established and interacts with new and transferred CLEO's</li> <li>Better connected membership</li> </ul>				
Key Actions	Lead Person or Committee	Board Meeting Report or Update				
		June & July 2015	September 2015	Dec 2015	May 2015	July 2015
1. On-line Forum /Chief's Chat	Communications Director, Communications Committee	Solicit topics from Communications Committee and members	Identify potential "Guest chatters"	On-going	On-going	Assess progress
2. Develop and market Critical Incident Peer Support Team (CIPST) for current and retiring CLEOs in crisis	Dan Carlson, Executive Director	Convene Ad-hoc committee to develop the makeup and responsibilities of CIPST	Identify members of CIPST on statewide level and examine a process for members to use the system	Marketing CIPST thru Region Meetings, Chief's Magazine, C-Notes, webinar	Continue marketing efforts  General Session topic at ETI	Assess progress and develop next set of key actions

3. Encourage regional reps and members to notify us of new and transferred Chiefs; place phone calls to new chiefs; send welcome packets	Chief Seurer; Jeff Tate, MCPA staff	On-going	Revise and update new Chiefs packet		On-going	



## MCPA Tactical Action Plan - 2015

**Goal: Have a greater impact on legislation by establishing strong legislative connections**

<i>Desired Outcome(s) by ETI 2016</i>		<ul style="list-style-type: none"> <li>• 2/3 of responding membership has established basic contact with their local legislator (handshake, exchange of business card, contact info)</li> <li>• 15-20 members are ready and able to give testimony on behalf of MCPA when needed</li> <li>• A direct link to the Governor's Office is in place beyond DPS</li> <li>• Able to point to 2-3 specific examples of how MCPA impacted public policy</li> </ul>				
Key Actions	Lead Person or Committee	Board Meeting Report or Update				
		June & July 2015	Sept 2015	December 2015	March 2016	July 2016
1. Start Lawmaker recognition (not an endorsement)	Legislative Committee	Seek nominations for legislators to be recognized (Leg Committee and Board)  Plan and confirm Legislator recognition event	Hold Legislator recognition event	Promote Legislators recognized in Chief's Magazine and C-Notes		Seek nominations for legislators to be recognized (Leg Committee and Board)  Hold 2016

						recognition program at Foundation event in Fall
2. Inform membership on key issues and events from 2015 Legislative Session	Executive Director, Legislative Chair(s) and lobbyist	Write a legislative wrap-up for C-Notes, the website and summer's chief's magazine  Post on website  Provide members with a body-worn camera guidance, including talking points and resources	Encourage members to meet with lawmakers in interim , including ride-along on body-worn cameras, etc.			Assess progress and develop next set of key actions
3. Update membership on Legislative Agenda	Executive Director, Legislative Chairs, lobbyist	(Region meetings – on-going)	Hold first of three Legislative Committee meetings	Conduct live webinars (3) over a three-week period where members can ask questions, etc.  Post finalized agenda in members only section of website with talking points	Organize and host Lobby Day with MSA	

4. Identify 1-2 key areas that we need to push for or defend and be proactive	Leg. Committee, Lobbyist		Identify key items from Leg agenda	Identify authors for bills		
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Key Actions	Lead Person or Committee	June & July 2015	Sept 2015	Dec 2015	March 2016	July 2016
5. Identify contacts in the Governor's office and establish contact	Executive Director		(Ongoing)			

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## MCPA Tactical Action Plan - 2015

### Goal: Enhance the MCPA Brand

Desired Outcome(s) by ETI 2016	<ul style="list-style-type: none"> <li>MCPA becomes a valuable resource for information to members, peers and the press</li> <li>Association profile is significantly raised at the capitol and in traditional and social media</li> <li>Lawmakers, stakeholders, media and others seek our opinion and expertise on topics impacting public safety</li> </ul>					
	Key Actions	Lead Person or Committee	Board Meeting Report or Update			
		June July 2015	September 2015	December 2015	March 2015	July 2015
1. Quarterly virtual member updates	Communications Director, Executive Director and Communications	Exploring online video conferencing options	Test options with various committees and region reps	Hold first quarterly virtual online meetings  And legislative committee updates  Finalize and purchase video conferencing solution (as needed)	On-going	Assess progress and develop next set of key actions
2. Explore ETI Mobile App	Communications Director, Communications Committee	Identify app developer, content for app and potential costs	Secure vendor and begin the process of building app	Continue working with vendor to build app  Market app in C-Notes, Region meetings	Finalize app and provide it for download to members by mid-Feb.	Assess app and determine if mobile app for membership
4. Increase sponsorships/Partnerships and secure event management company	Executive Director, event management	Promoting new sponsorship levels for both	Secure new partners	On-going	Secure a 50% increase in	



	company, MCPA Board	private and public sector (higher institution) for ETI, academies, C-Notes, website and Chief's Mag  Redesign MCPA marketing prospectus  Re-write and agree to new contract with event management company, including sales metrics  Seek MCPA Board approval on ETI management company contract	Finalize MCPA marketing prospectus		sponsorships from 2015	makes sense
3. Grow social media presence– Twitter and Blog for media and lawmaker relations	Communications Director and Executive Director	Implement strategies to grow social media following	On-going	Secure 50 MN Media followers, 50 legislators and more than 600 overall followers	Explore the potential to launch additional social media platforms	

4. Promote CLEO Certification	Communications Director, Executive Director	League of MN Cities Annual Conference (Chief Seurer)	<i>Certification Spotlight</i> in C-Notes (each week in C-Notes highlight an individual who has been certified, including photo/quote)	Article in Winter Chief's Magazine		
5. Put stories out and feed the media – awards, certifications, events, issues, etc.	Communications Director and Executive Director	This includes surveying membership on variety of issues, writing reports/press releases and proactively contacting media				
6. Continue to establish media connections and relationships	Executive Director and Communications Director	Meet with key capitol press corps and public safety reporters	(Ongoing)			
7. Ensure that Foundation succeeds and is able to raise \$\$ to support MCPA efforts	Executive Director, MCPA Board	Explore new structure, fundraising options and events for Foundation	Develop strategic plan for Foundation w/help of hired facilitator  Support 2016 Gala efforts	Assist in identifying and securing donors/partners/grants	(on-going)	

Assessment Report  
CLEO and  
Command Academy  
6/8 – 6/12/15  
Location: Camp Ripley  
Report by: Todd Sandell

### **Overview**

The first CLEO and Command Academy of 2015 was a success. There were 23 attendees with an approximate a 50/50 split from metro area and greater Minnesota agencies. The following are some brief comments and adjustments that will be considered for future courses.

### **Evaluations/Adjustments Course Content**

*(Unless commented below, all topics and presenters received favorable reviews. Besides making some minor adjustments in the schedule, hopefully we will be able to retain the instructors at future CLEO and Command Academies.)*

**Data Practices:** St. Paul Police Commander Malmgren is a new instructor to CLEO. Although most students realize that data practices are a dry and complex subject, they all realized the importance of the subject. Commander Malmgren received favorable reviews on his presentation and hopefully we will retain him for future courses.

**Internal Affairs and the Executive:** Several students commented that this subject needs more time. Marylee Abrams is an excellent instructor and did her presentation in two hours. Need to consider adjusting the schedule for three hours on this subject.

**BCA Information Sharing Initiatives:** This subject received the lowest reviews of the course. The evaluations ranged from too technical of subject matter to most CLEO's are already aware of the BCA services. I believe we will remove this topic from future courses.

**Chiefs Panel:** The chief's panel was well received by the students. They appreciated the panel was made up of CLEO's from various size agencies. Several students commented that the moderator should have been on the panel. At future courses I will serve as the moderator.

**Leadership Today:** Chief Goldstein mentioned that his presentation is the same presentation he does at Leadership Academy. Several of the students had attended Leadership Academy and had seen Chief Goldstein's presentation. Although many of those students also stated the presentation is a good refresher. Chief Goldstein stated we may want to determine if the topic would be better presented at Leadership or CLEO, however maybe not at both.

### **General Evaluations/Adjustments**

**Networking:** There were two networking evenings on the schedule; in reality the class came together and networked all four evenings at the Viking Club. I had numerous students advise me that the networking evenings were just as important as the formal classroom instruction. In future course may consider hosting dinner/networking all four evenings at the Viking Club.

**Long Days:** Although there was only one evening class session after dinner (versus 3 evening sessions at Leadership Academy), several negative comments were received about the evening session. In future courses may consider adjusting schedule to eliminate evening sessions.

**More Breaks:** Several students commented on the lack of breaks by instructors. Some of the instructors went over two hours without a break. I will address this issue with the instructors.