

**MENOMINEE TRIBAL POLICE COMMISSION
NOVEMBER 23, 2021 – 5:00 P.M.
MTL COMMITTEE ROOM AND VIA ZOOM**

1. **Call to Order & Roll Call:** Chairwoman Catherine Walter called the meeting to order at 5:00 p.m. with a quorum present.
Members Present: Catherine Walter, Joyce Waupekenay, Melissa Cook, Randal Chevalier and Samantha Pecore.
Members Absent: None.
Also Present: Keith Tourtillott (Chief of Police) (Late) and AnnMarie Johnson (Tribal Administrator).

2. **Moment of Silence.**
Chairwoman Walter asked for a moment of silence.

3. **Approval of Regular Meeting Minutes dated October 28, 2021.**
Chairwoman Walter asked Commission Members if they had any questions regarding the Meeting Minutes as she had just received them herself; she made note of how extensive the last Police Commission Meeting was and that was the reason behind receiving them prior to the meeting.

MOTION MADE BY MELISSA COOK TO TABLE MEETING MINUTES DATED OCTOBER 28, 2021. SECOND WAS MADE BY RANDAL CHEVALIER. ALL THOSE IN FAVOR SIGNIFY BY SAYING AYE. OPPOSED. MOTION CARRIED: 5 for, 0 opposed, 0 abstentions, and 0 absent.

4. **Community Member Listening Session.**
Chairwoman Walter made note that since there was nobody participating the meeting from the community, the Police Commission would move onto the next agenda item.
5. **Yearly Report to Menominee Tribal Legislature Discussion.**
Chairwoman Walter explained that this agenda item pertained to Chief of Police Keith Tourtillott and suggested it be postponed until later on in the meeting.

MOTION MADE BY SAMANTHA PECORE TO CHANGE THE AGENDA AND ADD IT BELOW CHIEF OF POLICE REPORT. SECOND WAS MADE BY RANDAL CHEVALIER. ALL THOSE IN FAVOR SIGNIFY BY SAYING AYE. OPPOSED. MOTION CARRIED: 5 for, 0 opposed, 0 abstentions, and 0 absent.

Discussion: Chairwoman Walter recommended that this agenda item be brought back up after Agenda Item #9: Chief of Police Report. Chairwoman Walter commented that Chief of Police Keith Tourtillott might have thought the rescheduled meeting was taking place at 5:30pm, instead of 5:00pm. Commission Member Melissa Cook stated that the motion should be to 'change the agenda', rather than tabling the agenda.

RETURN TO AGENDA ITEM #5 AFTER AGENDA ITEM #9:

Chairwoman Walter commented that the Monthly Report that Chief of Police Keith Tourtillott submitted for this month was thorough and she appreciated that he had incorporated the grafts as requested. The Police Commission questioned why the Monthly Report was not included in the packet of materials. Commission Member Joyce Waupekenay stated that Chief of Police Tourtillott had emailed the report directly to Police Commission Members. Chief of Police Tourtillott indicated that the Monthly Report was shorter than previous reports submitted due to the shortened length that is requested by Tribal Administration for the Annual Report. Chairwoman Walter acknowledged that the Police Commission may not be able to cover everything that they want to include in the Annual Report being presented by the Police Commission; nonetheless, the Police Commission can do it. Commission Member Samantha Pecore identified a requirement that needs to be presented to Menominee Tribal Legislature (MTL) is not included in the Monthly Report/Annual Report that Chief of Police Tourtillott submitted and would need to be added in it. Chief of Police stated that the survey information would not be included as that would take

time to do. Chairwoman Walter agreed and explained the timeline she believes they could follow to get that information collected. Ms. Pecore asked Chief of Police Tourtillott for the documentation of the policies and procedures that were changed and/or implemented in the past year. Chief of Police Tourtillott affirmed that a review had occurred but no changes were implemented. Chairwoman Walter suggested that she could create the report herself and ask the Police Commission Members for their input. Mrs. Waupekenay asked for clarification on what the report would entail. Commission Member Randal Chevalier indicated that a report should be submitted by Police Commission that is not the same report as the one that Chief of Police Tourtillott submitted for the Annual Report and just answer the items listed in the Police Commission Bylaws. Mr. Chevalier asked that the Police Commission meet with the Administrative Committee to review what he just stated and see if they need to include any other pertinent information. Ms. Pecore asked if this could be pushed out to January 2022 so the Police Commission can include the information from December 2021 in the report since it is a yearly report and not a fiscal year report. Commission Member Melissa Cook recommended that they ask if the report should be yearly, fiscal, or from the date of the creation of the Police Commission.

Please note: Randal Chevalier left the meeting at 6:05pm.

Ms. Cook also suggested that the goals the Police Commission create are listed as an agenda item on the next meeting or since the holidays are approaching, perhaps waiting until the January 2022 Police Commission Meeting. Ms. Pecore specified that a Special Meeting be scheduled so it focuses on the goals only. Chairwoman Walter replied that she would like to avoid Special Meetings due to budget concerns. Chairwoman Walter asked the Police Commission if they would be willing to reply to an email she could send out to all of them that asks for their top three goals for the Police Commission. Ms. Cook countered with her statement that it needs to be an agenda item and the Police Commission should not operate in that way. Ms. Cook advocated that the agenda item for goals be the only agenda item listed for the next meeting in December. Chairwoman Walter stated that the report could be generated at the December meeting as well. Mrs. Waupekenay indicated that the Commission Members could come up with three goals and discuss them at the December 2021 meeting also. Chairwoman Walter announced that she would take the questions discussed to Chairman Corn and ask him when he thinks the report from Police Commission should be submitted. Ms. Pecore verbalized that she favored to do the report at the end of each fiscal year. Ms. Cook agreed with Ms. Pecore about completing the fiscal year and that this first report just be on the training that was completed recently.

6. Complaint Form Cover Sheet and Complaint Form Discussion and Approval.

Chairwoman Walter explained that this agenda item was the reason behind inviting AnnMarie Johnson (Tribal Administrator) to the Police Commission Meeting. Chairwoman Walter stated that changes that were submitted by Police Commission Members and Legal Services were incorporated and the final draft was shared with everyone. Chairwoman Walter mentioned what was incorporated into the new revision, as well as verbage changes recommended by John Wilhelmi (Legal Services).

MOTION MADE BY RANDAL CHEVALIER TO MOVE FOR APPROVAL OF THE COMPLAINT FORM AS PRESENTED TONIGHT. SECOND WAS MADE BY SAMANTHA PECORE. ALL THOSE IN FAVOR SIGNIFY BY SAYING AYE. OPPOSED. MOTION CARRIED: 5 for, 0 opposed, 0 abstentions, and 0 absent.

Discussion: Chairwoman Walter explained she had received the Internal Complaint Process from AnnMarie Johnson (Tribal Administrator) and let the Police Commission know that they would complete this one before they started the Internal Complaint Process. Chairwoman Walter mentioned that she would be forwarding that link to the Police Commission so they can review it and make notes of sections they would want to make changes.

Please note: Chief of Police Tourtillott arrived at 5:06pm.

7. Police Department Survey Discussion and Approval.

Chairwoman Walter explained that she incorporated the suggestions she had received from Commission Member Samantha Pecore and would entertain a motion to approve it and get it implemented as soon as possible. Commission Member asked if it was decided on how it would be implemented, such as Chief of Police Keith Tourtillott distributing it to Menominee Tribal Police Department (MTPD) Employees. Chairwoman Walter responded that remarks were made about possibly having I.T. creating an online version to better data. Commission Member Joyce Waupekenay suggested that the program utilized is formatted like an Excel Spreadsheet so the data is automatically calculated. Chairwoman Walter replied that a request to utilize Survey Monkey was given at the last Police Commission Meeting. AnnMarie Johnson added in that the data-gathering tools are available if Survey Monkey is chosen. Chairwoman Walter stated she did try to shorten the length of the survey but was not too successful on that part; however, the questions were formatted to better fit the information the Police Commission needs from it.

MOTION MADE BY JOYCE WAUPEKENAY TO APPROVE THE POLICE DEPARTMENT SURVEY AND IMPLEMENT IT WITH I.T.'s ADVICE. NO SECOND – MOTION DEFEATED.

Commission Member Samantha Pecore remarked that she thinks I.T. is going to 'push back' on implementing the survey for the Police Commission because she believes they have never done it before. Ms. Pecore commented that her department (Administration) has the Survey Monkey Account and that if I.T. pushes back on it not being completed, it is going to fall onto Administration. AnnMarie Johnson (Tribal Administrator) suggested that she could follow up and assist I.T. with Survey Monkey. Chairwoman Walter discussed a time that I.T. had assisted with a survey needed for Menominee Casino Resort and has the capabilities to do this, so she was unsure Mrs. Johnson would need to follow up and assist.

Please note: Commission Member Melissa Cook left at 5:14pm.

Commission Member Joyce Waupekenay suggested a motion that approves the survey, then if I.T. does not want to do it, asking Administration to assist – that part does not need to be a part of the motion but that is the direction to move forward to. Ms. Pecore asserted that it is not the lack of capability but rather I.T. has a lot on their plate right now and it would take a push from Administration to get it done quickly. Chairwoman Walter explained that if it gets approved tonight, she would send it to Neil Elgin (I.T. Director) and get his thoughts on it.

Please note: Commission Member Melissa Cook returned at 5:17pm.

MOTION MADE BY JOYCE WAUPEKENAY TO APPROVE THE POLICE DEPARTMENT SURVEY AS IS. SECOND WAS MADE BY SAMANTHA PECORE. ALL THOSE IN FAVOR SIGNIFY BY SAYING AYE. OPPOSED. MOTION CARRIED: 5 for, 0 opposed, 0 abstentions, and 0 absent.

Please note: AnnMarie Johnson (Tribal Administrator) left at 5:22pm.

8. IT Accounts and Access Options and Discussion.

Chairwoman Walter reiterated information regarding all of the Police Commission Members receiving MITW Email Addresses, with the assistance of AnnMarie Johnson (Tribal Administrator). David Kitson Jr. (Executive Assistant) asked if the motion requesting those could be removed from the upcoming MTL Meeting Agenda. Chairwoman Walter gave the affirmative that it could be removed as it has been squared away. Chairwoman Walter informed the Police Commission that she signed the Technology Purchase Agreement; I.T. will be setting up each Police Commissioner a FileCloud Account for a total amount of \$100.00 per year. Chairwoman Walter continued by explaining that this was so they would have storage capabilities for documentation. Commission Member Samantha Pecore asked Chairwoman Walter if she sent that to the Commission. Chairwoman Walter responded that it was forwarded to her from Neil Elgin (I.T. Director) and Annette Westphal (Assistant Tribal Administrator). Ms. Pecore questioned why it was not approved by the Police Commission. Commission Member Melissa Cook asserted that approval was to

be given by the Police Commission. Chairwoman Walter replied that approval was already given at the last meeting and the next step afterwards was to get I.T. involved. Ms. Pecore responded that she was referring to using the Police Commission Budget without getting authority but if MITW-Administration was taking care of it, then that was cool. Chairwoman Walter said as soon as she hears back from Mrs. Westphal and/or Mr. Elgin, she can begin sending them everything the Police Commission wants stored electronically.

9. Chief of Police Report.

Chairwoman Walter informed Chief of Police Keith Tourtillott that the agenda was adjusted; Agenda Item #5: “**Yearly Report to Menominee Tribal Legislature Discussion**” would be taking place after he gave his Monthly Report. Chief of Police Tourtillott gave a brief overview of his report. Commission Member Samantha Pecore asked Chief of Police Tourtillott a question regarding the School Resource Officer and why Tribal School is not included. Chief of Police Tourtillott responded that a Menominee Tribal Police Department (MTPD) Officer does respond when Tribal School needs it; however, an agreement is not in place as it is with Menominee Indian School District (MISD) where MISD reimburses MTPD costs. Ms. Pecore asked Chief of Police Tourtillott about the section with information regarding staff referring cases to Menominee County Human Services (MCHS)/Family Services (FS); with the new Children’s Code in place, what is the reasoning behind reaching out to MCHS. Chief of Police Tourtillott replied that he would have to review the cases themselves but from what he understands, it relates more to mental health issues. Commission Member Joyce Waupekenay clarified that per the Children’s Code and any referrals through the School Resource Officer (SRO), those are referred to Tribal FS instead of MCHS but when it is mental health-related, it goes through MCHS. Chief of Police Tourtillott mentioned that there might be a misunderstanding and that with it listed together on the report, it should be separated as FS might be the sole entity handling these cases. Chief of Police Tourtillott asserted that any cases regarding children are not referred to MCHS.

Due to a motion made earlier in the meeting to adjust the agenda, the Police Commission returned to Agenda Item #5 “Yearly Report to Menominee Tribal Legislature Discussion” after Agenda Item #9: “Chief of Police Report”.

10. Other Business.

Chairwoman Walter pronounced that the next Police Commission Meeting lands on a holiday so it needs to be rescheduled. Commission Member Melissa Cook suggested that the meeting is held a week prior and the day before the Menominee Tribal Legislature Meeting.

MOTION MADE BY JOYCE WAUPEKENAY TO RESCHEDULE THE NEXT POLICE COMMISSION MEETING TO BE HELD ON DECEMBER 15, 2021 AT 5:00PM. SECOND WAS MADE BY SAMANTHA PECORE. ALL THOSE IN FAVOR SIGNIFY BY SAYING AYE. OPPOSED. MOTION CARRIED: 4 for, 0 opposed, 0 abstentions, and 1 absent (CHEVALIER).

11. Adjournment.

MOTION MADE BY SAMANTHA PECORE TO ADJOURN. SECOND WAS MADE BY JOYCE WAUPEKENAY. ALL THOSE IN FAVOR SIGNIFY BY SAYING AYE. OPPOSED. MOTION CARRIED: 4 for, 0 opposed, 0 abstentions, and 1 absent (CHEVALIER).

Meeting adjourned at 6:24pm.

Respectfully submitted by,
David J. Kitson Jr.
Executive Assistant, Chairman’s Office
Menominee Indian Tribe of Wisconsin