

LOUISIANA STATE BOARD OF  
PRIVATE SECURITY EXAMINERS  
QUARTERLY BOARD MEETING MINUTES

**Date:** April 20, 2022  
**Time:** 1:00 PM  
**Location:** LSBPSE Headquarters  
15703 Old Hammond Hwy.  
Baton Rouge, LA 70816

## MINUTES

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### I. Call to Order

The meeting was called to order by Chairperson Washington at 1:10 PM.

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### II. Roll Call

Chairperson Washington asked Shanna Bourke to call the roll of the Board.

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Donny Pitts	Present
Ed Robinson (Vice-Chairperson)	Present
Scott Ford	Present
Jason Wilbur	Present
Lameika Washington (Chairperson)	Present
Ritchie Rivers	Not Present
Jason Bourgeois	Present
Mark Leto	Present
Dynette Burke	Present

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A quorum of the Board was determined.

Also present were Executive Secretary, Bridgette Hull; Executive Assistant, Shanna Bourke; and members of the agency staff; Julie Fisher, Section Chief Licensure; Sharon Vallery, Administrative Coordinator; Stephanie Richardson, Section Chief Compliance

and Investigations; Kim Hampton, Compliance Inspector; and Cindy Eidson, Compliance Inspector.

Members of the public were also present.

Ms. Fisher recorded the meeting minutes.

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### **III. Pledge of Allegiance**

Chairperson Washington led the Pledge of Allegiance.

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### **IV. Public Comment of Subsequent Agenda Items**

Chairperson Washington asked for any public comment on the listed agenda items. No public comments were recorded at this time.

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### **V. Introduction of Prospect Legal Counsel Celia Cangelosi for Introduction to Board Members and Questions**

Please see attachments for Celia Cangelosi's resume. Ms. Cangelosi introduced herself and gave the Board her professional background. Her fees are standard at \$225 per hour.

A motion was made to agree to hire Ms. Cangelosi for April-June 2022 and to approve to sign the contract at the rate of \$225 per hour for amounts not to exceed \$20,000.

Motion by: Mr. Wilbur

Seconded by: Mr. Pitts

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Ayes: 8                      Nays: 0

The motion was carried.

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### **VI. Introduction of New CPA Firm, Faulk & Winkler LLC, With Representatives from the Firm Here to Answer Questions From**

## Members

Mr. Scott Lazarone introduced himself to the Board and gave a summary of the qualifications of Faulk & Winkler LLC. Please see attachments for the financial documents that were presented and discussed. Mr. Lazarone explained the differences between the Agency's current accounting software and the software recommended by the firm and discussed the contract with the Board. Mr. Lazarone also fielded questions about the financial statements from Board Members. Mr. Lazarone explained how the new processes would be implemented.

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### **VII. Clarification from LSP Representatives on Vetting of Third-Party Vendors (ImageTrend) and to Answer Questions from Members Concerning Fingerprints**

A motion was made to strike agenda item #7 from the agenda since LSP was unable to attend.

Motion by: Mr. Robinson

Seconded by: Mr. Bourgeois

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Ayes: 8                      Nays: 0

The motion was carried.

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### **VIII. Board Decision on Recognition of Firearms Training Prior to Background Check Completion by Board Office**

Mr. Bourgeois stated that, to his knowledge, there is nothing in the state laws or rules that prohibits receiving firearms training prior to being registered with a company. The members discussed the possible liability of a Board-licensed instructor unknowingly arming a convicted felon during firearms training if a clear background is not obtained before training.

A motion was made by Mr. Wilbur to push the discussion of fingerprint background clearance before firearms training to the Training Committee. The motion was seconded by Mr. Leto.

The motion was not voted on at this time.

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## **IX. Discussion and Decision Regarding Policy Interpretations Being Communicated Statewide (via Email/Newsletter)**

Mr. Bourgeois expressed concern over the Agency's procedure for sending Board interpretations out to the industry.

It was decided to add this agenda item with agenda item #8 and to push it to the Training Committee for consideration and discussion.

Motion by: Mr. Wilbur

Seconded by: Mr. Leto

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Ayes: 8                      Nays: 0

The motion was carried.

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## **X. Committee Updates if any (PPG, Finance, Ethics, General, Legislative, Training)**

Committee Chairperson Mark Leto presented recommendations from the Policy, Procedure, and Governance Committee.

A motion was made to accept the following recommendation from the PPG Committee concerning Cease-and-Desist procedures for the Agency:

The Executive Secretary shall submit a Cease-and-Desist form to the Board Chairperson for both licensed and unlicensed companies before the Agency can send a Cease-and-Desist. If the Chairperson is unavailable, then submit the form to the Vice-Chairperson. If the Vice-Chairperson is unavailable, submit the form to the PPG Chairperson. If the PPG Chairperson is unavailable, submit the form to the Board Member who is in the district seat where the unlawful activity is occurring. If the District seat is unavailable, submit the form to an at-large Board Member. The Cease-and-Desist form must be signed off on by the proper Board Member before a Cease-and-Desist can be sent from the Executive Secretary.

Motion by: Mr. Leto  
Seconded by: Ms. Burke

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Ayes: 8            Nays: 0

The motion was carried.

A motion was made to accept the following recommendation from the PPG Committee concerning establishment of Management of Staff protocol for the Executive Secretary:

- Payroll not to exceed Board-approved budgeted
- Maintain adequate staff
- Clarification of WAE payroll approval being conducted by the Chairperson
- Expanding on the language of salary and overtime wages being separated in the budget.

Motion by: Mr. Leto  
Seconded by:

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Ayes: 8            Nays: 0

The motion was carried.

A motion was made to accept the following recommendation from the PPG Committee on company audits:

Request three years of payroll records and audit the first year. If there is a pattern of violations, then audit second and third years.

Motion by: Mr. Leto  
Seconded by:

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Ayes: 8            Nays: 0

The motion was carried.

Committee Chairperson Dynette Burke presented updates from the Finance Committee.

A motion was made to remove Fabian Blache and Stephanie Richardson from the Boards and Commissions online user access, and to add Lameika Washington.

Motion by: Ms. Burke

Seconded by: Mr. Leto

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Ayes: 8

Nays: 0

The motion was carried.

A motion was made to add the new Board attorney's legal fees of \$225 per hour not to exceed \$20,000 to the current budget for this fiscal year 2021-2022.

Motion by: Mr. Ford

Seconded by: Mr. Bourgeois

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Ayes: 8

Nays: 0

The motion was carried.

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## **XI. Chairperson Report of Agency Approvals, Timekeeping Approvals, Cease and Desist Approvals, and Discussions From Executive Secretary**

Chairperson Washington presented her report concerning overtime, cease-and desists, building maintenance.

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## **XII. Executive Secretary Reports**

Ms. Hull presented her quarterly status report. See attachments for the report.

Hiring of a WAE receptionist was discussed. Mr. Lazarone advised that the Agency does have room in the payroll budget to hire a receptionist if staff overtime stays down.

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## **XIII. Executive Session for Legal Updates on Current Cases**

A motion was made to go into executive session.

Motion by: Mr. Robinson

Seconded by:

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Ayes: 8

Nays: 0

The motion was carried.

Members of the public and agency staff, excluding Ms. Cangelosi left the room.

**Executive (Closed) Session began at 3:27 PM.**

**Board Meeting (Open) reconvened at 4:40 PM**

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#### **XIV. Adjournment**

Chairperson Washington asked for a motion to adjourn the meeting.

A motion was made to adjourn.

Motion by: Mr. Robinson

Seconded by:

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Ayes: 8

Nays: 0

The motion was carried.

**Chairperson Washington adjourned the meeting at 4:40 PM.**

# MINUTES CERTIFICATION

Proposed minutes respectfully submitted by Julie Fisher, board scribe.

Reviewed & certified by,



Shanna Bourke / Executive Assistant

04/25/2022

Date



Bridgette Hull / Executive Secretary

04/25/2022

Date



# Louisiana State Board of Private Security Examiners

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## QUARTERLY BOARD MEETING

Wednesday, April 20, 2022, at 1:00 PM  
LSBPSE Headquarters

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### **Agenda**

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Public comment on subsequent agenda items
5. Introduction of prospect legal counsel Celia Cangelosi for introduction to board members and questions.
6. Introduction of new CPA firm, Faulk & Winkler LLC, with representatives from the firm available to answer questions from members.
7. Clarification from LSP representatives on vetting of third-party vendors (ImageTrend) and to answer questions from members concerning fingerprints
8. Board decision on recognition of firearms training prior to background check completion by Board office
9. Discussion & decision regarding policy interpretations being communicated statewide (via email/newsletter).
10. Committee updates if any (PPG, Finance, Ethics, General, Legislative, Training)
  - a. PPG Committee Meeting – Discuss Motions Passed
    - i. Recommend Cease & Desist procedures to the Board as follows:



The Executive Secretary shall submit a Cease-and-Desist form to the Board Chairperson for both licensed and unlicensed companies before the agency can send a Cease-and-Desist. If the Chairperson is unavailable, then submit form to the Vice-Chairperson. If the Vice-Chairperson is unavailable, then submit to PPG Chairperson. Next would be the Board Member who is in the district seat for the area where the unlawful activity is occurring, and then the at-large Board members. The Cease-and-Desist form must be signed off on by the proper Board Member before a Cease-and-Desist can be sent from the Executive Secretary.

ii. Establish protocol for management of staff, specifically:

1. Payroll not to exceed Board-approved budget
2. Maintain adequate staff
3. Clarification of WAE payroll approval

iii. Recommendation on company audits:

Request 3 years of payroll records and audit the first year. If there is a pattern of violations, audit second and third years.

11. Chairperson report of Agency approvals, timekeeping approvals, cease and desist approvals and discussions from executive secretary.
12. Executive Secretary reports.
13. Executive Session for legal updates on current cases.
14. Adjournment



**LOUISIANA STATE BOARD OF PRIVATE SECURITY EXAMINERS**

**STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES  
FOR THE PERIOD  
JULY 1, 2021 THROUGH MARCH 31, 2022**

**Revenues**

Guard Renewal Fees	\$ 110,142
Company Renewal Fees	53,652
Company Application Fee	1,260
Company Licensing Fees	10,660
Guard Application/Reapplication	386,847
Classroom Instructor	10,905
FA Instructor Fee	8,095
Examination Fee	2,385
Bankcard Fees	31,874
Fines	79,846
Reinstatements	17,389
Interest Income	150
Baton Instructor	600
Fingerprint Income	302,815
Other Income	420
<b>Total Revenues</b>	<u>1,017,040</u>

**Expenditures**

Salaries, Wages, and Payroll Taxes	553,134
Employee Benefits	198,032
Fingerprint Fees	165,674
Information and Technology	119,687
Supplies	23,311
Professional Fees	21,908
Repairs and Maintenance	15,025
Insurance	14,220
Telephone Service	10,976
Travel, Meeting, and Education Expenses	6,653
Utilities	4,753
Equipment Rental and Repair	1,795
Miscellaneous	896
<b>Total Expenditures</b>	<u>1,136,064</u>

**Excess (Deficiency) of Revenues** (119,024)

**Fund Balance - Beginning of Year** 732,953

**Fund Balance - End of Period** \$ 613,929

No assurance is provided.

**LOUISIANA STATE BOARD OF PRIVATE SECURITY EXAMINERS**

**Budgetary Comparison Schedule (Unaudited)  
for the Period of July 1, 2021 through March 31, 2022**

	<b>Budgeted Amounts</b>		<b>Actual</b>	<b>Variance With</b>	<b>% Variance With</b>
	<b>Original</b>	<b>Final</b>	<b>Amounts</b>	<b>Final Budget</b>	<b>Final Budget</b>
			<b>(Budgetary Basis)</b>	<b>Favorable</b>	<b>Favorable</b>
				<b>(Unfavorable)</b>	<b>(Unfavorable)</b>
<b>Revenues (Inflows)</b>					
Guard Renewal Fees	\$ 113,500	\$ 113,500	\$ 110,142	\$ (3,358)	-3%
Company Renewal Fees	76,840	76,840	53,652	(23,188)	-30%
Company Application Fees	1,394	1,394	1,260	(134)	-10%
Company Licensing Fees	19,125	19,125	10,660	(8,465)	-44%
Guard Application/Reapplication	461,005	461,005	386,847	(74,158)	-16%
Classroom Instructor	11,431	11,431	10,905	(526)	-5%
FA Instructor Fees	12,943	12,943	8,095	(4,848)	-37%
Examination Fees	4,158	4,158	2,385	(1,773)	-43%
Bankcard Fees	42,874	42,874	31,874	(11,000)	-26%
Fines	340,000	340,000	79,846	(260,154)	-77%
Reinstatements/Status Changes	20,950	20,950	17,389	(3,561)	-17%
Interest Income	640	640	150	(490)	-77%
Baton Instructor	1,000	1,000	600	(400)	-40%
Fingerprint Income	380,000	380,000	302,815	(77,185)	-20%
Other Income	-	-	420	420	100%
<b>Total Revenues</b>	<b>1,485,860</b>	<b>1,485,860</b>	<b>1,017,040</b>	<b>(468,820)</b>	<b>-32%</b>
<b>Expenses (Outflows)</b>					
Personnel Services	994,000	994,000	751,166	242,834	24%
Intergovernmental	250,000	250,000	165,674	84,326	34%
Information and Technology	152,100	152,100	119,687	32,413	21%
Office Supplies	700	700	23,311	(22,611)	-3230%
Professional Fees	19,000	19,000	21,908	(2,908)	-15%
Repairs and Maintenance	15,740	15,740	15,025	715	5%
Travel, Meetings, and Education	8,700	8,700	6,653	2,047	24%
Other Expenses	45,620	45,620	32,640	12,980	28%
<b>Total Expenses</b>	<b>1,485,860</b>	<b>1,485,860</b>	<b>1,136,064</b>	<b>349,796</b>	<b>24%</b>
<b>Excess (Deficiency) of Sources</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (119,024)</b>		

No assurance is provided.

**LOUISIANA STATE BOARD OF PRIVATE SECURITY EXAMINERS**

**Budgetary Comparison Schedule (Unaudited) - Expenditure Grouping Schedule  
for the Period of July 1, 2021 through March 31, 2022**

	Budgeted Amounts		Actual Amounts	Variance With Final Budget Favorable (Unfavorable)
	Original	Final		
<b><u>Personnel Services</u></b>				
Salaries, Wages, and Payroll Taxes	\$ 740,000	\$ 740,000	\$ 553,134	\$ 186,866
Compensated Absences	-	-	-	-
Health Insurance	42,000	42,000	34,411	7,589
Health Insurance - Retirees	18,000	18,000	19,447	(1,447)
Retirement - LASERS	194,000	194,000	144,174	49,826
<b>Total Personnel Services Expenses</b>	<b>\$ 994,000</b>	<b>\$ 994,000</b>	<b>\$ 751,166</b>	<b>\$ 242,834</b>
<b><u>Intergovernmental</u></b>				
FBI Fingerprinting Fees	\$ 250,000	\$ 250,000	\$ 165,674	\$ 84,326
<b>Total Intergovernmental Expenses</b>	<b>\$ 250,000</b>	<b>\$ 250,000</b>	<b>\$ 165,674</b>	<b>\$ 84,326</b>
<b><u>Information and Technology</u></b>				
Computer Image Trend	\$ 51,000	\$ 51,000	\$ 53,912	\$ (2,912)
Computer General Informatics	24,000	24,000	24,245	(245)
Computer AFIS	2,100	2,100	1,575	525
Computer Upgrades	2,000	2,000	1,653	347
Bank Image Trend Charges	40,000	40,000	30,840	9,160
Clear Report	23,000	23,000	-	23,000
Paychex Invoices	10,000	10,000	7,462	2,538
<b>Total Information and Technology</b>	<b>\$ 152,100</b>	<b>\$ 152,100</b>	<b>\$ 119,687</b>	<b>\$ 32,413</b>
<b><u>Office Supplies</u></b>				
Office Supplies/Expenses	\$ -	\$ -	\$ 21,980	\$ (21,980)
Uniforms	-	-	755	(755)
Postage	600	600	126	474
Printing	100	100	450	(350)
<b>Total Office Supplies</b>	<b>\$ 700</b>	<b>\$ 700</b>	<b>\$ 23,311</b>	<b>\$ (22,611)</b>
<b><u>Professional Fees</u></b>				
Accounting	13,000	13,000	7,473	5,527
Off Duty Policeman	-	-	510	(510)
Legal	-	-	711	(711)
Court Reporter	-	-	1,779	(1,779)
Professional Contrator- Investigations (TR)	6,000	6,000	11,435	(5,435)
<b>Total Professional Fees</b>	<b>\$ 19,000</b>	<b>\$ 19,000</b>	<b>\$ 21,908</b>	<b>\$ (2,908)</b>
<b><u>Repairs and Maintenance</u></b>				
Alarm System	\$ 400	\$ 400	\$ 298	\$ 102
Janitorial Service	6,240	6,240	3,729	2,511
Garbage Service	3,000	3,000	1,827	1,173
Lawn Maintenance	1,800	1,800	1,308	492
Pest Control	1,300	1,300	1,324	(24)
Building Maintenance/Repairs/Improvements	3,000	3,000	6,539	(3,539)
<b>Total Repairs and Maintenance Expenses</b>	<b>\$ 15,740</b>	<b>\$ 15,740</b>	<b>\$ 15,025</b>	<b>\$ 715</b>
<b><u>Travel &amp; Education</u></b>				
Tolls/Parking	\$ -	\$ -	\$ 10	\$ (10)
Compliance Inspection Mileage	-	-	893	(893)
Education	2,200	2,200	2,450	(250)
Car Allowance	6,500	6,500	3,300	3,200
<b>Total Travel &amp; Education Expenses</b>	<b>\$ 8,700</b>	<b>\$ 8,700</b>	<b>\$ 6,653</b>	<b>\$ 2,047</b>

No assurance is provided.

**Other Expenses**

Insurance ORM	\$ 13,000	\$ 13,000	\$ 14,220	\$ (1,220)
Telephone	18,000	18,000	10,976	7,024
Utilities	6,500	6,500	4,753	1,747
Equipment Rental	3,420	3,420	1,710	1,710
Equipment Maintenance	200	200	85	115
Off-Site Storage	3,500	3,500	-	3,500
Miscellaneous Expenses	-	-	896	(896)
Memberships	1,000	1,000	-	1,000
<b>Total Other Expenses</b>	<b>\$ 45,620</b>	<b>\$ 45,620</b>	<b>\$ 32,640</b>	<b>\$ 12,980</b>
<b>Total Expenses</b>	<b>\$ 1,485,860</b>	<b>\$ 1,485,860</b>	<b>\$ 1,136,064</b>	<b>\$ 349,796</b>

No assurance is provided.



# Louisiana State Board of Private Security Examiners

## Board Stat Report

### QUARTERLY STATS

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#### COMPANIES

There have been **4 new company licenses** issued since the last quarterly board meeting. There are **6 pending companies** that have completed their application and are pending review (including 2 companies with compliance issues), and **14 pending companies** have paid for their application but have not fully completed it.

#### INSTRUCTORS

There are **7 new instructors** that have been licensed.

#### GUARDS

Currently, there are approximately **15,540 active guards** in the online portal.

#### FINGERPRINTS

The total number of fingerprints run in the last quarter is **2,094** (not counting April):

- January: **564**
- February: **600**
- March: **930**
- *April: (to date) 697*

#### FINES

In the last quarter, we have collected **\$30,944** in fines and issued **2** cease and desist orders on unlicensed companies.





# Louisiana State Board of Private Security Examiners

## Progress & Plans

### PLANS

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#### **CONTINUE TO CONTACT STATE AGENCIES**

We have made some ground contacting other security regulatory agencies throughout the country. A report of our progress (not yet finished) was sent to Ms. Burke, at her request, for the Finance Committee.

#### **NEW FRONT DESK POSITION**

We have conducted interviews for the front desk person and have found one we would like to hire. We are waiting on Board decisions concerning WAE positions and pay before we let the potential hire know anything more.

### PROGRESS

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#### **WORK WITH IMAGETREND**

We have been working with ImageTrend since their visit a few weeks ago and have weekly phone/video conferences with them for the next 12 weeks. We have made considerable progress in learning how the software works and how we can tweak it to better suit our and the industry's needs.

#### **WORK WITH FAULK & WINKLER**

We have met and are working with Faulk & Winkler, our new CPA firm, to get our finances for day-to-day operations in order as well as to help create the 2023 fiscal year budget. We are very excited to have them working with us and truly believe this is going to set us on a better path than we were put on by the previous head of the agency and previous CPA firm.



## **NEW CONTRACT (CLEAR) & CREDIT CARD PAYMENTS**

We have re-negotiated our contract with Thomson Reuters, that we use to run CLEAR reports, that has cut our expense to them nearly in half (from \$1816.86/mo to \$936.65/mo). CLEAR is used to run preliminary backgrounds on guards, and especially crucial when needing to run a background during emergencies when LSP fingerprint division is down (like during the last hurricane).

We spoke with multiple people at the bank and ImageTrend concerning the credit card fees for payments we take. We were told that we were charging an appropriate fee (3%), and any more we might make a profit and that is not allowed. We also learned that when taking manual payments (as we do for CORs, reinstatements, admin rights, and some instructor renewals) that we can enter extra data (Level II and Level III) data for each transaction that will save a few cents each time.