

MUNICIPAL POLICE OFFICERS' SUPPLEMENTAL PAY BOARD MEETING MINUTES

November 8, 2023

A regular meeting of the Municipal Police Officers Supplemental Pay Board of Review, November 8, 2023 at Louisiana Department of Public Safety, Management and Finance Office, Natalya Besse called the meeting to order.

ROLL CALL:

The following members and staff present:

Board Members

Chief Kip A. Judice (LA Assoc. of Chiefs of Police)
Capt. Jonas T. Martin (Dept. Public Safety Services)
Ternisa Hutchinson (DOA)
Carl Richard (LA. City Marshals and City Constables Assoc.)
Jim Craft (Louisiana Commission on Law Enforcement (LCLE))
Adrienne T. Bordelon (Office of State Examiner of Municipal Fire and Police Civil Service)
Mayor David Toups (Louisiana Municipal Clerks Institute)
James E. Leblanc (Justices of the Peace and Constables Assoc.)

Staff

Natalya Besse
Candy Diez
Susanne Tessier
Misty Crawford
Sherlyn D. Shumpert, Esq.

Visitor

Lavon Johnson (Office of state Examiner of Municipal Fire and Police Civil Service)
Elsie Alford, Jr. (Clerk of Court/ Judicial Administrator, Baton Rouge City Court)
Dr. Joseph Dyson, Sr. (Chief of Probation / Division Head, Baton Rouge City Court)

APPROVAL OF MINUTES:

Jim Craft made a motion to approve minutes. Capt. Martin seconded the motion, and the motion passed.

ELECT/SELECT CHAIRMAN:

Mayor Toups made a motion to elect Chief Judice to the chairman's position. Jim Craft seconded the motion, and the motion passed.

APPEALS:

None

OLD BUSINESS:

None

NEW BUSINESS:

Basile PD Kirk Beall (Added per Chief Justice request)

Natalya Besse presented an email from Chief Justice about an officer whose application was not submitted in a timely manner by his Chief of Police. The officer is no longer a police officer.

Chief Justice voiced his concern that there is nothing in the law that would allow any recourse for this officer in respect to his chief not submitting his application for the supplemental pay. If the application would have been submitted at the time of employment, the officer would have qualified for this pay. Chief Justice asked what options this officer has now.

Adrienne T. Bordelon said that the law clearly says that the officer must be full-time employed.

Chief Justice confirmed that, according to the officer, he was a full-time employee and would have been qualified for supplemental pay. However, the application was never submitted to the supplemental pay office.

Ternisa Hutchinson asked if the Basile PD chief could verify that the officer was employed on a full-time basis and was qualified for supplemental pay to add him to the warrant.

Natalya Besse said that the municipality must submit an application before the officer can receive back pay. She added that without the application, there is no way to confirm his eligibility.

Candy Diez confirmed that if the officer were eligible for supplemental pay at the time of employment, he would receive back pay. The office currently has applications for individuals who have left employment, but they are still eligible for supplemental pay for the period they were employed at their municipalities.

Chief Justice said that he will talk to the current Basile Chief of Police about submitting an application to the office.

Natalya Besse confirmed that the application will be reviewed just like the others.

New Iberia PD - Chief D/Ablor (Added per Chief Justice request)

Natalya Besse presented another email from Chief Justice about officers whose current position is a dispatcher. The police department is changing the officers' current position to correctional officers.

Chief Justice informed the board that the New Iberia PD is adding new jailor duties to the existing position of a dispatcher. The department has a holding cell adjacent to their dispatch center; the glass wall allows monitoring of inmates. These officers will need to obtain Level 2 POST certification. The chief asked if these officers would continue receiving supplemental pay.

Adrienne T. Bordelon said these officers would qualify for supplemental pay with the current position if they were POST certified without adding additional jailor duties. In the classified service, the department will not be able to add jailor duties to a dispatcher position. It is unlikely that the local board will allow this to happen because these are two different jobs. As long as the officers are POST certified and meet all other eligibility criteria, they are eligible to receive supplemental pay now.

Chief Justice asked about the certification requirement for jailors.

Natalya Besse reminded that this board has determined that correctional officers are required to have a Level 2 POST certificate. It is unclear how the New Iberia chief will change the title for these officers; for a jailor position, they will be required to obtain Peace Correctional Officer certification.

Adrienne T. Bordelon said that the Civil Service will not allow a jailor in the dispatcher class.

Chief Justice pointed to the routinely approved application list. Line number 53 had an officer from Erath PD who is currently holding the positions of police officer, jailor, and dispatcher.

Adrienne T. Bordelon and Jim Craft said that Erath is a non-civil service town, but New Iberia is a civil service city.

Jim Craft said that he received a call from the New Iberia chief of police about the issue and referred him to Chief Justice. Their dispatchers are eligible for supplemental pay if they are POST certified.

Chief Justice said that the officers are not POST certified yet, and the New Iberia chief of police did not intend to send the officers to the Level 1 POST course.

Adrienne T. Bordelon said that the OSE will not recommend the board add jailor duties to a dispatcher. These are two separate titles with separate duties. If the New Iberia chief of police wants his dispatchers to be eligible for supplemental pay, they need to be Level 1 POST certified.

Baton Rouge City Court - Amanda R. Belone, Probation Officer
Charles A. Brock, Jr., Probation Officer
Joseph C. Dyson, Chief of Probation
Melanie C. Frazier, Probation Officer
Trey D. Varnado, Probation Officer

Natalya Besse presenting the applications, reminded the board that the only time the statute addresses probation officers is when that service is included in the prior service calculation for eligibility purposes.

Adrienne T. Bordelon said that, after reviewing the officers' applications and the law, they are not eligible for supplemental pay. These officers neither do law enforcement duties nor meet other duties underlined in the statute titles. They make sure that people come to court. They are probation officers, not law enforcement officers.

Chief Justice asked for clarification about the requirements that are covered in the statute.

Adrienne T. Bordelon cited R.S. 40:1667.1 (C(1)):

(1) Any person employed on a full-time basis by a municipality or tribe and all of whose compensation out of public funds is paid solely from municipal or tribal funds for full-time work as a duly commissioned law enforcement officer for the performance of primary duties which encompass the enforcement of state laws and municipal or tribal ordinances, including actual enforcement of state and local traffic laws, the making of physical arrests, testifying in court, bearing arms and other like functions.

Chief Justice asked if the office contacted the Baton Rouge City Court.

Natalya Besse confirmed that their representatives were present at the board meeting that day.

Sherlyn D. Shumpert, attorney, swore Elsie Alford, Jr. Clerk of Court/ Judicial Administrator and Dr. Joseph Dyson, Sr., Chief of Probation / Division Head of Baton Rouge City Court.

Elsie Alford testified that their probation officers already performed all duties mentioned in the statute, except for enforcing state and local traffic laws.

Natalya Besse brought the board's attention to the actual applications. The field for a chief of police signature was left blank. The statute says that for warrants in particular, both the chief of police and the mayor must sign as approving and certifying authorities.

Adrienne T. Bordelon said that even though they are employed by the city, they are not employed by the Baton Rouge Police Department. They are not members of the municipal police department. The intent of the law is that an officer has to be a municipal police officer, the police department itself, not a different department in a city.

Sherlyn D. Shumpert, attorney, agreed with Adrienne T. Bordelon.

Chief Justice said that, reviewing the job description, the officers perform more monitoring tasks than law enforcement duties. Chief Justice made a motion to deny applications based on the information received and the counsel's advice.

Ternisa Hutchinson seconded, and the motion passed.

Sherlyn D. Shumpert, attorney, advised that the chairman is not allowed to make a motion, because if there is a tie, the chairperson breaks the tie.

Ternisa Hutchinson made a motion to deny applications from the Baton Rouge City Court. Capt. Martin seconded, and the motion passed.

Baton Rouge PD - James Novak, Police Officer

Natalya Besse informed the board that the officer requested back pay from 4/21/20 to 9/30/20. He was on military duties during that time frame.

Ternisa Hutchinson confirmed with Natalya Besse that the officer was eligible for supplemental pay at that time and that the pay was stopped during his military leave. Ternisa Hutchinson said that the

officer was eligible for supplemental pay at the time of his military leave. She made a motion to approve back paying the officer once a legible military order is provided by the municipality.

Candy Diez and Susanne Tessier said that they wanted the board to look at the military order, the office would not have removed him from the payroll otherwise.

Mayor Toups made a motion to postpone this agenda item until Susanne Tessier brought copies of the military order later in the meeting. Ternisa Hutchinson seconded, and the motion passed.

Jeanerette Marshal - Nija A Marks, Office Administrator

Natalya Besse presented to the board that the applicant has a Basic Corrections Peace Officer Certificate. The letter from the Jeanerette Marshal's office stated that the officer is a full-time office administrator, but the job description indicated that the officer is a deputy marshal. Natalya Besse did not know what the Office Administrator position means within the Jeanerette Marshal's Office; she reminded the board that they have adopted the AG's position that only civil service municipalities' clerical positions are eligible for supplemental pay. Jeanerette is a non-civil service city.

Carl Richard said that one of their deputy marshals went through academy training to become a deputy marshal. She has arrest authority; she wears a vest and a gun; sometimes she patrols the streets and works in a courtroom. However, her title is an accountant; she pays bills. In their office phone list, she is a deputy marshal; her commission card says deputy marshal. Carl Richard confirmed that their officer receives supplemental pay as a deputy marshal.

Ternisa Hutchinson said if the officer from Carl Richard's office is an accountant, she should not receive supplemental pay.

Misty Crawford noted that the applicant's commission card says Admin Deputy.

Capt. Martin made a motion to deny the application. Ternisa Hutchinson seconded, and the motion passed.

BUDGET PROJECTION:

Natalya Besse presenting current budget figures.

Mayor Toups made a motion to accept budget figures. Carl Richard seconded, and the motion passed.

NEW ACT 110 MONEY APPROVAL: \$95,692.00

Capt. Martin made a motion to approve ACT 110. Carl Richard seconded, and the motion passed.

INCENTIVE PAY ACT 376:

Natalya presented incentive pay applications, which were emailed to the board for review prior to this meeting. Rebekah Taylor Hill from POST provided prior service records for each applicant. The board needs to discuss eligibility for two applicants.

Chief Justice recommended first to approve applicants without prior law enforcement records and then discuss the other two applicants. Chief Justice read the full list of eligible applicants.

Steven Bradford, Jr.	Earl Green	Joseph F. Oliver
Andre Bustamente	Briston D. Guidry	Alyssa M. Ordoyne
Hector Cuellar	Jayland J. Jackson	Joshua Schiro
Simon Dowd	Kaleb Kelling	Wilson Torres
Jesse Elorriaga	Jaden Lane	
Julian Gonzalez	Korinee McKinley	

Mayor Toups made a motion to approve the applicants. Carl Richard seconded, and the motion passed.

Lionel Holmes, Sr. – Per POST, the applicant was previously employed (full-time) at New Orleans Police Dept. (04/25/2021 – 08/09/2021)...started the training academy, but did not complete (resigned).

Chief Justice reminded the board the eligibility criteria.

(2) "Law enforcement officer" means an officer whose permanent duties actually include the making of arrests, the performing of searches and seizures, or the execution of criminal warrants, and who is responsible for the prevention or detection of crime or for the enforcement of the penal, traffic, or highway laws of this state. "Law enforcement officer" shall not include any elected or appointed head of a law enforcement department.

Chief Justice asked the board: Does the applicant's employment as an academy cadet apply to the eligibility criteria? The statute defines the "Newly-employed officer."

(4) "Newly-employed officer" means a person who gains or is appointed to full-time employment as a law enforcement officer with a Louisiana eligible agency on or after July 1, 2023, and who has never before been employed as a law enforcement officer in this state.

James E. Leblanc said the question should be: if the officer enrolls in the academy and completes it, would that make him eligible for incentive pay?

Adrienne T. Bordelon disagreed. The question should be. Has he ever been employed as a law enforcement officer prior to July 1, 2023? If the answer is "yes," then he is not eligible for incentive pay.

Chief Judice said that as a cadet, he does not perform any functions that are defined in the law.

Ternisa Hutchinson said that the officer was previously employed as an officer.

Chief Judice argued that the law specifically says that an eligible officer is the one who performs the listed duties. As a cadet, he did not perform those duties.

Ternisa Hutchinson asked, When an officer is hired as a cadet, what is his job title?

Adrienne T. Bordelon said that in classified service, he would be called a police officer recruit. He has the title of police officer, but his status is recruit for the formal training period.

Chief Judice said in some agencies, recruits patrol the streets, but that may not be true for New Orleans PD. An officer must go through training before they can perform law enforcement duties.

Ternisa Hutchinson asked how one can make a distinction between two towns when the other one puts their recruits on the streets and performs law enforcement duties at the recruit status.

Chief Judice said it should be based on the duties the officer performed.

Jim Craft said that it should be based on the date the officer was sworn in.

James E. Leblanc said that officers are sworn in the moment they receive a badge.

Capt. Martin asked if the officers receive their badges before completing the academy.

James E. Leblanc confirmed that their officers receive badges before completing the academy.

Chief Judice said that he spoke to the deputy chief at the Kenner PD; the officer Holmes injured his knee while attending the New Orleans PD academy, was not able to complete and take POST exit exams, and was not sworn in as a law enforcement officer.

Carl Richard said that at the Shreveport Academy an officer is not sworn in and does not receive his badge until the academy is completed.

James E. Leblanc said their officers are sworn in, get a badge, and get a gun; they have a year to complete the academy.

The board agreed that most police departments do that.

Chief Judice said that his department does not allow non-certified officers to patrol streets. Until the academy is completed, the officer does office duties.

Sherlyn D. Shumpert, attorney, suggested getting an AG's opinion.

Adrienne T. Bordelon said that normally she would not disagree with the suggestion. The problem is the length of time to get an opinion. This law is different; the incentive pay shall be made on a first-come, first-served basis. The funds are very limited.

Sherlyn D. Shumpert, attorney, says any decisions made today will set precedents for all subsequent decisions.

Ternisa Hutchinson said that the applicants would start getting incentive pay before they completed the academy. Officer Holmes started working at the police department and, unfortunately, injured himself before completing the academy. If the stipulation were that an officer does not get \$5,000 until he completes the academy, however, the law is written differently. The incentive pay is done based on employment with the "eligible agency" that is defined by the statute. Ternisa Hutchinson said that the argument she heard was that if the officer did not complete the academy, he was not really employed by the police department.

Capt. Martin said the moment the officer starts receiving a paycheck from the "eligible agency," he is an officer, which would disqualify him from incentive pay.

Ternisa Hutchinson agreed.

Chief Justice said it makes a sense and asked for a motion.

Capt. Martin made a motion to deny the application. Ternisa Hutchinson seconded, and the motion passed.

Angela Smith - Previously employed (full-time) at Orleans Parish Sheriff's Office (07/31/2020 – 12/09/2020)...POST Level 3 certified on 08/20/2020.

Chief Justice spoke to the Deputy Chief, who stated that the officer worked a short time at the Orleans Parish Sheriff's Office. Her Level 3 certificate did not give her authority to perform duties defined in the statute.

Adrienne T. Bordelon said that is the same issue. Officer Smith was employed by the sheriff's office.

Ternisa Hutchinson made a motion to deny the application. Capt. Martin seconded, and the motion passed.

Susanne Tessier presented the **Baton Rouge PD**, James Novak, Police Officer military order.

Ternisa Hutchinson asked why the officer's pay was stopped.

Candy Diez said that the office is looking for a statement that would say "active duties." The order says that the officer was ordered to full-time National Guard duties, operational support.

Jim Craft made a motion to approve back pay. Capt. Martin seconded, and the motion passed.

Adrienne T. Bordelon wanted to address Admin Rules draft that was provided to the board at the last meeting.

Natalya Besse advised the board that the office published the emergency rules the day before this meeting. Natalya Besse did not have time to inform the board of the published rules. She will email the link to all board members after the meeting.

Carl Richard asked if the Fire supplemental pay program would be adopting a payment method to municipalities. Natalya Besse said that the fire board does not support the change for paying municipalities instead of directly to individuals.

Chief Justice reviewed the routinely approved application list and asked about the current application process.

Natalya Besse confirmed that the office enters the approved applications into the supplemental payroll prior to the board meeting. Routinely approved applicants are not required to obtain the board's approval to start receiving pay. The individuals on the routinely approved applications list are either already receiving pay or have been approved, but the office has not entered them into the system.

Chief Justice asked about Louviere, Cody from Youngsville. Upon his inquiry, Ms. Dodge advised that the application is ready for approval at the November meeting. The name is not on list. After the second inquiry, the response was that the application is under the second-level review.

Mayor Toups confirmed that the applicant is on the list.

Candy Diez corrected Natalya Besse's statement about the routinely approved application list. The names on the list have not been second-level reviewed and approved yet by Candy. Once she reviews and approves them, the applications will be ready to be entered into the system.

Chief Justice informed the board that the supplemental pay staff provided training at the Chiefs of Police Association conference in Alexandria. One of the topics that was brought up at the conference was the application process. LCLE has done a good job of maintaining a good record of each officer who moves from one police department to another. That is very different from the supplemental pay office. Every time an officer changes the department, a municipality is required to submit the entire packet again. The prior service certification, the social security card, etc. If an officer is already receiving supplemental pay and moving to another department, he should submit another POST certificate, certificates for all prior services, a social security card, etc. The supplemental pay office should follow similar processes as LCLE, keeping track of each officer. That would be more efficient.

Adrienne T. Bordelon said that the Chief Justice's point is that if he is already in the system, we should simply continue his pay at the new municipality.

Natalya Besse said that although the proposal is great, the new system still does not have a full record for each recipient; it is still under development. The office is just starting to collect full records for each recipient. The legacy system did not have a mechanism to store all data. Some of the scanned old applications are not readable. As we move forward, we are saving all records for future use. It will take time before the office will accumulate the full record to confirm the identity of the applicants and completely do away with the current paperwork.

Natalya Besse said that she appreciates Chief Judice's idea. It is worth considering looking into; however, at this point, the office does not have full records to immediately start changing the application processes and procedures.

Capt. Martin asked if the office could develop a mechanism where, after an officer moved from police department A to police department B, department B would inform the office to stop payment to department A and start payment to department B for that particular officer to continue the current supplemental pay eligibility.

Natalya Besse said that the office still needs the applicant's social security card.

Capt. Martin said that he understands that. The new process would include just one page of the transfer form that includes the officer's basic information. The office already reviewed the original application; there is no need to submit another full packet, just one or two sheets of the affidavit from the new police department that say the officer is employed and performs police duties, and the chief of policy certified this change.

Adrienne T. Bordelon said the original admin rules state that prior service must be submitted by the previous employer. That means the officer must go to all previous employers, requesting that they fill out the prior service certification. Is there a seamless way of doing it since the office already has an applicant in the system?

Chief Judice said that he is currently waiting for a completed prior service certification from the New Orleans PD since February 2023 for a new officer. That officer was receiving supplemental pay while being employed at the New Orleans PD. With such a delay, there will be a large amount in ACT 110. LCLE has a process when a 201b form is used by police departments. The form, which is an affidavit, states that the officer previously worked at that department and is now moving to another department. Please move his POST courses to a new department. Chief Judice understands that there is a lack of communication between the POST and the supplemental pay office; maybe that should be changed.

Misty Crawford said that the previous employer also must notify the office of the end of duties at their department to verify if there was any break in service before the officer started service at the new department.

Chief Judice said that he agrees. He himself, upon terminating an officer, sends the 201b to POST within 10 days. As the program transitions from paying individuals to municipalities, the department will not continue paying an officer who is no longer employed. This is the time to start changing the application process. The change will help with the large backlog and overwhelming number of forms in the application packet.

Natalya Besse said she would like to get Candy Diez's opinion since she is the one who reviews the applications.

Candy Diez said what she heard is that the supplemental pay office is the problem for all overpayments, thinking that removing extra papers will resolve the backlog issue easily and that the office will receive notifications very quickly to move people. However, the reality is different. The office has a problem getting approved and certified warrants in a timely manner.

Chief Justice said not to pay departments that do not submit their warrants.

Candy Diez confirmed that the office does not pay those departments. There are a lot of moving parts in the proposed process. The staff would start getting affidavits to move people and warrants that indicated making changes. The office would have to deal with more than just affidavits.

Adrienne T. Bordelon asked about the current process for approved and certified warrants.

Natalya Besse said that warrants are presently being emailed to the office. A new online portal system is under development so municipalities could electronically submit their warrant applications.

Adrienne T. Bordelon confirmed that in the future municipalities would submit their warrants into the current pay system.

Jim Craft offered assistance in confirming the employment status of recipients by just contacting their office. The police department is required to notify LCLE every time an officer is no longer employed at agency A. LCLE receives another notice from agency B when that officer is employed with them.

Natalya Besse said that municipalities are required to inform the office about the end of employment. With nearly six thousand recipients, it is impossible to determine which one should be checked for employment status.

Jim Craft said they have the same issue when their office is not notified about the employment change. Usually, these departments are caught and subject to fines for violating the law. However, the majority of agencies notify LCLE about the change. He offered help to the staff in researching the recipients' employment status.

Natalya Besse said that there is no way for the staff to know about the change if no one informs us.

Candy Diez said that municipalities are required to notify the office. The office should not be taking additional steps to verify the employment status.

Chief Justice asked if it would be easier for the staff if departments copied the 201b form email to the Munpay email box when submitting it to LCLE.

Chief Justice requested to review current processes to simplify them, making it easier for the staff to process new applications because the office already has the previous application.

Natalya Besse said that because the original application file could be old, the office is unable to use it.

Chief Justice asked if the office pays individuals who do not have records confirming their eligibility.

Natalya Besse said the legacy system could not collect and store the full record. The new system allows the collection of information; the staff just started storing all records in the system. The proposed method is worth discussing.

Candy Diez said, "Let's try it."

Chief Justice asked the staff to identify how to make the process simpler so that the Act 110 list would not be so large.

Candy Diez said the list is large because municipalities submit applications late.

Chief Justice said that is because they are trying to collect all required forms for the application packet. In his case, he has been waiting since February to get a completed prior service certification. The supplemental pay office will reject the application without it.

Candy Diez said that they will accept it, but the staff will not give a credit for the prior service.

Mayor Toups made a suggestion for the staff to work off warrants. If agency A no longer has that individual on its warrant but agency B does, then the office should move that individual in their system.

Candy Diez asked if the proposal completely removed the application process.

Mayor Toups said that would be only for the existing recipients, the new hire should go through the full process.

James LeBlanc agreed. If the officer is already in the system, there should be no payment interruption while the agency submits the documentation. The affidavit will clarify that the officer is simply switching agencies and does not have a service interruption.

Capt. Martin said he keeps hearing from the staff about the new system. Changes to the systems and databases are not as easy as they were verbalized at this meeting. The system was developed based on processes that were never discussed at board meetings. The changes will not happen overnight. The intent of the discussion is warranted; the board wants to simplify the process for the staff. The conversation was good because it fostered new ideas. At the same time, the board must protect the Public Safety Department's integrity, as well as the current business structure and process for supplemental pay, to ensure that officers are paid on time and are not overpaid. It is a challenge to get overpayments back.

Chief Justice said the overpayment would easily be resolved by changing the payment method.

Candy Diez said that work is still being done on the new system. The office has already started streamlining by entering applications prior to the meetings after eligibility has been confirmed; payments to municipalities will help with overpayments. The proposed ideas could help the staff; however, the office needs some time to adjust to the new system before new changes can be implemented.

Capt. Martin agreed that with the new system, the staff needs to establish the intake of applications to later analyze the data and come up with the best practices.

Candy Diez said that, at a later time, analyzing the collected data will allow the office to come up with the best procedures and processes that could be similar to what Chief Justice proposed.

Chief Justice expressed his appreciation for putting his proposal under the radar to make the application process easier.

Carl Richard asked about the payment to municipalities due date.

Natalya Besse confirmed the implementation of the payment method to municipalities is on schedule. The first payment will be on January 31, 2024.

Carl Richard asked if it would be up to municipalities how to pay their officers.

Chief Judice and the supplemental pay staff confirmed that each municipality must establish an internal policy for payment disbursement.

Capt. Martin confirmed with the staff that there is constant communication with all municipalities about the change.

Mayor Toups confirmed that LMA also distributes this information to all municipalities.

Natalya Besse informed that the office sent out email blasts with the information to all municipalities. That method of communication only works if municipalities provide accurate contact email addresses. At the conference, she spoke to a chief of police who said that he did not receive emails. Upon review, it was noted that all emails went to his personal email address instead of his business email address, based on the original information submitted to the office.

Chief Judice offered his assistance in distributing the information through the LA Association of Chiefs of Police.

Carl Richard asked if marshal offices would continue receiving warrants.

Natalya Besse confirmed that warrants will be sent out to each department. Based on the approved and certified warrants, Public Safety issues payments in accordance with the law.

SET TIME & DATE OF NEXT MEETING: February 21, 2024 @ 10:00 a.m.

SET DATES/TIMES OF 2024 BOARD MEETNGS:

February 21, 2024 @ 10:00 a.m.

June 12, 2024 @ 10:00 a.m.

August 7, 2024 @ 10:00 a.m.

November 6, 2024 @ 10:00 a.m.

ADJOURN:

Jim Craft made a motion to adjourn. Capt. Martin seconded.