

**LOUISIANA STATE BOARD OF  
PRIVATE SECURITY EXAMINERS**  
**FINANCE COMMITTEE MEETING MINUTES**

**Date:** April 4, 2023  
**Time:** 10:00 AM  
**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 Committee Chair Dynette Burke at 10:00 AM.

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### **II. Roll Call**

Committee Chair Burke asked Ms. Fisher to call the roll of the Finance Committee.

Dynette Burke, Committee Chair	Present
Mark Leto	Present
Lameika Washington	Present
Donny Pitts	Not Present

A quorum of the committee was determined.

Also present were Heather Mitchell of Faulk & Winkler, members of the agency staff, and the public.

Ms. Fisher recorded the meeting minutes.

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

Committee Chair Burke led the Pledge of Allegiance.

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### **IV. Approval of Previous Finance Committee Meeting Minutes**

Committee Chair Burke asked for a motion to amend the agenda to include approving the previous meeting minutes from December 13, 2022 and to approve the minutes.

Motion by: Ms. Burk

Seconded by: Mr. Leto

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Ayes: 3                      Nays: 0

The motion was carried.

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### **V. Public Comment/Questions**

No public comments were recorded at this time.

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### **VI. Review and Discuss 2022-2023 Financials and Budget**

Heather Mitchell of Faulk & Winkler, Board CPA, reviewed current financial report and budget. No motions were made concerning this agenda item.

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### **VII. Discuss and Establish Expenditures Protocol**

A motion was made to recommend to the board to establish the following procedure for new expenditures over \$500:

The Executive Secretary will send a request with documentation via email to the Finance Committee Chair, the Board Chair, and the CPA office for approval. Once approved, the rest of the board will be notified via email and will then have 24 hours to request a special meeting to discuss the matter further if they have any objections.

Motion by: Ms. Burke  
Seconded by: Ms. Washington

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Ayes: 3 Nays: 0

The motion was carried.

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## **VIII. Adjournment**

A motion was made to adjourn.

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

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Ayes: 3 Nays: 0

The motion was carried.

**Committee Chair Burke adjourned the meeting at 10:31 AM.**

# MINUTES CERTIFICATION

Proposed minutes respectfully submitted,

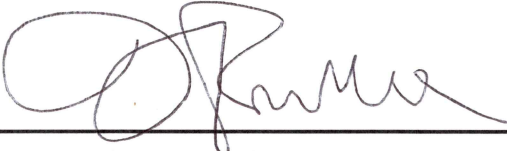
Julie Fisher

04/04/23

Secretary / Recording Secretary

Date

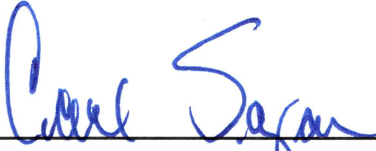
Minutes reviewed & approved by Finance Committee vote on May 24, 2023. Approval affirmed below by signatures of Finance Committee Chair and Executive Secretary.



05/24/23

Dynette Burke, Finance Committee Chair

Date



05/24/23

Carl F. Saizan, Jr., Executive Secretary

Date