

**LOUISIANA STATE BOARD OF
PRIVATE SECURITY EXAMINERS**
REGULAR QUARTERLY MEETING MINUTES

Date: October 21, 2021
Time: 9:30 AM
Location: LSBPSE Headquarters
15703 Old Hammond Hwy.
Baton Rouge, LA 70816

MINUTES

I. Call to Order

The meeting was called to order by Chairperson Ford at 9:30 AM.

II. Roll Call

Vice-Chairperson Robinson asked Shanna Bourke to call the roll of the Board.

Chief Scott Ford, Chairperson	✓ Present
Ed Robinson, Vice-Chairperson	✓ Present
Lameika Washington	✓ Present
Ritchie Rivers	X Not Present
Jason Bourgeois	✓ Present
Dynette Burke	✓ Present
Jason Wilbur	✓ Present
Mark Leto	✓ Present
Donny Pitts	X Not Present

A quorum of the Board was determined.

Also present were Executive Secretary, Bridgette Hull; Board Attorney, Wayne "Ron" Crouch; and members of the agency staff: Shanna Bourke, Executive Assistant/Board Secretary; Julie Fisher, Compliance Inspector/Board Scribe; Sharon Vallery,

Administrative Coordinator; Brandy Singletary, Administrative Coordinator/Legal Assistant; Stephanie Richardson, Compliance Inspector; Wendy Aldridge, Compliance Inspector; and Cindy Eidson, Compliance Inspector.

Members of the public were also present.

Ms. Bourke recorded the meeting minutes.

Mr. Crouch led the Pledge of Allegiance.

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

III. Approval of Previous Quarterly and Special Meeting Minutes

Chairperson Ford asked for a motion to approve the previous quarterly board meeting and special meeting minutes.

A motion was made to approve the previous quarterly board meeting and special meeting minutes.

Motion by: Mr. Robinson

Seconded by: Ms. Burke

Ayes: 7 Nays: 0

The motion was carried.

IV. Update from Legislative Committee

Legislative Committee Chairperson Washington stated that the Legislative Committee had two statutes ready to present to the Board. Those statutes included La. R.S. 37:3294, which the Committee recommends striking completely, and adding language to La. R.S. 37:3276 D(4) which would authorize the board to access FBI background criminal history information.

A motion was made to approve the committee rewrite.

A motion was made by Mr. Bourgeois to amend the motion to read: to adopt the legislative committee's recommendations as "amendment recommendations" as opposed to a "rewrite," as well as approving the actions taken by the committee.

Motion by: Mr. Bourgeois

Seconded by: Ms. Burke

Ayes: 7

Nays: 0

The motion was carried.

Chairperson Ford asked for the next agenda to include an item for “Committee Updates” and then to list the various committees in sub-sections.

V. Analysis and Approval of Budget

Executive Secretary Hull introduced Devin McCraney, CPA with J. Walker & Co to discuss the budget with the Board. Chairperson Ford asked Mr. McCraney to explain to the Board the Board’s relationship with their firm and the period of time the Board was contracted with their company. Mr. McCraney did not know the duration of the contract but explained their firm provides accounting services, help with legislative updates, pension reporting to the State, quarterly report preparation, working with Ms. Sharon Vallery on any accounting issues that come up, and to helping prepare the budget. Mr. McCraney stated that the current proposed budget is conservative and there is not much change from the last approved budget.

Mr. McCraney stated that since the Board had not yet approved a budget, and this is the 4th month of the budget year, that the Board must operate at 50% of the last approved budget.

Chairperson Ford requested that Mr. McCraney submit reports quarterly for the Board.

Ms. Burke asked about the Agency’s money market account. Mr. McCraney explained that a money market account is a savings account and is set up to make the payments on benefits for five retirees. Chairperson Ford asked Ms. Vallery to explain the account. Ms. Vallery explained that the *operating account* is for all bills and payroll expenses and that the *money market account* pays one invoice per month for the State’s portion of retiree health benefits, which is about \$3000.00. Ms. Vallery also stated that the money market account accrues interest and that the money in that account can be accessed and moved if the Board needed to make the operating account more secure. Ms. Vallery and Mr. McCraney agreed to provide a summary report to the Board by the 15th of each month.

A motion was made to approve the budget.

Motion by: Chief Ford
Seconded by: Ms. Washington

Ayes: 7 Nays: 0

The motion was carried.

VI. Reports from Executive Secretary

Ms. Hull presented the “Progress and Plans” report and “Board Stat Report” that she had prepared. Ms. Hull explained how she attempted to pull reports from ImageTrend with accurate counts of active guards and companies, but the system did not have the proper reports built in. She informed the Board that she has requested that ImageTrend come to the office and train each staff member at their desk level. Mr. Leto requested to know the number of dormant and active licenses there are both in and out of state. Ms. Burke suggested that the Board require either a brick-and-mortar office or an office as defined by the tax code. Mr. Crouch pointed out that while this is something the Board can consider, the Board must be mindful of fair trade between all companies both in and out of state. Mr. Bourgeois pointed out that an occupational license is required for a new company application but not for a renewal application. He asked if this is something the Board could vote on to require without going through the Legislative Committee.

Chairperson Ford brought the meeting back to Ms. Hull’s reports. Ms. Washington asked if the budget included the new staff that has been brought on at the agency.

Ms. Hull discussed the Progress and Plans report. She told the Board that she has been working on updating the website, reaching out to similar agencies in other states, and hiring people to help the office run more smoothly. Ms. Hull said she has also restructured the office by adding supervisors so that not everyone reports directly to her. Ms. Hull has also looked into making the building more secure. Mr. Leto asked for three bids for the security updates. Ms. Burke asked for a list of current companies to be on the LSBPSE website. Ms. Bourke said that this information will be on the website and that the website update should be complete by the end of the year.

Ms. Burke asked how Ms. Hull’s conversations with other agencies have been going. Ms. Hull stated that they have been very helpful but many of them operate on state funding, so they do not have the same issues. Ms. Hull would like to reach out to more agencies and visit the ones that are most comparable to this agency. Mr. Bourgeois asked that a comparison table of fees and fines from different agencies be drafted.

VII. Legal Updates

A motion was made to go into Executive Session.

Motion by: Mr. Robinson

Seconded by: Ms. Burke

Ayes: 7 Nays: 0

The motion was carried.

Members of the public and agency staff, excluding Ms. Hull, Ms. Bourke, Ms. Singletary, and Mr. Crouch left the room.

➔ Executive (Closed) Session began at 11:20 AM

➔ Board Meeting (Open) reconvened at 11:45 AM

VIII. Amended Agenda Items

A motion was made to amend the agenda to include the creation of a Training and HR Policy and Governance standing committee.

Motion by: Mr. Bourgeois

Seconded by: Ms. Washington

Ayes: 7 Nays: 0

The motion was carried.

Chairperson Ford asked Committee Chairpersons to create a scope and have it ready to present at next board meeting for approval.

A motion was made to amend the agenda to align the Board's company renewal license process with the rules as written.

Motion by: Mr. Bourgeois

Seconded by: Mr. Leto

Ayes: 7 Nays: 0

The motion was carried.

A Motion was made for the Board's interpretation of the of the existing rule in that all company licenses and renewals must provide the documents prescribed in Chapter 2 for company licensure (occupational licenses).

Motion by: Mr. Bourgeois

Seconded by: Ms. Washington

Ayes: 7 Nays: 0

The motion was carried.

A motion was made to amend agenda to approve dates for future quarterly board meetings; January 19, 2022, April 20, 2022, July 20, 2022, and October 19, 2022.

Motion by: Mr. Bourgeois

Seconded by: Ms. Washington

Ayes: 7 Nays: 0

The motion was carried.

IX. Adjournment

Chairperson Ford asked for a motion to adjourn the meeting.

A motion was made to adjourn.

Motion by: Ms. Burke

Seconded by: Ms. Washington

Ayes: 7 Nays: 0

The motion was carried.

Vicechair Robinson adjourned the meeting at 11:59 am.

MINUTES CERTIFICATION

Proposed minutes & respectfully submitted by Board Scribe, Julie Fisher.

Reviewed & certified by,



Shanna Bourke, Board Secretary

November 3, 2021

Date



Bridgette Hull, Executive Secretary

November 3, 2021

Date



Louisiana State Board of Private Security Examiners

Board Stat Report

QUARTERLY STATS

COMPANIES

There has been **1 new company** registered since August 2021 and there are **3 pending new companies** who we are waiting on further information from to finish processing.

GUARDS

Currently, there are approximately **16,150 active guards** in the online portal.

FINGERPRINTS

The total number of fingerprints run so far this year (as of 10/19/2021) is **5412**.

- August: **621**
- September: **675**
- October (so far): **375**

FINES

Since the beginning of the fiscal year (July 1, 2021), we have collected **\$17,035** in fines.



Louisiana State Board of Private Security Examiners

Progress & Plans

PLANS

REPORTS & UPDATES

The office will prepare a report ("Board Stat Report") for each regular quarterly board meeting that will include:

- Number of active guards
- Number of fingerprints processed
- Amount of fines issued

Monthly updates will be emailed to all Board members that will include:

- Staff changes (if any)
- Office policy changes (if any)
- Acquisitions or building renovations (if any)
- Any key developments or issues that Board members may need to consider adding to the upcoming regular board meeting (if any)

WEBSITE

The LSBPSE website at lsbpse.com is in the process of a complete overhaul and redesign. Shanna is a web designer with 24 years' experience with web design and maintaining websites, including designing and operating the LA State Fire Marshal's website on her own for almost ten years while working in the agency's two-person IT department. We will, therefore, not need to outsource either the design or upkeep of our website, which will save the Board considerable money.

OFFICE POLICY & PROCEDURE

We are in the process of creating a new, updated Office Policy & Procedure handbook for office employees.

The new handbook will be in compliance with all State Civil Service requirements. The Board will be provided a copy to review and vote on to accept once it is complete.

OFFICE STAFF

The office has been critically understaffed for several years. Each section/division had only *one* person to run and maintain that section. This was inefficient and overly-taxing for the staff. This also created a serious problem if any one staff member was on leave for an extended period of time.

The plan is to hire a “help” or second for each division/section of the agency. That person will be trained to handle smaller section tasks so the main person can focus on larger, more complex issues. The person will also be trained as a backup for the main person if they take leave.

PROGRESS

OFFICE & FIELD STAFF

The organizational structure of the office has been rearranged. Previously, all staff reported to one supervisor who was under the Executive Secretary. This was not practical for many obvious reasons and did not comport with State Civil Service requirements.

The office now has three supervisors (Stephanie Richardson, Wendy Aldridge, and Cindy Eidson). Two sections now have their “second” that they are currently training and that they supervise.

We have hired new people as WAEs to help in underserved parts of the office, including a scanner to scan years-old documents into the system (this will also help clean out the office, creating new office space) and an assistant for attorney, Ron Crouch.

Per the Board’s decision to create a Field Compliance Inspection section, we have hired a Field Compliance Inspector. Baret Savoie has over 20 years of experience in compliance field inspections with the State Fire Marshal’s Office. He has undergone training and already conducted a number of inspections resulting in fines and finding an out-of-state company operating in Louisiana.

CONTACT WITH OTHER STATE REGULATORY AGENCIES

Bridgette has been in contact with and/or attempted to contact the head of private security regulatory agencies or divisions in Arkansas, Texas, Florida, Georgia, Alabama, Tennessee, New Mexico, and North & South Dakota.

We will be putting her findings together in a report for the Legislative Committee to go over as well as including the information in the regular board meeting report for all board members to assess.

LSBPSE NEWSLETTER

The agency newsletter has been updated to include contacts from all active, regulated companies in the state. Regular newsletters are now being sent to keep the industry up to date with changes, meetings, etc.

New companies are also now being added to the newsletter as we confirm them, and we get at least a couple new sign-ups every week. The current subscriber list is at 533.

INVESTIGATIONS & DEPOSITIONS

Though we cannot go into any detail, know that the office has been conducting a number of investigations and taken depositions as part of those. Regulation is still our priority, and nothing has slowed down as a result of the investigations, hurricane, or any other hiccups the agency has undergone.

We are also in the process of creating company field audits.

SECURING THE OFFICE

In the past, more than once, members of the public were found wandering around the office. We also have had questionable people showing up at the office who made the staff feel uncomfortable, even in the past. To this end, we are in the process of making the building more secure and the staff feel safer.

We have gotten estimates from our alarm company (Custom Security) to install ID badge scanners at the employee entrances, to harden the doors going into the boardroom from the lobby, and to install a camera in the hallway showing the boardroom entrance into the main building. We will be making sure the metal detector going into the boardroom functions properly and have added a new "no weapons allowed inside" sign to the outside of the building. We are also scheduling an active shooter class, which all of the staff has indicated they are eager to attend.

**LOUISIANA STATE BOARD OF PRIVATE SECURITY EXAMINERS
BUDGET FOR YEAR ENDING JUNE 30, 2022**

	Current Year						Upcoming Year	
	(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)
	Original Budget	Last Adopted Budget	Actual Year-to-Date as of: June 30, 2021	Estimated Remaining for Year	Projected Actual Result at Year End	% Change Last Adopted Budget vs. Projected Actual Result at Year End	Proposed Budget	% Change Projected Actual Result at Year End vs. Proposed Budget
				[C + D]	[E / B - 1]		[G / E - 1]	
SUMMARY OF REVENUES - BY SOURCES								
Local sources:								
Guard Renewal	\$ 122,396	\$ 122,396	\$ 97,880.00	\$ 444.91	\$ 98,324.91	-19.7%	\$ 113,500.00	15.4%
Company Renewal	77,171	77,171	73,181.94	332.65	73,514.59	-4.7%	76,840.00	4.5%
Company App Fee	1,214	1,214	1,353.60	6.15	1,359.75	12.0%	1,394.00	2.5%
Company License Fees	12,484	12,484	18,568.10	84.40	18,652.50	49.4%	19,125.00	2.5%
Guard App/Reapp Fee	420,000	420,000	456,440.51	2,074.73	458,515.24	9.2%	461,005.00	0.5%
Classroom Instructors	10,984	10,984	11,503.00	52.29	11,555.29	5.2%	11,431.00	-1.1%
Firearm Instructors	9,557	9,557	12,566.00	57.12	12,623.12	32.1%	12,943.00	2.5%
Examination Fees	4,102	4,102	3,960.00	18.00	3,978.00	-3.0%	4,158.00	4.5%
Bank Image Trend Revenues	40,896	40,896	41,624.99	189.20	41,814.19	2.2%	42,874.00	2.5%
Fines	350,000	350,000	310,407.30	1,410.94	311,818.24	-10.9%	340,000.00	9.0%
Reinstatements/Status Changes	19,956	19,956	20,339.40	92.45	20,431.85	2.4%	20,950.00	2.5%
Interest Income	866	866	609.81	2.77	612.58	-29.3%	640.00	4.5%
Baton Instructors	1,011	1,011	550.00	2.50	552.50	-45.4%	1,000.00	81.0%
Miscellaneous Income	8,350	8,350	19,605.00	89.11	8,107.06	-	-	-100.0%
Fingerprint Income	321,998	321,998	377,260.25	1,714.82	378,975.07	17.7%	380,000.00	0.3%
Total Revenues from Local Sources	1,400,984	1,400,984	1,445,849.90	6,572.05	1,452,421.95	3.7%	1,485,860.00	2.3%
SUMMARY OF EXPENDITURES - BY CHARACTERS								
Character								
Salaries/Wages	640,000	640,000	757,838.15	3,444.72	761,282.87	19.0%	740,000.00	-2.8%
Clear Report	20,134	20,134	23,436.37	106.53	23,542.90	16.9%	23,000.00	-2.3%
Accounting	12,900	12,900	11,400.00	51.82	11,451.82	-11.2%	13,000.00	13.5%
Off Duty Policeman	135	135	-	-	-	-100.0%	-	0.0%
Court Reporter	500	500	-	-	-	-100.0%	-	-
Board Member Mileage	1,764	1,764	-	-	-	-100.0%	-	-
Office Staff Hotel	1,200	1,200	810.58	3.68	814.26	-32.1%	-	-100.0%
Board Member Meals	500	500	-	-	-	-100.0%	-	-
Tolls/Parking	66	66	-	-	-	-100.0%	-	-
Staff Travel Out/State	1,000	1,000	-	-	-	-100.0%	-	-
Advertising	250	250	-	-	-	-100.0%	-	-
Computer AFIS	-	-	2,100.00	-	2,100.00	2290.0%	2,100.00	0.0%
Computer Image Trend	51,637	51,637	54,451.96	247.51	54,699.47	5.9%	51,000.00	-6.8%
Computer Gen Informatics	24,000	24,000	37,477.22	170.35	37,647.57	56.9%	24,000.00	-36.3%
Computer Upgrades	3,000	3,000	5,034.48	22.88	5,057.36	68.6%	2,000.00	-60.5%
FBI Fingerprinting Fees	209,892	209,892	265,016.00	1,204.62	266,220.62	26.8%	250,000.00	-6.1%
Education	2,501	2,501	2,171.00	9.87	2,180.87	-12.8%	2,200.00	0.9%
Storm/Flood Expenses	-	-	-	-	-	-	-	-
Insurance ORM	12,427	12,427	12,640.00	57.45	12,697.45	2.2%	13,000.00	2.4%
Postage	552	552	731.93	3.33	735.26	33.2%	600.00	-18.4%
Printing	63	63	338.43	1.54	339.97	436.6%	100.00	-70.6%
Telephone and Internet Services	17,175	17,175	18,049.19	82.04	18,131.23	5.6%	18,000.00	-0.7%
Uniforms	1,397	1,397	2,331.62	10.60	2,342.22	67.7%	-	-100.0%
Paychex Invoices	13,412	13,412	12,714.70	57.79	12,772.49	-4.8%	10,000.00	-21.7%
Office Supplies/Expenses	23,672	23,672	12,520.71	56.91	12,577.62	-46.9%	-	-100.0%
Off Site Storage	5,898	5,898	10,105.00	45.93	10,150.93	72.1%	3,500.00	-65.5%
Bank Image Trend Charges	32,847	32,847	40,612.67	184.60	40,797.27	24.2%	40,000.00	-2.0%
Memberships	1,700	1,700	884.99	4.02	889.01	-47.7%	1,000.00	12.5%
Equipment Rentals	3,217	3,217	3,709.28	16.86	3,726.14	15.8%	3,420.00	-8.2%
Equipment Maintenance	449	449	180.00	0.82	180.82	-59.8%	200.00	10.6%
Misc. Exp.	714	714	741.80	3.37	745.17	4.3%	-	-100.0%
Compensated Absences	4,996	4,996	-	-	-	-100.0%	-	-
Health Insurance	63,000	63,000	41,405.88	188.21	41,594.09	-34.0%	42,000.00	1.0%
Health Ins - Retirees	30,875	30,875	17,487.82	79.49	17,567.31	-43.1%	18,000.00	2.5%
Retirement - LASERS	185,869	185,869	194,824.82	885.57	195,710.39	5.3%	194,000.00	-0.9%

Alarm System	600	600	405.40	1.84	407.24	-32.1%	400.00	-1.8%
Janitorial Service	6,427	6,427	6,240.00	28.36	6,268.36	-2.5%	6,240.00	-0.5%
Garbage Service	2,908	2,908	3,230.30	14.68	3,244.98	11.6%	3,000.00	-7.5%
Lawn Maintenance	1,948	1,948	1,772.92	8.06	1,780.98	-8.6%	1,800.00	1.1%
Pest Control	1,200	1,200	1,319.50	6.00	1,325.50	10.5%	1,300.00	-1.9%
Utilities	6,478	6,478	6,446.54	29.30	6,475.84	0.0%	6,500.00	0.4%
Bldg Maint/Repair/Impro	2,500	2,500	15,594.87	70.89	15,665.76	526.6%	3,000.00	-80.8%
Professional Contractors	5,000	5,000	8,165.00	37.11	8,202.11	64.0%	6,000.00	-26.8%
Car Allowance	6,180	6,180	6,500.00	29.55	6,529.55	5.7%	6,500.00	-0.5%
Total Expenditures by Characters	1,400,984	1,400,984	1,578,689.13	7,166.31	1,585,855.44	13.2%	1,485,860.00	-6.3%
SUMMARY OF OTHER FINANCING SOURCES - BY SOURCES								
Other Financing Sources								
Transfers In - ____ Fund			-	-	-	-	-	-
(Insert Other Financing Source)	-	-	-	-	-	-	-	-
(Insert Other Financing Source)	-	-	-	-	-	-	-	-
Total Other Financing Sources by Sources	-	-	-	-	-	-	-	-
SUMMARY OF OTHER FINANCING USES - BY USES								
Other Financing Uses								
Transfers Out - ____ Fund			-	-	-	-	-	-
(Insert Other Financing Use)	-	-	-	-	-	-	-	-
(Insert Other Financing Use)	-	-	-	-	-	-	-	-
Total Other Financing Uses by Uses	-	-	-	-	-	-	-	-
SUMMARY OF FUND BALANCE								
Net change in fund balance	0.00	0.00	(132,839.23)	(594.27)	(133,433.50)		-	-100.0%
Estimated Beginning Fund Balance	260,173.00	260,173.00	260,173.00	260,173.00	260,173.00	%	127,333.00	
Estimated Ending Fund Balance	\$ 260,173.00	\$ 260,173.00	\$ 127,333.77	\$ 259,578.73	\$ 126,739.50		\$ 127,333.00	