The items listed on the Agenda are incorporated and considered to be a part of the minutes herein.

Chair Laura Lapeze called the meeting to order. Then Stacey Guilbeau called the roll.

MEMBERS PRESENT:

Ternisa Hutchinson, as designee for the Commissioner of Administration

Gary Bennett, as designee for Louisiana Sheriffs’ Association

Laura Lapeze, as Chair and designee for the State Treasurer

OTHER PERSONS PRESENT:

Mary Kathryn Drago, Fiscal Control Manager for the State Treasurer’s Office

Stacey Guilbeau, Fiscal Control Analyst for the State Treasurer’s Office

Joseph Lopinto, Sheriff of Jefferson Parish

Mr. Bennett moved approval of the minutes for the October 21, 2019 meeting, seconded by Ms. Hutchinson, and without objection, the minutes were approved.

Sheriff Lopinto discussed the supplemental pay application for Jason Rivarde with the board members for Item 3. The board members requested Sheriff Lopinto submit an updated job description to detail the duties of Captain Rivarde.

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| --- | --- | --- | --- | --- |
| Item | Deputy Name | Parish | Retro Payment | Period |
| 4.A | Donald Payne | East Feliciana | $ 410.75 | 6/6/19-6/30/19 |
| 4.B | Phifer Butler | St. John | $3,000.00 | 1/1/19-6/30/19 |
| 4.C | Darlene Cooper | St. John | $ 877.89 | 5/9/19-6/30/19 |
| 4.D | Orlando Nicholas | St. John | $ 877.89 | 5/9/19-6/30/19 |
| 4.E | Brent Viator | St. John | $ 812.17 | 5/13/19-6/30/19 |
| 4.F | Edward Webb | St. John | $ 812.17 | 5/13/19-6/30/19 |
| 4.G | Alfred Wilson | St. John | $ 877.89 | 5/9/19-6/30/19 |
| 4.H | Joseph Mayer | St. Landry | $1,098.58 | 4/25/19-6/30/19 |

Items 4.A to 4.G were considered in globo. Mr. Bennett moved approval, seconded by Ms. Hutchinson, and without objection, the items were approved to be recommended to JLCB for final approval of back supplemental pay totaling $7,668.76.

Ms. Guilbeau provided a synopsis of the revised job description received on December 16, 2019 for Deputy Joseph Mayer from St. Landry Parish for item 4.H. After reviewing the job description, Mr. Bennett approved Deputy Mayer for supplemental pay. The motion was seconded by Ms. Hutchinson, and without objection, the item was approved to be recommended to JLCB for final approval of back supplemental pay totaling $1,098.58.

For Item 5, Ms. Guilbeau provided PREA Coordinator and PREA Compliance Manager job descriptions from Orleans Parish Sheriff’s Office for review. The descriptions were reviewed and denied supplemental pay by the Board since they were found to be ineligible based on Section I (D), Page 1 of the Deputy Sheriff’s Supplemental Pay Manual.

**AT CONCLUSION OF MINUTES:**

Ms. Lapeze, moved to adjourn, seconded by Ms. Hutchinson, and without objection, the meeting was adjourned.