**MEMORANDUM**

TO: Sheriffs’ Executive Management Institute Board Members

 Sheriff Newell Normand, Chairman

 Sheriff Jeff Wiley

 Sheriff Steve Prator

 Sheriff Greg Champagne

 Justice Marcus Clark

FROM: Michael Ranatza, Executive Director

DATE: February 18, 2016

This memo is to advise you that our next meeting of the Louisiana Sheriffs’ Executive Management Institute will take place on February 18, 2016 at 7:30 A.M.

The meeting is scheduled to be at the following location:

**Louisiana Sheriffs’ Association**

**Midwinter Conference**

**L’auberge Casino Resort**

**777 L’auberge Avenue**

**Baton Rouge, Louisiana 70820**

We look forward to seeing you there.