

NORTHWEST LAW ENFORCEMENT PLANNING AGENCY, INC.

Board of Directors

May 11, 2021

The Board of Directors of the Northwest Law Enforcement Planning Agency, Inc. met on Tuesday, May 11, 2021 at 10:03 a.m. at the North Louisiana Forensic Science Building, 1630 Tulane Avenue, Shreveport, LA 71103.

CALL TO ORDER

The meeting was called to order at 10:03 a.m. by Steve Prator.

ROLL CALL

Julian Whittington	Shane McWilliams
Schuyler Marvin*	Lynn Austin
Jim Whitman	Steve Prator
Benjamin Raymond*	David Matlock
Kelli Todd	Joey Jones
Sam Dowies*	Jayson Richardson
Stephen Williams*	Luke Allen
Stuart Wright*	Glen Edwards
Aaron Mitchell	Jason Parker

*Proxy

On roll call: 13 present, 5 proxies, 3 absent. Quorum.

Other in attendance

Landon Hunt – Lincoln SO	Mike Rainwater – Lincoln SO
Billy Lofton – Mansfield PD	Jay Perry – Claiborne SO
Brandon Masters – Bossier SO	Doyle Dempsey – Bossier SO
Mike Vaitkus – Caddo SO	Nikeo Collins – Natchitoches PD
Stephen Rodgers – Ruston PD	Cheryl Wooley – Many PD
Billy Locke – Mansfield PD	Ragan Price – Ruston PD
Mitzi Harris – Project Celebration	Jeremy P. Edwards, Northwest
Casey Palombo, Northwest	

ADOPTION OF MINUTES

Motion by Jayson Richardson, second by Shane McWilliams to dispense with the reading of the minutes of the January 12, 2021 meeting and to adopt the minutes. On vote, motion carried.

OLD BUSINESS

President Steve Prator called on Executive Director Jeremy P. Edwards to present the 4/30/21 financial report for the agency. Edwards reported the status of each account as shown on the attached financial report. After discussion, motion by Lynn Austin, second by Jim Whitman to adopt the report as presented. On vote, motion carried. See attachment.

Prator called on Lynn Austin for the Project Priority Committee Report. Austin explained the Project Priority Committee had met and approved the FY 2019 JAG allocations as shown on the attachment. After discussion, the report comes in the form of a motion, second by Jayson Richardson to approve the allocations for FY 2019 JAG as presented. On vote, motion passed. Members representing agencies being reimbursed abstained from the vote.

Austin explained the Project Priority Committee had met and approved the FY 2019 JAG Less Than \$10,000 Program allocations as shown on the attachment. After discussion, the report comes in the form of a motion, second by Jayson Richardson to approve the allocations for FY 2019 JAG Less Than \$10,000 as presented. On vote, motion passed. Members representing agencies being reimbursed abstained from the vote.

Austin explained the Project Priority Committee had met and approved Northwest to be the applicant agency for all participating agencies and enter into a Memorandum of Understanding with each agency. The MOU would allow the Northwest staff to handle the necessary work related to the grant and each participating agency would be responsible for purchasing the equipment, and forwarding all necessary documentation needed for reimbursement, including any statistics required for quarterly progress reports. After discussion, the report comes in the form of a motion, second by Jayson Richardson to approve the Northwest staff to enter into a Memorandum of Understanding with each participating agency and manage all necessary application and reporting processes as required. On vote, motion passed. Members representing agencies being reimbursed abstained from the vote.

President Prator presented the following for the Executive Committee Report:

Prator explained the FY 2022 Local Dues Schedule and the calculations used for grant funds received were based on the same method as previous years and the total amount of dues for the district would remain unchanged from the previous year. Also on the schedule was a plan based on the 2015 estimated census for the parishes that comprise Northwest. Following discussion, motion comes from the Executive Committee, second by Jason Parker to accept the FY 2022 Local Dues Schedule (Plan A) as presented. On vote motion carried.

Prator introduced the FY 2022 Review Engagement Letter. Prator stated the same auditing firm is requesting approximately \$5,400 for the review. Following discussion, motion comes from the Executive Committee, second by Jim Whitman, to accept the FY 2022 Review Engagement Letter as presented. On vote motion carried.

Prator introduced the FY 2022 Annual Budget and explained that Northwest should have and approve an annual budget. Prator called on Jeremy P. Edwards to provide the details of the budget. Following discussion, motion comes from the Executive Committee, second by David Matlock, to accept the FY 2022 Annual Budget as presented. On vote motion carried.

Prator introduced the FY 2022 Contractual Agreement with Red River Delta Law Enforcement Planning Council, Inc. and stated that it is the 37th one-year contract. Prator stated the contract amount was the same as the previous year and there were no changes with the exception of the dates of the contract. Following discussion, motion comes from the Executive Committee, second by Jim Whitman, to accept the FY 2022 Contractual Agreement with Red River Delta Law Enforcement Planning Council, Inc. as presented. On vote, motion carried.

Prator stated 18 officers recently completed training at the local academies and requested approval to reimburse at \$7,800. The report comes in the form of a motion, second by Luke Allen to recommend approval of reimbursement of training costs of 18 officers in the amount of \$7,800. On vote, motion carried. Members representing agencies being reimbursed abstained from the vote.

President Steve Prator called on Executive Director Jeremy P. Edwards to present the 2/28/21 financial report for the agency. Edwards reported the status of each account as shown on the attached financial report. After discussion, the report comes in the form of a motion, second by Shane McWilliams to adopt the report as presented. On vote, motion carried. See attachment.

Prator explained the Executive Committee had met and approved the FY 2019 JAG allocations as shown on the attachment. After discussion, the report comes in the form of a motion, second by Jayson Richardson to approve the allocations for FY 2019 JAG as presented. On vote, motion passed. Members representing agencies being reimbursed abstained from the vote.

Prator explained the Executive Committee had met and approved the FY 2019 JAG Less Than \$10,000 Program allocations as shown on the attachment. After discussion, the report comes in the form of a motion, second by Jayson Richardson to approve the allocations for FY 2019 JAG Less Than \$10,000 as presented. On vote, motion passed. Members representing agencies being reimbursed abstained from the vote.

Prator explained the Executive Committee had met and approved Northwest to be the applicant agency for all participating agencies and enter into a Memorandum of Understanding with each agency. The MOU would allow the Northwest staff to handle the necessary work related to the grant and each participating agency would be responsible for purchasing the equipment, and forwarding all necessary documentation needed for reimbursement, including any statistics required for quarterly progress reports. After discussion, the report comes in the form of a motion, second by Jayson Richardson to approve the Northwest staff to enter into a Memorandum of Understanding with each participating agency and manage all necessary application and reporting processes as required. On vote, motion passed. Members representing agencies being reimbursed abstained from the vote.

Prator called on Jeremy P. Edwards to announce the grant funds available. Edwards stated there were several funding programs available or expected to be announced in the near future. First, there is \$1,976,219 for FY 2020 VOCA. Secondly, there is \$68,994 for FY 2019 VOCA, and \$49,924 for FY 2020 JJDP.

NEW BUISNESS

Prator called on Jeremy P. Edwards for the training reimbursements. Edwards stated 12 officers recently completed training at the local academies and requested approval to reimburse at \$1,450. Motion by Jim Whitman, second by Jason Parker to recommend approval of reimbursement of training costs of 12 officers in the amount of \$1,450. On vote, motion carried. Members representing agencies being reimbursed abstained from the vote.

Prator called on Casey Palombo to provide the grant fund report. Palombo provided an update on each funding source, answered questions, and said that if anyone had any questions to contact the district office.

OTHER NEW BUISNESS

President Prator stated the Caddo/Bossier and Northwest groups should meet to discuss any changes to the Northwest Law Enforcement Planning Agency, Inc. Board of Directors and to elect officers. Prator discussed the Election of Officers and stated the current officers were as follows: President Sheriff Steve Prator, Vice President Julian Whittington, and Treasurer Lynn Austin. After brief discussion, motion by Julian Whittington, second by Kelli Todd to approve the Northwest Board of Directors and officers effective July 1, 2021, without any changes. On vote, motion carried.

Prator stated the next Louisiana Commission on Law Enforcement meeting was scheduled for Wednesday and Thursday, June 23 & 24, 2021 at the Baton Rouge Marriott, 5500 Hilton Ave., Baton Rouge, LA 70808

Prator stated the next Northwest Board meeting will be Tuesday, July 13, 2021 at 10:00 a.m. at the North Louisiana Forensic Science Building, 1630 Tulane Ave., Shreveport, LA 71103.

Prator called on Jeremy P. Edwards to inform the law enforcement personnel represented of a meeting immediately after the board meeting regarding license plate readers and a grant to fund a majority of the units.

There being no further business, the meeting adjourned at 10:35 a.m.

Steve Prator, President

Casey Palombo, Operations Manager