

## **Board of Directors Meeting**

### **MINUTES**

**Friday, September 30, 2022 (9:30 AM)**

625 Texas Street, Suite 200  
Shreveport, LA 71101

#### **Members Present**

Mr. Bruce Blanton, Chair – Webster Parish  
Mayor Tommy Chandler, Vice Chair – City of Bossier City  
Mr. Steven Brown – DeSoto Parish  
Mr. Butch Ford – Bossier Parish  
Mr. Charles Henington – Caddo Tax Assessor  
Mayor Adrian Perkins – City of Shreveport

#### **Members Absent**

Dr. Woodrow Wilson – Caddo Parish (Erica Bryant present on behalf of Dr. Wilson, but cannot vote)

#### **Others Present**

Mr. Kent Rogers – NLCOG  
Mr. Chris Petro – NLCOG  
Mrs. Rita Barnette – NLCOG  
Ms. Savannah Williams – NLCOG  
Dr. Shelly Barrett - NLCOG  
Mr. Josh Chevallier – BMKS, legal counsel

#### **Call to Order**

Mr. Blanton called the meeting to order and asked Mr. Rogers for a roll call. A quorum was present.

#### **Public Comments**

Mr. Blanton called for public comments. Mr. Rogers stated that no comment cards had been turned in or received online.

#### **Financial**

##### **Fiscal Year 2022 Audit**

Mr. Rogers reviewed the quarterly finance report for the end of the Fiscal Year 2022. He explained the changes in overhead that caused those amounts to be higher than what was anticipated. Mr. Blanton called for a motion to approve the financials. Mr. Brown was the first to motion, and Mr. Perkins seconded. All approved and motion passed.

## **Fiscal Year 2023 Budget**

Mr. Rogers reviewed the Fiscal Year 2023 Budget Development Policy and Procedures. He directed everyone to their packets which describe in detail the Income and funding sources, the Federal, State And Local funds as well as the Expenses. Mr. Rogers also included the Budget Tables and Software which provide the methods for calculating each line-item expense.

## **Fiscal Year 2023 Travel Request and Expense Policy**

Mr. Rogers reviewed the Travel Request and Expense Policy procedure for the Fiscal Year 2023. NLCOG follow's the State of Louisiana guidelines for travel. The PPM49 Tier Per Diem Rates table is attached to the policy per Mr. Rogers. And should there be any questions that were unable to be answered, anyone can reference the PPM49 Louisiana State Travel Guide for details. Mr. Rogers also said that travel requests must be authorized prior to travel by the Executive Director. He also attached a copy of the Employee Travel Request along with the Travel Report that must be filled out after the designated trip is fulfilled.

## **Legal Report**

Mr. Chevallier was present, but there was nothing to report.

## **Public Involvement Plan Update FY 2023**

Mr. Rogers introduced the key updates to the Public Involvement Plan for the FY 2023. He stated the public comment periods for required transportation plans and programs, except for the public involvement plan, that NLCOG will provide 14 days, plus 10 if needed, for public comment. The public comment period for the public involvement plan will be 45 days. Mr. Rogers directed the boards attention to pages 11-12 for the table that lists the MPO Public Comment Periods for Required Planning Documents. He described procedures NLCOG will undertake when the need arises for an expedited planning document modification, or when/if a special meeting needs to be called.

Mr. Rogers also emphasized how the communication of abbreviated comment periods will be utilized through various media channels. NLCOG currently maintains a social media presence on FaceBook and is updated as needed.

The Chair entertained a motion to introduce the Public Involvement Plan Update for 45 days Public Comment Period. Mr. Brown motioned, and Mr. Perkins seconded. Mr. Blanton asked for any questions or comments and having none the motion was passed.

## **Other Business**

### **1. Approval of Minutes**

The next item on the agenda was for approval of the minutes from the July 22, 2022 meeting. Mr. Blanton called for a motion to approve the minutes. Mr. Perkins was the first to motion, and Mr. Chandler seconded. All approved and motion passed.

## **Adjourn**

With no remaining agenda items, The Chair entertained a motion to adjourn. Mr. Perkins moved to adjourn; Mr. Brown seconded, and the meeting was adjourned.

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J. Kent Rogers, Secretary

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