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Board of Directors Meeting

MINUTES

Friday, August 04, 2023 (9:30 AM)

625 Texas Street, Suite 200
Shreveport, LA 71101

Members Present

Mr. Bruce Blanton – Webster Parish
Mayor Tommy Chandler, Chair – City of Bossier City
Mr. Butch Ford, Vice Chair – Bossier Parish
Mr. Michael Norton – DeSoto Parish
Mayor Tom Arceneaux – City of Shreveport

Members Absent

Mr. Charles Henington – Caddo Tax Assessor
Mrs. Erica Bryant – Caddo Parish

Others Present

Mr. Kent Rogers – NLCOG
Mr. Chris Petro – NLCOG
Ms. Savannah Williams - NLCOG
Dr. Shelly Barrett - NLCOG
Ms. Rita Arnold – NLCOG
Mr. Adam Driskill - NLCOG
Mr. Josh Chevallier – NLCOG Legal Council

Call to Order

Mayor Chandler called the meeting to order and asked everyone to stand while Mr. Johnson did the invocation. Mr. Rogers then led everyone in the Pledge of Allegiance. Mayor Chandler asked Mr. Rogers to begin a roll call. Mr. Rogers began the roll call. A quorum was present.

Public Comments

Mayor Chandler called for public comments and Mr. Chevallier stated we received no cards.

Financial – Fiscal Year 2023 Quarterly Report - Approval of the Quarterly Financial Report – End of Year Pre-Audit

Mr. Rogers stated the first item under the financials is the quarterly financial report and what they have is the end of year pre-audit of numbers. Based on adjustments and things that were made previously, three categories that were slightly over what was originally budgeted were insurance, FICA, and telephone. Mr. Rogers said that they have changed carriers so that should come down some over the next year. With the FICA and insurance those are just some best guess estimates starting out with since the insurance changes mid-year for them and FICA is higher because they brought on another full-time employee. In terms of the assets and cash, liabilities, and equity, that came in at roughly one point five million and that's about what they've been maintaining. He would like to get a little bit more in there, but at least they're headed in the right direction.

Mayor Chandler asked if there were any questions or comments. Having none, Mayor Chandler called for a motion to Approve the Fiscal Year 2023 Quarterly Report – End of Year Pre-Audit. Mr. Norton motioned, and Mr. Blanton seconded. All approved and motion was passed.

Fiscal Year 2023 Audit Letter of Engagement – Approval of Fiscal Year 2023 Financial Audit Letter of Engagement - Approval of Fiscal Year 2023 AUP Engagement Letter

Mr. Rogers stated that there were two letters of engagement to approve. The first is for the traditional financial audit. The second is for the state's agreed upon policies and procedures. Mr. Rogers said they had planned to present them at the last meeting; however, they didn't quite get them in on time. Again, this is just standard auditing procedures.

Mayor Chandler asked if there were any questions or comments. Having none, Mayor Chandler called for a motion to Approve the Fiscal Year 2023 Financial Audit Letter of Engagement. Mayor Arceneaux motioned, and Mr. Norton seconded. All approved and motion was passed.

Mayor Chandler called for a motion to Approve the Fiscal Year 2023 AUP Engagement Letter. Mayor Arceneaux motioned, and Mr. Norton seconded. All approved and motion was passed.

Legal Report

Mr. Chevallier stated there was no pending or threatened litigation at this time and no significant legal matters that need to be reported at this meeting.

Other Business

1. Approval of Minutes

The next item on the agenda was for approval of the minutes from the June 23, 2023, meeting. Mayor Chandler called for a motion to approve the minutes. Mr. Ford motioned, and Mr. Blanton seconded. All approved and motion was passed.

Adjourn

With no remaining agenda items, The Chair entertained a motion to adjourn. Mayor Arceneaux was the first to motion, and Mr. Ford seconded. The meeting was adjourned.

A handwritten signature in black ink that reads "J. Kent Rogers". The signature is written in a cursive style with a horizontal line extending from the end of the name.

J. Kent Rogers, Secretary