

MINUTES
STATE POLICE COMMISSION

Date: December 8, 2016 Time: 9:07 a.m.

Location: State Police Commission
Office of Management Finance & OMV Building
7979 Independence Boulevard, Suite 208
Baton Rouge, Louisiana 70806

Present: Donald Breaux Cathy Derbonne, Director M.
Eulis Simien, Jr. Lenore Feeney, Referee T.
Thomas "T.J." Doss Taylor Townsend, Referee
W. Lloyd Grafton
Jared Riecke Vacancies: 0
Monica J. Manzella
Calvin W. Braxton, Sr. Scribe: Cathy Derbonne, Director

AGENDA

- I. Call to Order: Trooper Thomas TJ Doss, Chairman
 - II. Roll Call of the Members - Cathy Derbonne, Director
Pledge of Allegiance
 - III. Business
 1. Consideration of November 10, 2016 Meeting Minutes
 2. Election of Officers (Chairman, Vice-Chairman)
 3. State Police Budget Request Summary for FY 17-18; Cathy Derbonne
 4. Continued discussion of the Executive Director pay scale; Jared Caruso-Riecke
 5. Procedural & compliance issues in accordance La. Const., Art. X, Part IV; TJ Doss
 6. Proposal for changes for the 2017 Promotional Exam - Louisiana State University
 7. In the matter of Waylon Busby (Department of Public Safety and Corrections, Office of State Police), Docket No. 16-220-R; Settlement Proposal)
 - IV. Opportunity to Address the Commission by Employees or Others
 - V. Adjournment
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I. **Call to Order. The meeting was called to order at 9:07 a.m. by Trooper TJ Doss, Chairman**

II. **Roll Call.** Ms. Derbonne called the roll. Seven members were present, which constituted a quorum. **Pledge of Allegiance.** Chairman Doss led the Pledge of Allegiance.

III. **Business**

1. Consideration of November 10, 2016 Meeting Minutes

Mr. Braxton moved to approve the minutes, which motion was seconded by Ms. Manzella and the minutes were approved by unanimous vote of the Members present.

2. Election of Officers (Chairman, Vice-Chairman)

Mr. Lloyd Grafton moved to nominate Mr. Eulis Simien as Chairman and Mr. Donald Breaux moved to nominate Trooper Thomas "T.J." Doss. Calvin Braxton moved to closed the nomination and Mr. Donald Breaux seconded. Trooper Thomas "T.J." Doss was elected as Chairman by majority vote.

Results of roll-call vote are as follows:

Thomas "T.J." Doss Chairman	Eulis Simien Chairman	Monica Manzella (Vice-Chairman)	Calvin Braxton (Vice-Chairman)
Jared Caruso-Riecke	Calvin Braxton, Sr.	Jared Caruso- Riecke	Lloyd Grafton
Trooper Thomas "T.J." Doss	Eulis Simien	Thomas "T.J." Doss	Calvin Braxton
Monica Manzella		Donald Breaux	Eulis Simien
Donald Breaux		Monica Manzella	

3. State Police Budget Request Summary for FY 17-18; Cathy Derbonne

Ms. Derbonne went over the budget request summary for FY 17-18 and explained how different categories need some adjustments so that the agency could perform its duties effectively and efficiently. Mr. Riecke reports we are being task to do things and we do not have the money to do it or the personnel to do it. Mr. Riecke states that he asked the director to add the additional funding to the budget to enable the commission to do what is dictated by law for us as a commission to do. My understanding from Cathy is we are using computer systems from 2003 and the printer and the computers are unable to merge with. He reports that it was his idea to add the position of deputy director, a level internally because of a situation when the director's husband was ill, but the director chose to be here for the meeting, we need to have back-up for the director. Hypothetically what if the director got in a car wreck on the way here. She has no one to back her up if something happened. A law degree would be important for someone internally that can communicate with some of the firms and allow the director to focus on other areas. Mr. Riecke recognized that the state is in a budget crisis, but we need the personnel and hardware to run this organization. Mr. Jared reports that he met with the director prior to discuss the needs of the agency. Ms. Manzella asked when the preparation of the budget happens, do we meet with the creator of the tests and see how it was created, etc. Ms. Derbonne reports that the testing contract was at one time 80K per year, then we were able to reduce the amount to \$45K because of lack of an academy. Now academy is back up and running, the test development process has required us to make several changes to the content and grading of the promotional exams. The most significant of these changes has been the addition of written scenarios and the addition of Leadership training to the exams. Ms. Derbonne reports the subject matter experts meet to discuss the weight of the leadership questions and so forth. Ms. Derbonne reports that a Resolution was recently created by Senator Barrow to provide electronic testing to applicants who are interested in becoming a state trooper. Additional funding is necessary to provide electronic testing by computers, lpads, etc. Ms. Manzella asked if the Commission in the past approved the budget request prior to its presentation. Ms. Derbonne reports that the budget is a working document based on numbers that were presented to the board to see if they have anything they would like to add and that Mr. Riecke and T.J. came to the Commission office prior to todays meeting and discussed the necessary items we needed. Mr. Riecke would like to see us work on the budget earlier in the year, and have it before the board earlier so that we can spend some time in the budget and have a better idea of what we need. Mr. Riecke would like to see the Commission add a self-generated fund to the agency's budget to help offset some of the costs. Ms. Derbonne made reference that she wasn't sure that the Commission could request self-generated funding since we are a civil service agency. Mr. Riecke also reports that it would benefit the agency if we could add additional funding for continued training for our staff and members. Mr. Doss asked if the budget request was a finalized document.

Ms. Derbonne states it was a working document, it was not permanent and that if you need additional funding you can present a BA-7 and request the additional amount needed. Mr. Doss states he understands that this was a time crunch type of document, but in the future are we able to prepare the budget sooner and have a better understanding of what we are requesting in the document for our budget request. Ms. Derbonne responded that we would need to prepare the budget after August 15 because we use actual numbers from the previous year and based the new numbers off prior year actuals. Mr. Riecke states we could project the numbers and work from that. Ms. Derbonne states that there will be another meeting in January to meet on the budget. Ms. Derbonne reports that we work with a budget analyst (Ryan Guidry) with the Division of Administration to determine how much money we could allocate to our agency according to previous year actuals. Mr. Doss asks the director if we anticipated any adjustment to the numbers on this budget summary before the meeting in January. The director states as of now no, but we could go to the Division and request more funding if we had a need. Perhaps more appeals, more investigations, or any other different issue we may face. Mr. Doss asked if we could invite Mr. Ryan from the Division of Administration to come to the next meeting to discuss how the budget works, etc. The director said she would be in touch with him and invite him to the next meeting. Mr. Breaux asked if the cadets had to come to Baton Rouge to take the cadet exam. Ms. Derbonne reports, "yes". The cadet exam is provided monthly to about 50 applicants at a time.

4. Continued discussion of the Executive Director pay scale; Jared Caruso-Riecke

Mr. Jared requested this item to be on the agenda to try to put some type of scale for the executive director in the policy and procedure in the unclassified position. The intent is to have a low and a high in this position for many reasons. If Cathy came in tomorrow and chose to resign, we would have to be able to have a range for this position. We need to make sure that there is a range for this position. Mr. Jared asked Ms. Lenore if he could meet with one or two members and it not be a violation and then he could meet with the members to discuss numbers and present to the commission at the next meeting.

5. Procedural & compliance issues in accordance La. Const., Art. X, Part IV; TJ Doss

Mr. Doss asked the director to discuss the procedural and compliance issues. Ms. Derbonne states that an issue with the Lt. Colonel pay was brought to attention and the process. Mr. Doss made mention about the Resolution of providing electronic testing and requested a copy for each member. The director responded that the documents were emailed to each member. Another issue is the official depository of the records of the Department and the Commission. Rule 15.3 regarding personnel action forms approved by the Director shall constitute authorization for payment. Mr. Doss asked to table it to next month and prepare a list that we would be able to discuss the issues that we are facing.

6. Proposal for changes for the 2017 Promotional Exam - Louisiana State University

A representative from the University was unable to attend the meeting. Ms. Derbonne went over the testing procedure handout that was presented to the Commission. The document details what

portions of the exam needed to be eliminated or significantly reduced related to the District Attorney's Handbook, Louisiana Criminal Code, and Louisiana State Police Policy and Procedure. Increase the weighting of the Leadership questions and include Phase II leadership material. Mr. Grafton reports that the validity of the test, reliability of the test, and that he was favorably impressed with what was being presented. He states we want to maintain the integrity of the test. Mr. Doss states that we could offer the cadet exam once a week, perhaps ten or twenty applicants at a time. Mr. Riecke states that he had discussed with the director that it would be good if we could offer the test two or three times a week rather than once a month. Mr. Riecke reports that the document was poorly written, we would need to have someone from LSU come to the meeting and explain the process. Mr. Jared asked that this agenda item to be tabled to the next meeting to get a better understanding of the development of the exam.

7. In the matter of Waylon Busby (Department of Public Safety and Corrections, Office of State Police), Docket No. 16-220-R; Settlement Proposal). Michele Giroir discussed the proposed settlement agreement and that all parties have agreed to resolve this matter, the parties request that the hearing be stricken from the agenda and replaced with consideration of settlement agreement. Calvin moved to approve the settlement agreement, which motion was seconded by Mr. Riecke.

IV. Opportunity to Address the Commission by Employees or Others

None Scheduled. Mr. Leon Millet responded he did not have anything he would like to address. He reports that it is great to see that this board is taken action and moving forward and constitution mandated. He reports that your own rules have a 12 month prescription and he felt he would be wasting his time and your time to make a complaint. He also asked if the Lt. Colonel's pay would be addressed since the audio was addressed at the last meeting. Lenore made referenced that the item was not on the agenda for discussion.

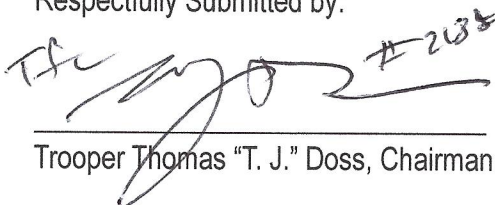
V. Adjournment

At the conclusion of the Commission's agenda, Mr. Breaux moved to adjourn the meeting, which motion was seconded by Ms. Manzilla, and passed with no opposition. The meeting adjourned at 10:10 a.m.

Next meeting: The next regular business meeting of the State Police Commission will be held on January 12, at 9:00 a.m., at Office of Management Finance & OMV Building, 7979 Independence Blvd., Suite 208, Baton Rouge, La. 70806.

-END-

Respectfully Submitted by:

 #208

Trooper Thomas "T. J." Doss, Chairman

Cathy Derbonne, Director