

MUNICIPAL POLICE OFFICERS' SUPPLEMENTAL PAY BOARD MEETING MINUTES

August 21 2023

A regular meeting of the Municipal Police Officers Supplemental Pay Board of Review, August 21, 2023 at Louisiana Department of Public Safety, Management and Finance Office, Chief Justice called the meeting to order.

ROLL CALL

The following members and staff present:

Board Members

Chief Kip A. Judice, Chairman (LA Assoc. of Chiefs of Police)
Ternisa Hutchinson (DOA)
Carl Richard (LA. City Marshals and City Constables Assoc.)
Jim Craft (Louisiana Commission on Law Enforcement (LCLE))
Adrienne T. Bordelon (Office of State Examiner of Municipal Fire and Police Civil Service)
Mayor David Toups (Louisiana Municipal Clerks Institute)
James E. Leblanc (Justices of the Peace and Constables Assoc.)
Rebekah Taylor Hill (Council on Peace Officer Standards and Training)

Staff

Natalya Besse
Candy Diez
Susanne Tessier
Sherlyn D. Shumpert, Esq.

Visitor

Lavon Johnson (Office of state Examiner of Municipal Fire and Police Civil Service)
Lauren Whatley (Louisiana Legislative Auditors)

APPROVAL OF MINUTES

Jim Craft made a motion to approve minutes. Mayor David Toups seconded the motion, and the motion passed.

APPEALS

Bossier City PD – Jonathan Posey, Jailer 1:

Susanne Tessier presented the appeal. Officer's Posey application was denied because his POST certificate did not match to the job duties, he currently performed. The municipality has since provided the Correctional Peace Officer Certificate.

Chief Kip A. Judice made a motion to approve the application. Mayor David Toups seconded the motion, and the motion passed.

St. Landry Parish Government – Spencer S. Cornette, Director of Animal Control & Mark Anthony Kidder, Lead Investigator:

Chief Kip A. Judice reminded the board that both officers were present at the August 9 board meeting, but no decision was made due to a lack of quorum. The board meeting minutes contain specifics about their appeal. Officers Cornette and Kidder are municipal employees who perform all law enforcement functions. Employees are paid by the parish government rather than the municipality.

Chief Kip A. Judice made a motion to deny applications because they are not municipal employees. Chief Kip A. Judice said that he would not be opposed to sending a letter to the sheriff's supplemental pay board to consider officers Cornette and Kidder for the sheriff's supplemental pay.

Jim Craft seconded the motion.

Attorney Sherlyn D. Shumpert reminded Chief Kip A. Judice of her suggestion at the August 9 board meeting to write a letter to the sheriff's board explaining why officers Cornette and Kidder were denied municipal supplemental pay in lieu of a recommendation. The attorney advised against sending a directive letter to another board.

Chief Kip A. Judice amended his motion to deny officers Cornette and Kidder's applications because they are not municipal employees and for the supplemental pay staff to send a denial letter to St. Landry Parish.

Jim Craft seconded the motion, and the motion passed.

Rebekah Taylor Hill questioned the reason behind the attorney's recommendation not to send a letter to another board.

Attorney Sherlyn D. Shumpert said that another board made its decision based on their criteria. The support of the municipal supplemental pay board has no bearing on the decision made by another board in reviewing the officers' applications.

Chief Kip A. Judice agreed with the attorney. As the board, this body could not accept a letter from the sheriff's board or even consider it. Each application has to go through a process and meet certain criteria for consideration.

Jim Craft said that in practice, state boards and commissions normally do not take sides on an issue. The board is supposed to be objective and not take sides on any issue. Jim Craft agreed with Chief Kip A. Judice's motion to send a letter to the individuals who appeal and explain why their application was denied.

OLD BUSINESS:

Lillie PD

Eric Henderson, Elected Chief of Police

Natalya Besse presented the application: Chief Henderson is paid \$300 a month, he is on call 24 hours a day, and the village purchased the necessary equipment and unit to perform the required police officer duties. At the request of the board, the staff confirmed that Chief Henderson was elected and that the

Village of Lillie is governed by the Lawrason Act. Natalya Besse said that she recognizes the importance of Chief Henderson's position at the Village Lillie and his commitment to his community. However, at the last board meeting, Chief Larson stated that if a village is governed by the Lawrason Act, then the chief of police is referred to as a marshal. Then, in this case, the statute RS 40:16667.1 is applied. When Marshall serves as chief of police, is required to be, a full-time employee of the municipality, and his major source of income must come from that municipality when he serves as chief of police. The board must decide whether the \$300 qualifies as a major source of income.

Chief Kip A. Judice asked for a clarification of the issue.

Natalya Besse said that her understanding of the statute language is that the major source of income has to come from municipality. Three hundred dollars a month is not a major source of income. She is looking for a guidance from the board.

RS 40:1667 (C)

(6) Any municipal or tribal marshal or constable or deputy marshal or constable who serves as a chief of police or who is employed on a full-time basis by a municipality or tribe and whose major source of income from public employment is derived from and paid by a municipality or tribe, including the constable and deputy constables of the First City Court of the city of New Orleans.

Adrienne T. Bordelon referred to the Village of Lillie's board meeting, where the salaries of all elected officials are mentioned. The village of Lillie does not pay any of its elected officials a large sum of money. The police department was established in 2022, and the Chancellor transferred \$3,000 to get it started, and the board agreed to pay him \$300 per month as chief police officer. We don't know what his other sources of income are. The village also pays the mayor \$300 and the alderman \$25 for each meeting. This is obviously a small village. Not knowing Chief Henderson's outside \$300 income, Adrienne T. Bordelon does not want to say definitively that he should not get supplemental pay.

Attorney Sherlyn D. Shumpert agreed with Adrienne T. Bordelon that pursuant to La. R.S. 40:1667.1 the elected Chief of Police, Eric Henderson, is entitled to supplemental pay because his major source of income for that position comes from the municipality, despite the fact that he is only being compensated \$300 per month.

Chief Kip A. Judice made a motion to approve the application. Mayor David Toups seconded the motion, and the motion passed.

Payment to Municipalities/Individuals

Natalya Besse reminded the board that the revised 2022 statute, R.S. 40:1667.1, allows the board to change the method of supplemental payments going to municipalities instead of individual recipients. At the May board meeting, there were requests to bring this item for the board's discussion.

Natalya Besse reminded everybody that if the board adopts a change to the payment method per LTC Graphia, the change will be all-or-none. All payments to police and marshals will be made to their respective municipalities. DPS will not be able to pay some municipalities selectively while paying individuals for other municipalities. This change will take time. Each municipality will be required to submit a direct deposit change form. That form is available on the website. DPS can implement the new payment method once all financial information has been updated. The police officers must be informed that the payments will not be made directly to their accounts.

Chief Kip A. Judice said this is the appropriate time to make this change. This change will also benefit to the staff because the number of direct deposits to manage will decrease. It is up to this board, not the municipalities, to decide how these officers should be paid.

Chief Kip A. Judice made a motion to implement payments to municipalities effective January 1, 2024.

Chief Kip A. Judice proposed for the staff to begin the process of communication with the municipalities. There will be five (5) months for the staff to enter all changes into the system and for the officers to adapt to the upcoming changes.

Mayor David Toups voiced a concern about small towns that might be late submitting their direct deposit change form. Does this mean payment will be delayed for the rest of the municipalities?

Ternisa Hutchinson suggested that during communication with the municipalities, there should be a stress that if they do not submit their direct deposit change form by December 1, their payment will be delayed.

Jim Craft asked about taxes and other contributions.

Adrienne T. Bordelon said that municipalities are already withholding tax from their employees' regular pay.

Chief Kip A. Judice confirmed that as a supplemental pay recipient his municipality withholds taxes from each payroll. Payments directly to municipalities will help agencies and the communities in cases where officers are no longer employed by the municipality but continue to receive supplemental pay. This is the best way to go. The deadline for implementation should be tentative so that the staff can be fully prepared by January 1.

Ternisa Hutchinson recommended that the staff send out another letter in December to municipalities that did not submit their direct deposit change form. That will give them a lot of warning that they will not get paid.

Mayor David Toups requested a letter about this change as soon as possible.

Ternisa Hutchinson seconded the motion, and the motion passed.

Chief Kip A. Judice confirmed that municipalities will follow their practice of distributing funds to individual recipients.

Adrienne T. Bordelon pointed out to the current Administrative Rules about prorated payment calculation.

Natalya Besse advised that there is a draft of the updated Administrative Rules in the agenda packet.

Adrienne T. Bordelon wanted to make sure that municipalities understood the payment guidelines for these employees. Adrienne T. Bordelon recommended adopting the new rules by emergency rule and then moving on to adopting them on a permanent basis. The emergency rule will coincide with the January payment implementation date so the municipalities could see the adopted rule in advance of the January date and be aware of how the payments need to be made.

Adrienne T. Bordelon recommended that administrative rules be somewhat detailed because the public needs to know if what the staff is doing is right. That is the legal mechanism put in place by the legislature to allow departments or agencies to conduct business. Administrative rules must be written out and published for municipalities to follow.

Rebekah Taylor Hill said that adopting new rules take time. The rules are ineffective until they are published. The emergency rule process would give the ability to get the rules in place and to be effective rules before the January date. All changes must be made clear to municipalities. It would be effective in administrative rules, which in effect are laws.

Adrienne T. Bordelon recommended reaching out to Catherine Brindley at the register's office for assistance. DPS can adopt an emergency rule that is effective for 90 days, and then DPS can get an extension on the emergency rule for an additional 90 days and then go about adopting the final rule. DPS should adopt its emergency rule as quickly as possible because changing the process for the January payment must be outlined in an emergency rule to avoid misunderstanding between DPS and municipalities.

Mayor David Toups asked for clarification in the warrant's due date.

Candy Diez explained that the signed warrants with all changes are due by the 15th of each month for the payment that was made on the last day of the previous month. There is a prepayment for the last few days. DPS tried to push the payment date back for at least 2 or 3 weeks into the following month and received a lot of resistance.

Chief Kip A. Judice said a lot of overpayments will stop. Municipalities will prorate the payment and only pay the officer for the days worked. The rest will be returned to the supplemental pay office. Because a municipality will not pay its officer if his employment ends on the tenth, the overpayment problem may resolve itself. If payment is prorated daily, the municipality will pay him one-third of the state supplemental pay. Because the municipality already received it from DPS, the remaining amount must be returned.

Adrienne T. Bordelon suggested shortening the following payment if an overpayment occurred in the previous month.

Natalya Besse said that, although short-pay is a good idea, the system is designed to issue payments based on individual records rather than the entire municipality.

Mayor David Toups wanted clarification on who will be responsible collecting the overpayments [from recipients].

Chief Kip A. Judice said the overpayment to the recipient will not occur because the officer has not yet received that pay. The supplemental pay will be added to the regular paycheck. Payroll is not done in advance; the municipality will add supplemental pay to payroll based on the number of days worked. The municipality will establish a policy for allocating the funds.

Mayor David Toups said the officers will not be happy if they do not receive their full supplemental pay at the end of the month.

Adrienne T. Bordelon said that she understand, the police officers are used to getting the check on the day they get it today, but when the process changes, they must adjust to whatever the municipality has laid out. Chief Kip A. Judice is correct; each municipality must develop its own policy for how to pay its officers.

James E. Leblanc asked is this board has authority to enforce municipalities to pay their officers the full amount at the end of the month.

Adrienne T. Bordelon said she would need to review the statute to determine whether the board has the authority to direct municipalities on how to distribute the money. However, there is a law that theoretically prohibits the state from telling a municipality how to do something that is going to have an economic impact on that municipality without funding the economic impact. No, the board cannot tell municipalities, they have to change their payroll system.

James E. Leblanc asked if the fire supplemental pay method would be changed as well.

Adrienne T. Bordelon said that is for that board to decide.

James E. Leblanc said that if the fire board of review chooses not to change the payment method, that will cause the mayors of these towns serious problems if they pay the police one way and the fire another way.

Adrienne T. Bordelon and Chief Kip A. Judice said that is not the police board issue.

Chief Kip A. Judice reminded everybody of the motion for payment method implementation on January 1, 2024 and the administrative rules.

Adrienne T. Bordelon suggested that the chief change his motion's effective date from January 1 to March 1. That gives the staff time to get emergency rules adopted and the board an opportunity to look at them in more detail.

Natalya Besse said she would look into the schedule and period for adopting the emergency rules before the next regular board meeting for the board to make final decision on the implementation date.

Chief Kip A. Judice would like to target January 1 for implementation. If needed, he would call for a special meeting to do all that is required to meet the deadline. However, he is open to changing the due date if the rule-changing process takes longer.

NEW BUSINESS:

**St. Landry Parish Government – Steven Keith Adam, Security Officer
Thad Corey Leger, Security Officer
Mary Magdelene Milton, Security Officer
Mark Simeon, Security Officer
Jody White, Security Officer**

Susanne Tessier presented the background for the listed officers at the St. Landry Parish Government. The board approved these officers' applications at the May 2022 and February 2023 board meetings.

Adrienne T. Bordelon suggested for the board to make a motion to revoke these officers' eligibility for the supplemental pay because they are employed by a parish rather than a municipality. According to

Adrienne T. Bordelon reviewed the minutes and informed the board that applications of Steven Keith Adam, Mark Simeon, Mary Magdelene Milton, and Jody White were discussed at the board meeting. Adrienne T. Bordelon stressed that because the officers are not employed by a municipality or a tribe, they are not eligible for municipal supplemental pay under the law. Based on the research Adrienne T. Bordelon has done, these employees should have never been approved for supplemental pay. These officers should be removed from the supplemental payroll.

Chief Kip A. Judice asked if these applications had been approved globally or they were a separate item on the agenda for board meeting.

Natalya Besse advised that according to the May 2022 board meeting minutes, the board reviewed the applications prior to making their decision.

Adrienne T. Bordelon reviewed the minutes and informed the board that applications of Steven Keith Adam, Mark Simeon, Mary Magdelene Milton, and Jody White were discussed at the May 2022 board meeting and Thad Corey Leger was approved at the February 2023 board meeting. Adrienne T. Bordelon stressed that because the officers are not employed by a municipality or a tribe, they are not eligible for municipal supplemental pay under the law.

Chief Kip A. Judice made a motion to remove Steven Keith Adam, Mark Simeon, Mary Magdelene Milton, Thad Corey Leger, and Jody White from the state supplemental pay. Ternisa Hutchinson seconded the motion.

James E. Leblanc was fine with the motion and asked how did the board put these individuals on the supplemental pay and then few months later removes them.

Adrienne T. Bordelon said that four officers were added to the supplemental pay in May 2022, prior to the expansion of this board. Regarding Thad Corey Leger's application, this board considered his duties and responsibilities, as well as his current POST certificate. He met the eligibility requirements. As Chief Layrison requested to create a checklist, Adrienne T. Bordelon conducted additional research and saw that the law is very clear that an applicant must be employed by municipalities. When she started looking at this again, the St. Landry Parish is not a municipality. The only exception with a parish is, if it is a city parish government. The St. Landry Parish is neither a municipality nor a city parish government. The eligibility determination error was because she did not do enough legal research on the particular statute.

James E. Leblanc expressed his support for the board's decision and asked what will happen to the money these officers already received. He did not recommend a recoupment.

Adrienne T. Bordelon did not have suggestions for recoupment. At the State level, if an individual has been paid more on the payroll check, each department has to decide the recoupment issue.

Chief Kip A. Judice questioned whether the board had any responsibility or power to recover something that had been approved in 2022.

Ternisa Hutchinson said that was a mistake.

James E. Leblanc said that he understands and agrees these officers should not continue receiving supplemental pay. He foresaw these officers to come to the next board meeting, because the board gave the pay to them and then took it away.

James E. Leblanc said there would be no problem if these officers were commissioned through Opelousas PD.

Adrienne T. Bordelon said that as the board we must do the right thing, even if it means that people will start losing their supplemental pay.

Chief Kip A. Judice reminded the board of the motion and second to remove officers from the supplemental pay. There are no recommendation to seek reimbursement. With no opposition, the motion passed.

Chief Kip A. Judice inquired about the procedure for notifying the individuals of the board's decision.

Candy Diez said that an official letter will be mailed to the individuals as well as the parish.

Chief Kip A. Judice said, because the officers will not be paid in August, someone will need to inform them in person. He offered to call the parish and personally deliver the news.

James E. Leblanc suggested that during this personal phone call to tell the parish that if the officers were commissioned through the municipality, they could be eligible for supplemental pay.

Chief Kip A. Judice said that attorney does not advise it. He will only inform of the board's decision to remove these officers from the municipal supplemental pay.

St. Landry Parish Government Nicholas Delano Frank, Security Officer (new application)

Chief Kip A. Judice made a motion to deny for the same reason as the previous St. Landry Parish officers.

James E. Leblanc seconded the motion, and the motion passed.

ELIGIBILITY CHECKLIST:

Adrienne T. Bordelon said that at May 2023 board meeting Chief Layrisson told everybody that she will create an eligibility checklist for the staff. The top portion of the checklist is what must be submitted to the staff and the bottom portion is what it needs to reflect the following: being full-time, employed by municipality, POST certified, have one year of employment, and primary duties. Secretaries to the chief of police and record clerks in the civil service system must be POST certified in order to be eligible for supplemental pay.

Natalya Besse confirmed with Adrienne T. Bordelon that, according to the statute, secretaries to the chief of police and record clerks are the only clerical classes in a municipal Civil Service system are eligible for supplemental pay.

Natalya Besse reminded that eligibility for record clerks were based on the AG's opinion, not on the statute (R.S. 40:1667.1).

D. For purposes of this Part the following classes of persons, whether or not duly commissioned as police officers or having the power to make arrests, shall not be deemed to be a municipal or tribal police officer entitled to additional pay out of state funds:

(1) Personnel employed primarily to perform purely clerical or nonenforcement duties, including but not necessarily restricted to the following types of duties of persons: typographical; office machine operators; switchboard operators; filing clerks; stenoclerks; stenographers; dog pound keepers; school crossing guards; and secretaries except those classified under the municipal fire and police civil service law and those classified as secretary to the chief of police in a classified municipal police employees civil service system or a classified municipal employees civil service system created by legislative Act.

Adrienne T. Bordelon reviewed the statute and concluded that all job titles listed in the statute are eligible for supplemental pay if they are in the Civil Service system and POST certified. In the Fire and Police Civil Services system, the only two positions in this list will be secretaries to the chief of police and record clerks. Filing clerks and record clerks are interchangeable titles under the Municipal Civil Service.

Chief Kip A. Judice informed of an email from Caitlen Johnson, Secretary to the Chief of Sulphur Police Department.

Adrienne T. Bordelon confirmed because she is not POST certified, she not eligible for supplemental pay.

Adrienne T. Bordelon stated that she worked on this checklist because Ternisa Hutchinson questioned the procedure in which the board gives formal approval for routinely approved applications even after they were entered into the payroll system. Since it is in the current Administrative Rules, they are to be followed.

Natalya Besse informed the board that the office intends to keep the rule. This is the official record of applicants being enrolled into the supplemental pay program.

Ternisa Hutchinson said that updating the rules, this statement must be removed. The board does not look at these applications.

Natalya Besse said that the staff brings these applications to each board meeting; the board can review them, even if it is just a spot check of them.

Ternisa Hutchinson said that people should not be waiting for the approval from the board to start receiving payment.

Natalya Besse stated that routinely approved applicants have been paid prior to the board meeting. The staff was looking for a formal approval from the board.

Chief Kip A. Judice confirmed with Natalya Besse that if applicants meet all of the criteria, they will begin receiving payment, and the board will formally approve these applications when they meet for their regular quarterly meetings.

Adrienne T. Bordelon emphasized that the new rule must reflect the payment being made directly to municipalities rather than individual recipients.

Candy Diez responded to Rebekah Taylor Hill's question by saying that for the last six months, the office has been entering applications after two reviews as they come in. The staff compiles the list for formal approval by the board.

Rebekah Taylor Hill followed up with another question: what happens if the board is reviewing routinely approved applications, and the board does its due diligence and gives formal approval, and it determines that someone is not approved by the board?

Candy Diez responded that applicant will be removed.

Rebekah Taylor Hill said that all routinely approved applicants must meet statutory requirements. The board cannot override that. The board does not have this authority. She is making a suggestion to change the rule, because if the applicants meet the eligibility, the board does not need to approve them.

Adrienne T. Bordelon said statutorily, the board only reviews the questionable applications.

Natalya Besse informed the board that DPS responded to findings following the 2010 Legislative Audit and guaranteed that every application would be approved by the board.

Chief Kip A. Judice said that he understands the debate. Making a motion and accepting the applications will only take 3 minutes. He sees no problem with continuing the formal approval process if it makes the staff more comfortable and allows them to follow the rules.

The attorney Sherlyn D. Shumpert said that according to the statute (R.S. 40:1667.6), the board only needs to review applications when there is a question about eligibility. She is unsure whether the legislative audit report from 2010 corresponds to the statutory provision.

Adrienne T. Bordelon said that because the current Administrative Rule says that every application shall be approved by the board, the auditors will look at that as it is something that must be followed.

Adrienne T. Bordelon recommended amending the rule.

James E. Leblanc said that the board has to get out of the practice of approving ineligible applicants and then remove them from the supplemental pay few months later.

Candy Diez said that the approval of ineligible applicants is extremely rare. She has worked in the Supplemental Pay office since 2016 and this has never happened before.

Rebekah Taylor Hill requested to add that in lieu of the POST certificate a verification of the certificate from the POST office will be accepted. Their office does not have copies of certificated prior to 2000.

INCENTIVE PAY ACT 376:

Chief Kip A. Judice reviewed the Act and the eligibility requirements for the incentive pay. The staff created two forms required by the Act. If the board approves the forms, they will be posted on the supplemental pay website. These applications will be handled in the same manner as the current supplemental pay application process.

Natalya Besse said the board needs to define the guidelines for this process, because the board is required by law to review the applications.

Adrienne T. Bordelon said this process will be different because the board is required by law to review applications.

Ternisa Hutchinson said she is a board member at the sheriff's supplemental pay board of review. That board raised many questions regarding this law. She asked if anyone from Dept. of Treasury reached out to the municipal supplemental pay office.

Natalya Besse said that she emailed Mary Kathryn Drago, who informed her that the board needs to establish guidelines.

Ternisa Hutchinson stated that the Department of Treasury will establish the rules that everyone must follow. The sheriff's board raised several concerns, including when the money will be released for eligible applicants; when, as a law enforcement officer, applicants are eligible for incentive pay; and whether they must be POST certified before becoming eligible for incentive pay, which can take up to a year to obtain.

Adrienne T. Bordelon said under Municipal Civil Service law, new hires as police officers are referred to as recruiters under Municipal Civil Service law. They have six months to get POST certified. They are promoted from recruits to probationary officers after obtaining POST certification or after 6 months, depending on which comes first. Whether or not they have a POST certificate, they are automatically converted to probationary officers after six months. She realizes there many officers who are not under Civil Service, she wanted to inform the board of the municipal rule. After six months, these employees are law enforcement officers, even if they are not certified.

Ternisa Hutchinson stated that the total budget for the program is only \$5 million; if some systems' rules are more stringent, they may not benefit as much from the program as systems with less stringent rules.

Jim Craft said it should be the date new hires become commissioned officers.

Ternisa Hutchinson asked if the officer should get incentive day on the "first" day of hire and if yes how will money be recouped?

Adrienne T. Bordelon recommended using the day when an officer is commissioned.

Ternisa Hutchinson said they may not even finish the academy. Will they receive a prorated amount?

Chief Kip A. Judice said the recoupment is not a concern of the board. Officers should receive the entire amount if all criteria are met. The POST office can confirm if an applicant has any law enforcement employment prior to July 1, 2023.

Adrienne T. Bordelon asked if a POST certified reservist becomes a full time officer, will he be eligible?

Rebekah Taylor Hill said that in the Act the definition of the law enforcement officer matches the definition of the peace officer. If the reservist becomes full time on or after July 1, 2023, he is eligible for this incentive pay. Additionally, the officer already meets one eligibility requirement; he is POST certified.

Adrienne T. Bordelon interpreted the law as reservists who are already POST certified and hired on a full-time position on or after July 1, 2023 may not be eligible for this program, because they already obtained their certification.

Rebekah Taylor Hill agreed with Adrienne T. Bordelon on the fact that they already had Louisiana Law Enforcement service.

Jim Craft said that according to the Legislature, eligible applicant should be a brand new officer.

Rebekah Taylor Hill informed the staff that this law only applies to municipal police officers. Airports, harbors, universities, and other non-municipal police departments are not eligible.

Chief Kip A. Judice summarized the board's responsibilities. It is the approval of the two forms; once applications are received, the board will review and submit them to the Department of Treasury. He made a motion to accept the two forms. Carl Richard seconded.

Adrienne T. Bordelon stated that communication between the State Police Commission, this board, and the Sheriff's board is essential. This board only meets quarterly, which may be insufficient. The applications may have been approved, but the funds have already been spent. Because the Sheriff's board has advantage since they are already administered by the Dept. of Treasury.

The board members discussed the calls they are receiving from municipalities regarding this application process.

Natalya Besse asked if the board will require specific documentation from the applicants.

Chief Kip A. Judice suggested to ask the Dept. of Treasury what documentation they will require from applicants.

Ternisa Hutchinson said that Dept. Treasury will have their own forms for submission. Someone from that department will contact the staff.

Attorney Sherlyn D. Shumpert recommended for the incentive pay program to launch for all groups at the same time, because the statute says that payment shall be done on a first-come, first-services basis upon receipts of the approved request.

Ternisa Hutchinson said that Dept. Treasury will summon a meeting for all entities to get together to make sure all have the same criteria and everything meets the law.

Chief Kip A. Judice changed the original motion to postpone the decision until the next quarterly meeting until Dept. Treasury gives clear direction. Mayor David Toups seconded, and the motion passed.

Mayor David Toups confirmed the applications must be submitted by the chiefs of police, not the clerk. He asked if there could be a confirmation that the emails with applications are received by the supplemental pay office.

Susanne Tessier suggested to set up an email read receipt on the municipality's end.

Adrienne T. Bordelon said the staff needs to create a simple application and present the board a list of the applicants.

BUDGET PROJECTION:

Natalya Besse advised that this data is for informational purposes only.

NEW APPLICATIONS SUBMITTED FOR APPROVAL:

Chief Kip A. Judice made a motion to approve applications. Carl Richard seconded.

NEW ACT 110 MONEY APPROVAL:

Chief Kip A. Judice made a motion to approve ACT 110 money. Carl Richard seconded.

ADJOURN:

Jim Craft made a motion to adjourn. Carl Richard seconded.