

DATE Webster Parish Communications District

The Board of Commissioners of the Webster Parish Communications District met in regular session on Thursday, September 7, 2023 at 6:00 PM at the office of Webster Parish Communications District at 410 Main Street, Minden, Louisiana, 71055.

**MEMBERS PRESENT:** Brian Williams, Laura Perryman, DR Grady Smith, Dr Shannon Spigener, Ursula Hullaby

**MEMBERS ABSENT:** Hank Haynes

The meeting was called to order at 6:01 PM by Chairman Brian Williams.

The invocation was given by Gavin Hall.

**Guests:** Angie Chapman-Webster 911, Blake Taylor-Pafford EMS, Gavin Hall-Pafford EMS

Call for new items to be added to the agenda: On a motion made by L. Perryman, seconded by U. Hullaby, add recommendation S. Spigner to 911 Board of Commissioners.

Public Comments on Agenda-None

On a motion made by G. Smith, seconded by U. Hullaby, the following resolution was approved with 1 abstain by S. Spigner: Resolved, approve email poll on 9-1-23 to recommend Dr. S. Spigener to WPPJ for appointment to 911 Board. Email poll results: 3 yeas, 2 no answer, short 2 board members.

On a motion made by L. Perryman, seconded by U. Hullaby the following resolution was unanimously approved: Resolved approve minutes from last meeting.

Director Chapman reported no changes to the capital outlay since last meeting.

Director Chapman reported on the progress of updating the account signature authority at B-1 Bank and encouraged those members who had not submitted the required information to do so at their earliest convenience.

Director Chapman reminded the board of the annual training requirements for Sexual Harassment, Ethics and Cybersecurity and encouraged those who had not submitted proof of completion to do so as soon as possible.

On a motion made by U. Hullaby, seconded by L. Perryman, the following resolution was unanimously approved: Resolved, approve the invoices for payment as presented.

On a motion by G. Smith, seconded by L. Perryman the following resolution was unanimously approved: resolved, approve financial statements as presented: May-August 2023 Financial

Statements to include Budget vs Actual report, Account Balance reports, May 1 – August 31 check register. May-August Income/Expense reports tabled until next meeting.

On a motion made by L. Perryman, seconded by G. Smith the following resolution was unanimously approved: Resolved, approve the amended minutes for the November 3, 2022 minutes as presented.

Chapman gave the communications report to include staffing levels, training status of new employees, and the need for 1 more board member. A general discussion was held regarding a possible update to WPPJ ordinance 984.

On a motion made by L. Perryman, seconded by U. Hullaby the following resolution was unanimously approved: Resolved, form a committee consisting of 911 Board Chairperson, 911 Director, S. Spigener, WPPJ president or designee, representative of each private EMS company to discuss possible changes to WPPJ Ordinance 984, with authority to recommend changes to WPPJ Ordinance 984 after 911 board approval.

On a motion made by G. Smith, seconded by S. Spigener, the following resolution was unanimously approved: Resolved, enter into executive session for employee concerns at 6:38 PM.

On a motion made by G. Smith, seconded by U. Hullaby, the following resolution was unanimously approved: Resolved, exit executive session at 6:46 PM

On a motion made by U. Hullaby, seconded by L. Perryman the following resolution was unanimously approved: Resolved, approve the external audit of financials for year ending 12-31-2022.

On a motion made by L. Perryman, seconded by G. Smith, the following resolution was unanimously approved: To resolve the 2 findings in the audit: the total cost of dependent insurance premiums will be paid by the employee as per personnel manual, and the budget for the following year will be adopted prior to the beginning of the budget year.

Meetings for 2023: October 5, 2023, November 2, 2023

There being no further business, on a motion made by L. Perryman, seconded by G. Smith to adjourn, the meeting adjourned at approximately 7:05 PM.

Chairperson B. Williams, Secretary A. Chapman