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Board of Directors Meeting

MINUTES

Friday, January 17, 2025 (9:00 AM)

Government Chambers at Government Plaza
505 Travis St., Shreveport, LA 71101

Members' Present

Mr. Bruce Blanton – Webster Parish
Mr. Eric England – Port of Caddo-Bossier
Mayor Tom Arceneaux, Chair – City of Shreveport
Mrs. Erica Bryant – Caddo Parish
Mr. Butch Ford – Bossier Parish

Members Absent

Mayor Tommy Chandler – City of Bossier City
Mr. Michael Norton, Vice-Chair – DeSoto Parish

Others Present

Mr. Kent Rogers – NLCOG
Mr. Chris Petro – NLCOG
Mrs. Savannah Williams – NLCOG
Mr. Adam Driskill - NLCOG
Mrs. Rita Arnold – NLCOG
Mrs. Heidi Stewart – NLCOG

Call to Order

Mayor Arceneaux called the meeting to order. He stated that we generally have an invocation, roll call and a pledge at the beginning of the meeting. Mayor Arceneaux said that Mr. Blanton was going to lead us in prayer and Mr. Ford to lead us in the pledge. He asked if those that cared to join them to please stand. Mr. Blanton began the invocation followed by Mr. Ford leading us in the Pledge of Allegiance. Mayor Arceneaux asked Mr. Rogers to begin a roll call. Mr. Rogers called roll. A quorum was present.

Public Comments

Mr. Rogers stated there were no public comments.

Financial – Fiscal Year 2024 Audit Reports (Approval of the following reports)

1. Board of Directors Communications Report

Mr. Rogers stated that they had three full reports sent to them. The first was the Board of Directors Communications Report. This report summarizes what Heard, McElroy and Vestal, LLC were hired to do. It proceeded with that including some adjustments that they had seen forth within accounting.

2. Financial Audit Report

Mr. Rogers said the second report was the Financial Audit Report. He stated there were a couple of sheets in their packets that he was asked to bring to their attention by Mr. Flair. The first of which lays out the revenues by federal, state and local funds interest. Then the direct and indirect costs for each of the various revenue sources. Mr. Rogers said there are nine different revenue and expenditure sources for specific grants within those.

The second sheet Mr. Flair asked him to bring to their attention outlines the indirect costs. Mr. Rogers stated that the indirect rate is up a little this year. They do that going into the process. Part of that is that they use part of those reserve funds as match support for some of those other grants. Also, two of those individuals that were not fully on board with the last audit are fully on board with this audit. The only finding is the same as continually shown to have someone outside do some of the audit work rather than do it internally. Mr. Rogers stated that personally, he feels it's better to have someone do the audit reports outside rather than inside.

3. Agreed-Upon Policies and Procedures

Mr. Rogers said the third report for approval is the Agreed-Upon Policies and Procedures Report 2024. The only thing they noted on these was that one of the employees didn't complete the Cybersecurity Training course in time after coming on board as full-time employee.

Mayor Arceneaux asked if there were any further questions. Having none, Mayor Arceneaux entertained a motion to Approve the Fiscal Year 2024 Audit Reports: Board of Directors Communications Report, Financial Audit Report, and the Agreed Upon Policies and Procedures Report. Mr. England motioned, and Mrs. Bryant seconded. Mayor Arceneaux called for questions or comments. Having none, the chair called for a vote and the motion passed.

Legal Report

Mr. Rogers stated there was no legal report.

Other Business

1. No Cost Time Extension to ATG for the Active Transportation Plan – No Cost Time Extension till March 31, 2025

Mr. Rogers stated that the next thing they had on the agenda was a no cost time extension to ATG for the Active Transportation Plan. The no cost time extension is basically just to finalize billings, transfer data, documentation and any minor changes needed. This will provide time to close out the contract.

2. Resolution in Recognition of Mr. Butch Ford's service

Mr. Rogers wanted to thank Mr. Ford for his time and service with NLCOG.

Mayor Arceneaux said that he's had the opportunity for the last ten years to work with Mr. Ford from his role as Bossier Parish Engineer to his role as the Bossier Parish Administrator, mostly in his own role as representing the Bossier Parish Levee District. Mayor Arceneaux said that he has come to know him as an honest, effective administrator, a man that knows what he does and is very good at explaining it and keeping on top of what needs to be done as well as anticipating the things that need to be done. He wished Mr. Ford very well in his retirement and said they would miss his insight.

Mayor Arceneaux asked if there were any further questions. Having none, Mayor Arceneaux entertained a motion to Approve the Resolution in Recognition and Appreciation of Distinguished Service of Mr. Joe E. "Butch" Ford, Jr. Mrs. Bryant motioned, and Mr. England seconded. Mayor Arceneaux called for questions or comments. Having none, the chair called for a vote and the motion passed.

Approval of Minutes

The next item on the agenda was for approval of the minutes from the October 18, 2024, meeting. Mayor Arceneaux called for a motion to Approve the Minutes as provided. Mr. England motioned, and Mr. Ford seconded. All approved and motion was passed.

Announcements

Mayor Arceneaux reminded everyone that the next regularly scheduled meeting for the Board of Directors will be on Friday, February 21, 2025.

Mr. England asked that we make sure to incorporate Mr. Ford's resolution into the minutes. Mr. Rogers said yes.

Adjourn

With no remaining agenda items, Mayor Arceneaux entertained a motion to adjourn. Mr. Ford was the first to motion, and Mrs. Bryant 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 prominent "J" and "R".

J. Kent Rogers, Secretary



**RESOLUTION IN RECOGNITION
AND APPRECIATION OF DISTINGUISHED SERVICE**

Joe E. "Butch" Ford, Jr

WHEREAS, The Northwest Louisiana Council of Governments, Inc. (NLCOG) serves as a regional planning organization for the Parishes of Bossier, Caddo, DeSoto, and Webster and the cities of Bossier City and Shreveport; and

WHEREAS, The NLCOG also serves as the Metropolitan Planning Organization (MPO) for the region designated by the Governor of the State of Louisiana, The Federal Highway Administration, and the Federal Transit Administration; and

WHEREAS, the Bossier Parish Police Jury is represented on the NLCOG Board of Directors and the MPO by their Administrator; and

WHEREAS, Joe E. "Butch" Ford has served as the Administrator for Bossier Parish between January 2021 through January 2025 and as Parish Engineer prior to that, with over 21 years of service to Bossier Parish; and

WHEREAS, Joe E. "Butch" Ford has provided outstanding leadership and guidance on behalf of the Bossier Parish Police Jury to NLCOG's Board of Directors the MPO, and the Technical Coordinating Committee serving in the roles of Chair and Vice Chair; and

NOW, THEREFORE, BE IT RESOLVED that the Northwest Louisiana Council of Governments formally acknowledges and extends its profound appreciation to Joe E. "Butch" Ford for his many years of service and his lasting contributions to the Board of Directors, the MPO, and its mission.

BE IT FURTHER RESOLVED that on this 17th day of January 2025, the NLCOG Board of Directors and MPO did, with due notice and quorum held, affirm this Resolution and acknowledge it be saved in the permanent minutes and a copy of this Resolution is given to Joe E. "Butch" Ford.

A handwritten signature in blue ink, appearing to read "J. Kent Roges", is written over a horizontal line.

J. Kent Roges, Executive Director
Secretary to the Board of Directors
Secretary to the Metropolitan Planning Organization