

**CAPITAL HEIGHTS CRIME PREVENTION AND IMPROVEMENT DISTRICT**

**BOARD OF COMMISSIONERS MEETING**

Tuesday, January 30, 2018 at 6:00 pm

Ingleside United Methodist Church

Sanctuary

4264 Capital Heights Avenue

Baton Rouge, LA 70806

**NOTICE OF MEETING AND AGENDA**

- I. Roll call
- II. Review and approval of the minutes of the board meeting held November 2, 2017.
- III. Consideration of Resolution 2018-005 election of officers.
- IV. Consideration of resolution 2018-006 establishing the Communication Committee
- V. Consideration of resolution 2018-006 establishing the Communication Committee.
- VI. Announcements
- VII. Other
- VII. Adjournment

This meeting notice was posted at Ingleside United Methodist Church on the main door facing Ingleside Drive, at 5:15 P.m. on 1/29, 2018 by

ARZON CERRY

**CAPITAL HEIGHTS CRIME PREVENTION AND IMPROVEMENT DISTRICT  
BOARD OF COMMISSIONERS SPECIAL MEETING MINUTES**

Tuesday, January 30, 2018, at 6:00 pm

Ingleside United Methodist Church

4264 Capital Heights Avenue

Baton Rouge, LA 70806

Tyler Hicks called the meeting to order at 6:00pm and welcomed all in attendance.

I. Roll call

Tyler Hicks (p), Aaron Cherry (p), Matt Callac (p), Monica Murphy (p), Terry Singer (p)

II. Review and approval of the minutes of the board meeting held November 21, 2017. Minutes were provided to members prior to the meeting. Hicks motioned to dispense with the reading of the minutes and accept them with no revisions. The motion was seconded by Singer and the minutes were adopted with no opposition.

III. Consideration of Resolution 2018-005 election of officers.

Hicks read the list of vacant roles and described the position as outlined in the bylaws of the committee. Hicks was nominated as Chairman by Cherry, and was seconded by Callac. Hicks nominated Singer as Vice Chairman, and was seconded by Cherry. Hicks nominated Murphy for Secretary, but there was no second. Hicks withdrew nomination for Murphy and nominated Cherry for the same position. Murphy seconded the nomination. Cherry nominated Callac as Treasurer, and was seconded by Hicks. There was no opposition to any of the nominated positions. Hicks presented a motion to approve 2018-005, and was seconded by Murphy. The resolution was passed unanimously.

IV. Consideration of resolution 2018-006 establishing the Communication Committee  
Hicks presented resolution 2018-005 to approve the establishment of a communications committee. The floor was opened for discussion and questions related to the resolution. The only addition from the last meeting was to add at least one annual meeting, where the committee will report updates to the board. Murphy, Hicks, Callac, and Singer volunteer to be on committee. Hicks made a motion to adopt the resolution as presented and was seconded by Singer. The motion was adopted with no opposition.

Hicks nominated Murphy to serve as chair of the Communications Committee, and was seconded by Singer. There was no opposition to the nomination.


V. Consideration of resolution 2018-007 establishing the Coordination Committee.

Hicks introduced resolution 2018-007 to establish the Coordination Committee as the body that deals directly with police officers. Objective is to establish effective sharing of information between the BRPD and the CHCPD Board of Commissioners. The committee would be tasked with reporting the actions and recommendations of the BRPD back to the board. Singer, Murphy, Hicks, and Callac all volunteered to join committee. Tyler motioned that the first meeting be held immediately following the conclusion of the current meeting. Hicks nominated Singer as Chair and was seconded by Murphy. A motion to approve 2018-007 pending the discussed edits was presented by Cherry. The motion to approve was seconded by Hicks. The resolution was adopted with no opposition.

VI. Announcements

- a. Hicks informed those present that the new CHCPD website was live. Stakeholders should be able to request updates by the end of the week. The group email address is [contact@chcpid.org](mailto:contact@chcpid.org)
- b. The website will include a way for people to donate to crime district once bank account is set up. It should also be live by the end of the week.
- c. At the suggestion of Hicks, Callac offered to pursue a no-cost route to have a logo created for the CHCPD.
- d. The Board of Commissioners has a mailing address at P.O. Box 65349 Baton Rouge, La 70896. Communications committee was charged with checking the mailbox.
- e. The next regularly scheduled meeting will be on oct23.
- f. Four members of coordination committee agree to meet immediately after this meeting adjourns.

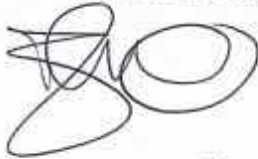
VII. Other

- a. Hicks reminded members to complete their required annual ethics training.
- b. Cherry asks for approval to purchase a voice recorder to assist with taking minutes. Hicks - as per article 3 section 2 of the bylaws, members may be reimbursed up to \$100 per annum for reasonable expenses related to governance of the board. 
- c. Callac asked to form another exploratory committee to investigate improvements not related to police patrols, ie lighting, speed bumps, striping. He would like different avenues to spend money. He pointed out that if we only spend on police patrols for ten years, the neighborhood would be back to square one once the board limit expires. Hicks advised that information be gathered independently with no other other committee formed.

board limit expires. Hicks advised that information be gathered independently with no other other committee formed.

VIII. Adjournment

Cherry made a motion to adjourn and was seconded by Hicks. The meeting was adjourned at 6:50pm.

 10/23/18

 10/23/18

**CAPITAL HEIGHTS CRIME PREVENTION AND IMPROVEMENT DISTRICT**

The following resolution was offered by TYLER HICKS and seconded by MATTHEW CALLAC:

**RESOLUTION NO. 2018-006**

**BOARD RESOLUTION APPROVING  
ESTABLISHMENT OF A COMMITTEE**

**APPROVAL OF ESTABLISHMENT OF COMMITTEE OF THE BOARD.**

RESOLVED, that the Board of Directors hereby establishes a Communication Committee, consisting of 4 directors, with the following powers and duties:

**Roles and Responsibilities**

The overall objective of the Communications Committee is to establish an effective information sharing process between the Board of Directors and stakeholders. The committee will have the following responsibilities:

Develop a communication strategy

Develop and maintain databases in relevant areas

Upgrade and maintain the current CHCPID website

Work in close cooperation with the other committees of CHCPID to provide timely and relevant information to CHCPID stakeholders. The type of information provided would include information on activities such as:

Meeting Dates

Actions by the board

Resource material available

**Outputs**

The outputs of the Communications Committee shall include but not be limited to the following:

A communication strategy for CHCPID

Databases

Upgraded and up to date CHCPID website

**Membership**

The Committee shall consist of a Chair and not more than four (4) members and not less than two (2) members. Property owners within the CHCPID can become members of the Committee on a voluntary basis. Initially, the members of the committee will be appointed for the period of

2018. The committee members will elect the Chair by majority vote.

#### Method of work

##### Meetings

The Committee shall hold at least one meeting per year on a date determined by the chairperson of the committee.

Two (2) members shall constitute a quorum for the Committee meeting. When only two members are present at a meeting one of the members' present must be the Chairperson or his/her nominee.

The Chair may invite stakeholders to attend committee meetings as observers. The costs relating to attendance of committee meetings shall be carried by each stakeholder.

#### Role of the Chair

The Chair has the following role

Call committee meetings at a mutually agreed time and venue

Invite stakeholders to the meetings

Issue notices, agendas and discussion documents for meetings, and circulate minutes to members

Report on progress of work to the Board of Directors

The Committee will report on an annual basis to the Board of Directors regarding implementation of its part of the operational plan.

#### Procedure for Progress of Work Between Meetings

The Committee members will use the electronic media to work together and communicate between meetings.

RESOLVED FURTHER, that such Committee shall consist of the following

##### Persons:

MONICA MURPHY

- Chairman

TJLEN HICKS

TERRY SINGER

MATT CULLA C

RESOLVED, that the officers of this body are, and each acting alone is, hereby authorized to do and perform any and all such acts, including execution of any and all documents and certificates, as such officers shall deem necessary or advisable, to carry out the purposes and intent of the foregoing resolutions.

RESOLVED FURTHER, that any actions taken by such officers prior to the date of the foregoing resolutions adopted hereby that are within the authority conferred thereby are hereby ratified, confirmed and approved as the acts and deeds of this body.

CAPITAL HEIGHTS CRIME PREVENTION AND IMPROVEMENT DISTRICT

The following resolution was offered by Aaron Cherry and seconded by Tyler Hicks:

**RESOLUTION NO. 2018-007**

BOARD RESOLUTION APPROVING  
ESTABLISHMENT OF A COMMITTEE

**APPROVAL OF ESTABLISHMENT OF COMMITTEE OF THE BOARD.**

RESOLVED, that the Board of Directors hereby establishes a Coordination Committee, consisting of \_\_\_ directors, with the following powers and duties:

Roles and Responsibilities

The overall objective of the Communications Committee is to establish an effective information sharing process between the Board of Directors and the Baton Rouge Police Department. The committee will have the following responsibilities:

Develop a coordination strategy

Develop and maintain databases in relevant areas

Work in close cooperation with the other committees of CHCPID to provide timely and relevant information to CHCPID stakeholders. The type of information provided would include information on activities such as:

Actions and recommendations by Baton Rouge Police Department

COORDINATION Outputs

The outputs of the COORDINATION Communications Committee shall include but not be limited to the following:

A coordination strategy for CHCPID

Databases

Membership

The Committee shall consist of a Chair and not more than four (4) members and not less than two (2) members. Property owners within the CHCPID can become members of the Committee on a voluntary basis. Initially, the members of the committee will be appointed for the period of 2018. The committee members will elect the Chair by majority vote.

Method of work

Meetings



The Committee shall hold at least one meeting per year on a date determined by the chairperson of the committee.

Two (2) members shall constitute a quorum for the Committee meeting. When only two members are present at a meeting one of the members' present must be the Chairperson or his/her nominee

The Chair may invite stakeholders to attend committee meetings as observers. The costs relating to attendance of committee meetings shall be carried by each stakeholder.

#### Role of the Chair

The Chair has the following role

- Call committee meetings at a mutually agreed time and venue
- Invite stakeholders to the meetings
- Issue notices, agendas and discussion documents for meetings, and circulate minutes to members
- Report on progress of work to the Board of Directors

The Committee will report on an annual basis to the Board of Directors regarding implementation of its part of the operational plan.

Procedure for Progress of Work Between Meetings  
The Committee members will use the electronic media to work together and communicate between meetings.

RESOLVED FURTHER, that such Committee shall consist of the following

Persons:

<u>TERRY SINGAR</u>	- Chairman
<u>IVAN HICKS</u>	
<u>MATTHEW CALLAC</u>	
<u>MONICA MURPHY</u>	

RESOLVED, that the officers of this body are, and each acting alone is, hereby authorized to do and perform any and all such acts, including execution of any and all documents and certificates, as such officers shall deem necessary or advisable, to carry out the purposes and intent of the foregoing resolutions.

RESOLVED FURTHER, that any actions taken by such officers prior to the date of the foregoing resolutions adopted hereby that are within the authority conferred thereby are hereby ratified, confirmed and approved as the acts and deeds of this body.