

**LOUISIANA STATE BOARD OF SOCIAL WORK EXAMINERS  
POLICY & PROCEDURE AD-HOC COMMITTEE**

Thursday, June 1, 2023

1:30 p.m.

18550 Highland Road, Suite B, Baton Rouge, LA 70809

MEETING AGENDA

- I. Call to Order
- II. Roll Call
- III. Introductions
- IV. Adoption of Agenda
- V. History/Overview
  - A. Employee Handbook – consider change to LABSWE Policy & Procedures
  - B. Board Member Training Manual
- VI. Priority list
- VII. Agreed-Upon Procedures conducted by Pinell & Martinez, LLC on behalf of the Louisiana Legislative Auditor
  - A. Written Policies & Procedures must address budgeting, purchasing, disbursements, receipts/collections, payroll/personnel, contracting, credit cards, travel/expense reimbursement, ethics, disaster recovery/business continuity – last AUP found no policy/procedure for disaster recovery/business continuity
  - B. Annual Fiscal Report (AFR) – request assistance from board’s CPA
  - C. Board Meetings/Minutes
  - D. Bank Reconciliations
  - E. Receipts/Collections
  - F. Non-Payroll Disbursements
  - G. Credit Cards/Debit Cards/Fuel Cards/P-Cards
  - H. Travel & Travel-Related Expense Reimbursements
  - I. Contracts
  - J. Payroll & Personnel
  - K. Ethics
  - L. Budget
  - M. Debt Service
  - N. Sexual Harassment
  - O. Other

- VIII. Questions or concerns of committee members
- IX. Consideration of any other matters that may come before the committee
- X. Scheduling next meeting of the committee
- XI. Adjournment

A public comment period will be permitted for each agenda item requiring a vote from the committee. Members of the public who wish to provide public comment may use the chat function in the Zoom meeting or use the “raise hand” function to be recognized by the Chair. Any one person may provide public comment only once per agenda item. Public comments are limited to two minutes per speaker. Public comments are limited to the item being considered by the Committee. The Chair may disregard or terminate any public comment that does not comply with this paragraph.