1. Call to Order: 10:47 a.m.- President Marquie Morrison-Brown
2. Invocation: 10:48 a.m.- Treasurer Marsha Williams
3. Roll Call: President Marquie Morrison-Brown

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| Executive Director | Marsha Williams | Zoom |
| President | Marquie Morrison-Brown | In-person |
| Vice President | Jessica Bullock-Cook | In-person |
| Treasurer | Marsha Williams | Zoom |
| Secretary | Laura Kensington | Zoom |
| Sgt. at Arms/Parliamentarian | Maria Stevenson | Not present |
| Chaplain | Marissa Davis | Not present |
| Historian/Publicity | Kameko Howell | In-person |
| Membership Committee Chairperson | Cashae Cook | Zoom |
| 3 Year Board of Directors | Kim Bell | Not present |
|  | Tamesha Woolard | Zoom |
|  | Felicia McCabe | Not present |
| 2 Year Board of Directors | Dionne Everette | Zoom |
|  | Autumn Rose | Zoom |
|  | Samantha Lawrence | Zoom |
| Justice Academy | Jessica Bullock-Cook | In-person |

\*\*Additional members in attendance:

Zoom attendees:

* Laura Kensington (NCSBI), Autumn Rose (Wrightsville PD), Cashae Baker Cook (Appalachian State University PD), Dionne Everette, Jessica Camara (Holden Beach PD), Kathy-Billings Anderson (Appalachian State University PD), Taylor Alexander (NCDPS), Samantha Lawrence (Mecklenburg County Sheriff’s Office), Tamesha Woolard (East Carolina University PD).

In-person:

* KZ Thomas (Greenville PD), Tara Stanton (Greenville PD), Jessica Cooke (NCJA), Marianne Poe (New Bern PD), Vanessa Smith (Jacksonville PD), Ramona Higgins (NCJA), Monica Perry (New Bern PD), Katrina Arenas (New Bern PD), Myra Frazier (New Bern PD), Kameko Howell (Wilmington PD), Chelsey Belcher (New Bern PD), Alexis Collins (New Bern PD).

Welcome from Chief L. Gallagher

* 10:33 a.m. – Chief arrived and spoke about the history of the City of New Bern, his journey to becoming the Chief, the size of New Bern Police Department and budget as well as his concern for the homeless population as it relates to policing.

IV. Order of Business

* 1. Reading of Minutes: Sent via email.

Motion to accept: 10:52 a.m. – 1st M. Morrison-Brown, 2nd J. Cook

* 1. Chaplains Report: 10:53 a.m. – Treasurer Marsha Williams –

Forgotten Residents: Each year for the Holidays, NCLEWA sends two donations to assisted living facilities. The donations are $40 each along with fulfilling a wish list, which includes a pair of tights, a blanket and scarf. LT T. Alexander and Sgt M. Williams went to J. Allison Riddle and the Merdock Center last year and plan on attending those facilities again this year.

* 1. Treasurer's Report: 10:53 a.m.- Treasurer Marsha Williams

Balances:

* + - * Checking Acct: $7085.58
      * Savings Acct: $7769.87
      * Scholarship Acct: $1106.49

Scholarship recipient: Telecommunicator Amanda Walker from Shelby Police Department will receive $500 for her attendance at Cleveland Community College.

Mia Goodwin Scholarship: This scholarship will be presented by Treasurer Marsha Williams on December 11, 2023 at Central Piedmont Community College. The award is for $1000 to the recipient.

Expenses: $900 – New Lapel Pins

NCLEWA is in the process of deciding whether or not to sell the lapel pins to current members. All new members receive a welcome letter along with a lapel pin.

Motion to accept: 1st-J. Cook, 2nd J. Camara

1. DOJ Committee Reports: Marsha Williams

NCLEWA has a seat on the North Carolina Department of Justice’s Training and Standards Commission, which Treasurer M. Williams attends on behalf of NCLEWA. NCLEWA is the only association in the state that has a seat on the commission. If any member of NCLEWA has suggestions/comments they would like to share, contact M. Williams so she may address it at the next DOJ meeting being held the week of February 23, 2023.

The DOJ meeting was held last week and the subjects covered were:

* + Durham PD voted to renew their accreditations for BLET, General Instructor and SMI.
  + South Eastern Community College renewed their certifications for their school as well.
  + NCJA Director Trevor Allen proposed changes for SFST instructors. These changes will be emailed out to NCLEWA members by M. Williams at a later date.
  + Juvenile Court Counselors proposed changes to their training and roles.
  + Alex Gasway provided an update on the BLET revision project. M. Williams will send out these updates via email to NCLEWA members at a later date.
  + Several NC Advanced Certificates were awarded: NCLEWA members Kameko Howell (Wilmington PD) and Officer Jackson (Salisbury PD). Officer Jackson is currently in the promotional process at Salisbury PD and if she is awarded the Sergeant’s position, she will be the first African American female to hold that position in Salisbury PD’s history.

Treasurer M. Williams emphasized that the seat on the DOJ commission is a voice for all NCLEWA members, not just M. Williams’ voice. Williams spoke about President M. Morrison-Brown’s vision of NCLEWA, which was to have a unification of all members from across agencies and job positions such as inviting new members to join from the FBI, NCSBI, etc.

Motion to accept: 1st-Samantha Lawrence, 2nd Dionne Everette

1. Justice Academy Report: Vice President Jessica Bullock-Cook

In-Service: the new classes will be posted online December 6, 2023 for instructors to review prior to teaching. Students will be able to access the classes online beginning January 1, 2024.

BLET Pilot Program: BLET was recently re-written and now will be over 700 hours to complete. Whenever a new program is introduced, they must test it out at several community colleges to determine if there are changes that need to be made, etc. This allows NC DOJ time to fix any issues or update the curriculum based off the feedback provided by the participating community colleges. Starting in January 2024, there will be 15 pilot participants, one being Fayetteville Technical Community College.

General Instructor Training: This project should be completed the middle of December 2023. Changes to the training include increasing minimum hours in certain areas and decreasing hours in other areas to provide the same amount of total hours required as before the revisions.

Telecommunicator Training Program: This program was rewritten this year.

DOCC Training Program: This program is currently being rewritten and should be released sometime next year (2024).

Weathering the Storm Classes: This series of classes have been running for a year and consist of three parts. The program is about how to handle stress and trauma while employed in law enforcement. The first class is two days and the second is a seminar. The seminar is being held the last week of March 2024 at Oak Island, NC or the second week of August 2024. This training is open to all employees of law enforcement agencies, so one does NOT have to be sworn to attend.

2023 Federal COPS Microgrant: Recruiting, Retention, and Workforce Diversification: Cook spoke about how the grant focused on the 30x30 initiative, which was a commitment by agencies to recruit women into policing. The goal being women making up 30% of an agency by the year 2030. (For more information, see [30x30 Initiative](https://30x30initiative.org/) ). One of the projects in the grant was to make a recruitment video that represented women in LEO from across the state. The NCDOJ will be traveling around the state to make the video, with J. Cook and Ramona (NCDOJ) running this initiative. [Community Policing Development (CPD) Microgrants Program | COPS OFFICE (usdoj.gov)](https://cops.usdoj.gov/cpdmicrogrants)

* + Secretary Laura Kensington (NCSBI)- Provided more detail concerning the COPS Microgrant. The NCSBI partnered with the NCJA, Charlotte-Mecklenburg Police Department and NCLEWA to apply for the grant in March 2023. In November 2023, the NCSBI was notified that they had received the grant in the amount of $160,578 for a one-year period. The NCSBI/NCLEWA/CMPD/NCJA were one of only two award recipients to receive this grant in NC, the other being the Durham Police Department. L. Kensington emphasized the grant was focused on women and minorities and recruiting them into policing to the standard of previous research from the 30x30 initiative. The goal was to seek participants for the video that were in roles that women and minorities may not traditionally have seen themselves doing such as being a member of the SWAT team, Bomb Squad, K9 officers, Polygraph examiners, or other fields within LEO in addition to non-sworn positions off all kinds. L. Kensington also spoke about other aspects of the grant that were awarded such as: outfitting the NCJA’s two campuses with lactation rooms and two Mamava pods, outfitting the NCSBI’s district offices with lactation rooms, holding three conferences next year in which a panel will take place consisting of women of all different experience levels presenting their perspectives on being a women in policing/working at a police agency as a non-sworn employee (similar to what the ATF has been doing around the country, see <https://youtu.be/Mu9E5XlkuHE?si=heXWDN9QyA2sBp1s> ). Lastly, the NCSBI will have a pilot Human Resources software program that will track recruitment efforts. At the end of the one-year grant period, the results will be presented to the NCJA, NCLEWA and CMPD. After presenting the results to the partners in the grant, this information will become available to all LEO agencies in NC via the NCJA in an effort to assist all agencies in best practices/lessons learned regarding recruiting and retaining women in LEO.

New Instructors at NCJA: There’s a new Firearms Qualified Assistant, Jerry Morris. The new Field Training Officer Instructor is Marty Garrison. A new Deputy Direction of Operations is Dan Worthy.

Interested NCLEWA members for Grant recruitment video: Cashae Cook, Marsha Williams, Tamesha Woolard, M. Morrison-Brown, Vanessa Smith, Laura Kensington. Any other members that would like to be in the video, please contact J. Cook (Vice President NCLEWA).

Motion to accept: 1st- M. Williams, 2nd A. Rose

1. Scholarship Info: See previous comments above for award amounts, etc.

NCLEWA member question: Cashae Cook had a question regarding the criteria for selection of scholarship recipients and which schools were eligible. Treasurer M. Williams explained the community college would provide a letter to NCLEWA of a recommended recipient that was enrolled in an Associate in Arts program or BLET. Lately, Williams saw that BLET was being incorporated into A.A. programs at the community colleges and recipients would be awarded the scholarship their last semester. A challenge NCLEWA came across was finding recipients that needed the scholarship if they were enrolled in BLET due to a local LEO agency paying for the students’ expenses already. If the community college didn’t incorporate BLET in their AA program, then a student could use the NCLEWA scholarships. The last few years, there has been a challenge finding recipients due to many people not in school due to COVID.

Cook asked that NCLEWA consider opening up the scholarships to 4-year universities so that agencies such as her employer, Appalachian State University Police, may have recipients. She asked that the NCLEWA bylaws be revised to reflect this change. L. Kensington also agreed and stated this could help NCLEWA membership as well as allow NCLEWA to provide scholarships to Women’s Colleges and Historically Black Colleges and Universities (HBCU’s).

NCLEWA VP J. Cook advised she agreed and would have the bylaws revised to allow for 4 year institutions to benefit from NCLEWA’s scholarships in the future.

1. New Business
   1. Vote in new members: Jessica Camara

Marian Barnhart – Appalachian State University Telecommunicator

Pamela Hodges

Yasmin Butlet – New Bern Police Department Telecommunicator

Deputy Paula Hands – New Hanover Sheriff’s Office

Investigator Jennifer Holste - NCDAC

Sergeant Tara McKinny – Buncombe County Sheriff’s Office

Sergeant Heidi Prendergast

Motion to accept new members: 1st- C. Cook, 2nd- K. Howell

* 1. 2024 Conference – Cashae Cook (Appalachian State University PD)

Date/Hotels: Conference is scheduled for September 16-20, 2024 at Appalachian State University. There are contracts signed with hotels bringing the cost per night range of $75 to $100 (depending on the room). On January 2, 2024, Appalachian State University will be releasing a “save the date” for the conference and push it out over their social media as well. In mid February 2024, the football schedule is released and that’s when there may be deconfliction regarding dates. Once deconfliction is completed, App State PD will be ready to push out the registration for the conference and hotels (with NCJA).

App State has secured 54 rooms from one hotel with a secondary hotel with 100 rooms. Cook was preparing for up to 100 attendees and is waiting for the final contract to be signed for the secondary hotel.

Curriculum: Working on subjects to present with NCJA J. Cook and President M. Morrison-Brown.

NCLEWA members ideas for conference:

* + Wills/Estate Planning/Financial Planning: Tara Stanton
  + Emotional Intelligence: L. Kensington and Kathy Billings. Kensington will email contact info for instructor to teach DISC assessment, etc. to Billings. Instructor is Jennifer Harris, retired Major from NC State Highway Patrol, who teaches FBI LEEDA courses. (J. Harris cell: 336-260-1294).
  + In-Custody Deaths: Samantha Lawrence
  + Public Information Class: Cashae Cook. L. Kensington advised NCSBI’s Public Information Director, Angie Grube, might be willing to teach a block at the conference. Mrs. Grube teaches at the NCSBI’s Executive conferences and is a former Miami, FL reporter.
  + Communications with those with Developmental Disabilities: J. Cook.
  + Peer Mediation Training- Dionne Everette. L. Kensington agreed with this idea as well.
  + Surviving the First 3 Seconds class- Kathy Billings. Billings has already spoken with the founder and instructor, Kirt Hensley. Hensley has agreed to a discounted rate to teach at the conference. L. Kensington also wished for this training.
  + Simulator training- J. Cook
  + Firearms training- Cashae Cook. Spoke about solo response and rapid deployment as possible subjects for the training.
  + Sex Trafficking class- Dionne Everette. L. Kensington mentioned that the NCSBI has a Human Trafficking Unit that may be willing to teach a block at the conference. (POC is SAC Kellie Hodges, 910-523-2392, [khodges@ncsbi.gov](mailto:khodges@ncsbi.gov)).

Motion to accept: 1st- KZ Thomas, 2nd K. Howell

* 1. **Miscellaneous:**

Treasurer M. Williams advised NCLEWA member KZ Thomas of Greenville PD will be promoted to Major next week.

* 1. **Next meeting:** March 1, 2024 at 10:30 a.m. at Carrabus County Sheriff’s Office in Concord, NC.

NCLEWA member Samantha Lawrence expressed interest in hosting the following meeting at Mecklenburg County Sheriff’s Office in the future.

Motion to Adjourn: 2nd K. Howell

Meeting concluded at 11:46 a.m.