TRAINING ADVISORY BOARD MEETING MINUTES

November 9, 2026 • Burleson Higher Education Center

517 Southwest Johnson Avenue, Burleson, Texas

Meeting and Attendance

Chair Chief Robert Severance called the meeting to order at 10:10 a.m. Six voting board members were present, constituting a quorum.

Members present: Chief Robert Severance (Chair); Chief Tony Cain (Vice Chair); Chief Billy Cordell; Tina Lincoln; Lt. Joshua Oliver (new member); and Melissa Carr.

Hill College representative: Michael Hughes, Director / Training Coordinator.

Opening Proceedings

The Board recited the Pledge of Allegiance. Chief Billy Cordell delivered the invocation.

Approval of Prior Meeting Minutes

Chief Billy Cordell moved to approve the minutes of the October 24, 2025 meeting. Chief Tony Cain seconded. The motion carried unanimously.

Training Coordinator's Report

Michael Hughes presented the November 9, 2026 Training Coordinator's Report. The report addressed current operation of seven basic academy classes annually, possible expansion and evening-program viability, agency partnerships and support, the $1,500 agency-sponsored tuition rate, instructional practices, cadet development and accountability, training vehicle needs, compliance updates, proposed 2027 in-service training, and the revised Cadet Manual and internal SOP development. The report and its four-page Cadet Manual Change and Update Log are incorporated by reference as meeting materials.

Board Action Items

Action 1 — Developmental Physical Fitness

Approved a baseline fitness assessment and individualized progressive physical fitness program, with physical training expressly prohibited as punishment.

Motion: Tina Lincoln | **Second:** Chief Billy Cordell | **Result:** Approved unanimously.

Action 2 — Preferred Psychological Evaluation Providers

Approved designation of Dr. Sarah Pepper and Taft & Associates as preferred psychological evaluation providers, subject to applicable institutional and legal requirements.

Motion: Lt. Joshua Oliver | **Second:** Chief Billy Cordell | **Result:** Approved unanimously.

Action 3 — 2027 In-Service Training

Approved Mental Health Peace Officer, Crisis Intervention Training, Firearms Development, Crime Scene Investigation, and Basic Criminal Investigator offerings, and authorized additional appropriate courses as needs develop, subject to applicable requirements.

Motion: Chief Billy Cordell | **Second:** Chief Tony Cain | **Result:** Approved unanimously.

Action 4 — Cadet Manual and SOP Development

Approved Cadet Manual Version 1.0, dated November 9, 2026, and authorized continued development and maintenance of internal SOPs consistent with approved policy and applicable requirements.

Motion: Tina Lincoln | **Second:** Chief Billy Cordell | **Result:** Approved unanimously.

Action 5 — Agency-Sponsored Cadet Enrollment Priority

Approved priority consideration for qualified agency-sponsored applicants for the 28 available seats in each basic academy class, with remaining seats available to qualified independent applicants, subject to admissions standards and institutional requirements.

Motion: Chief Billy Cordell | **Second:** Chief Tony Cain | **Result:** Approved unanimously.

Other Business and Adjournment

No additional board action was recorded. Chief Billy Cordell moved to adjourn; Chief Tony Cain seconded. The motion carried unanimously. Chair Severance adjourned the meeting at 10:46 a.m.

The November 9, 2026 Training Coordinator’s Report and Attachment A are retained with the meeting record.



Chief Robert Severance, Chair
Date: 11/9/2026