

Cash Management Review Board Minutes of 11/16/2011

The Chairman called the meeting to order at 10:42 a.m.

Members present:

Laura Lapeze – designee for the State Treasurer

Afranie Adomako– designee for the Commissioner of Administration

Tom Cole – designee for the Legislative Auditor (non-voting member)

Others present:

Gary Hall, State Treasury

Glenda Hannaman, State Treasury

Katie Watson, JP Morgan Chase Bank

John L. Daniel, JP Morgan Chase Bank

Duane Dufrene, Dept. of Children & Family Services

Judy Fletcher, Dept. of Agriculture & Forestry

Ashley Ford, Louisiana Workforce Commission

Neil Carpenter, Louisiana Workforce Commission

Renee' Roberie, Louisiana Workforce Commission

1. **Roll Call**
2. **Approval of Minutes.** Afranie Adomako moved to approve the minutes of the January 31, 2011 and the June 1, 2011 CMRB meetings. The motion was seconded by Laura Lapeze and was adopted without objection.
3. **Request for an exemption to Section 4.2.1- 24-Hour Exemption for deposit of funds in Treasury**

Louisiana Workforce Commission requests a temporary exemption to the requirement that state agencies deposit public funds in Treasury within 24 hours of receipt per Section 4.2.1 Cash Receipts Policy of the Control Agencies Policies and Procedures Manual, in regards to unemployment insurance tax payments.

Due to the volume of payments received, the La Workforce Commission has had constant audit findings due to the fact that they have been unable to meet the 3 day standard set by the United State Department of Labor (USDOL). Although they have made great progress in this direction, it will be impossible for them to meet the 24 hour deadline. They are requesting to be allowed to follow the USDOL standard.

Afranie Adomako noted the lack of justification of any hardship and made the motion to defer this request until the final audit report is complete. Laura Lapeze seconded the motion which was adopted without objection.

The board affirmed the approval of the Office of State Parks to be exempt from the 24 hour deposit rule. The exemption request had previously been approved by Treasurer John Kennedy and Commissioner Paul Rainwater. Afranie Adomako made a motion to approve the exemption request. Laura Lapeze seconded the motion which was adopted without objection.

4. Approval of Bank Accounts:

Department of Health and Hospitals submitted an application for Board approval for a new checking account with Richland State Bank in Minden, for the use by the Minden Behavioral Health Clinic. Previously Minden Mental Health shared an account with Shreveport Mental Health. With the merger of Mental Health and Addictive Disorders, they are anticipating an increase in the amount of funds received, therefore, requiring a daily deposit. Richland State Bank is closer to the Minden Health Clinic.

Afranie Adomako made a motion to approve the new account for the Department of Health and Hospitals at Richland State Bank. The motion was seconded by Laura Lapeze which was adopted without objection.

Department of Public Safety submitted an application for Board approval of a new operating bank account at JP Morgan Chase Bank in Baton Rouge. The new bank account will be used to facilitate monthly payments associated with State Police investigative expenses, while maintaining a level of confidentiality.

Afranie Adomako made a motion to approve the new zero balance bank account at JP Morgan Chase Bank for the Department of Public Safety. Laura Lapeze seconded the motion which was adopted without objection.

Department of Public Safety submitted an application for Board approval of a new bank account at Bank of Zachary in Zachary. The new bank account will be used to deposit and disburse inmate canteen funds. This account is needed to separate funds from the inmates' personal funds which are maintained by the Department of Corrections, Inmate Banking section.

Afranie Adomako made a motion to approve the new zero balance bank account at Bank of Zachary for the Department of Public Safety. Laura Lapeze seconded the motion which was adopted without objection.

Department of Revenue submitted an application for Board approval of a new ZBA bank account at JP Morgan Chase Bank in Baton Rouge. This account will be used by the Revenue Processing Center to collect payments via Image Cash Letter (ICL) for item clearing.

Afranie Adomako made a motion to approve the new bank account at JP Morgan Chase Bank for the Department of Revenue. Laura Lapeze seconded the motion which was adopted without objection.

Department of Revenue submitted an application for Board approval of a new lockbox bank account at JP Morgan Chase Bank in Baton Rouge. This account will be used for withholding taxes that will be outsourced to Chase Bank for processing.

Afranie Adomako made a motion to approve the new bank account at JP Morgan Chase Bank for the Department of Revenue. Laura Lapeze seconded the motion which was adopted without objection.

Department of Revenue submitted an application for Board approval of a new bank account at JP Morgan Chase Bank in Baton Rouge. This account will be used to issue tax refunds via electronic debit cards.

Afranie Adomako made a motion to approve the new bank account at JP Morgan Chase Bank for the Department of Revenue. Laura Lapeze seconded the motion which was adopted without objection.

Department of Agriculture & Forestry submitted an application for Board approval of a new bank account at JP Morgan Chase Bank in Baton Rouge. The bank account will be used to collect Market Bulletin subscriptions and renewals via electronic debit card.

Afranie Adomako made a motion to approve the new bank account at JP Morgan Chase for the Department of Agriculture and Forestry. Laura Lapeze seconded the motion which was adopted without objection.

Department of Children and Family Services submitted an application for Board approval to change an existing disbursement bank account at JP Morgan Chase Bank in Baton Rouge, to a ZBA account. The new ZBA account will be used to collect direct deposits received from the outsourced collection vendors.

Afranie Adomako made a motion to approve the repurposing of the bank account at JP Morgan Chase Bank for the Department of Children & Family Services. Laura Lapeze seconded the motion which was adopted without objection.

5. **Other Business:**

6. **Adjournment**

Having no further business, Afranie Adomako made a motion to adjourn, and the motion was seconded by Laura Lapeze. Without objection the Cash Management Review Board adjourned at 11:31 a.m.