

APPROVED MINUTES

LOUISIANA CLERKS REMOTE ACCESS AUTHORITY (LCRAA)

10:30 AM Wednesday, August 27, 2014

10202 Jefferson Highway, Building A
Baton Rouge, Louisiana

MINUTES

- I. **Call to Order:** Meeting called to Order by President Diane Meaux Broussard.
- II. **Administration of Oaths of Office:** Attorney, Sheri Morris, administered the oath of office to all Board members.
- III. **Invocation and Pledge of Allegiance:** Diane Meaux Broussard
- IV. **Roll Call:** Diane Meaux Broussard, and Board members present were: Gary Loftin, Malise Prieto, Mark Graffeo, Rick Arceneaux, Tom Sullivan, David Boneno, Ronny Champlin.
- V. **Election of Officers:** Motion by Mark Graffeo that Gary Loftin be elected Chairman. Motion seconded by Malise Prieto. **MOTION CARRIED.**
Chairman Loftin then presided over the meeting.

Mark Graffeo moved that Rick Arceneaux be elected Vice-Chairman. Motion seconded by Tom Sullivan. **MOTION CARRIED.**

Rick Arceneaux moved that David Boneno be elected Secretary. Motion seconded by Malise Prieto. **MOTION CARRIED.**

Tom Sullivan moved that Mark Graffeo be elected Treasurer. Motion seconded by Malise Prieto. **MOTION CARRIED.**
- VI. **Acceptance of Agenda:** Motion was made by Rick Arceneaux to approve the Agenda. Motion seconded by Malise Prieto. **MOTION CARRIED.**
- VII. **Presentation of History of LCRAA:** Debbie Hudnall gave a brief history of LCRAA.
- VIII. **New Business**
 1. **Adoption of rules regarding public comment in accordance with La. R.S. 42:14(D):** Motion was made by David Boneno and seconded by Ronnie Champlin to adopt the following Public Comment Policy. **MOTION CARRIED.**

In compliance with R.S. 42:14(d), members of the public will be allowed to speak on any item upon which a vote is to be taken that is included on the agenda. Each speaker will be allowed not more than three minutes and the Chair, at his discretion, may allow additional comments thereafter. Any person desiring to speak shall register in advance of speaking.

2. **Selection of an official journal in accordance with La. R.S. 43:171:** Tom Sullivan moved that the Advocate be designated as the official journal of LCRAA. Motion seconded by Ronnie Champlin. **MOTION CARRIED.**
3. **Designation of Special Counsel in accordance with La. R.S. 42:263:**
Resolution 2014-01 approving the retention of special counsel for LCRAA and naming as special counsel Sheri Morris, employed with the law firm of Roedel, Parsons, Koch, Blache, Balhoff & McCollister, to advise and represent the Board.

Motion was made by Malise Prieto to adopt the Resolution and seconded by Rick Arceneaux. **MOTION CARRIED.**
4. **Review and approval of Participating Agreements executed as of August 19, 2014:** Motion was made by Malise Prieto to approve the Participating Agreements. Motion was seconded by Rick Arceneaux. **MOTION CARRIED.**
5. **Policy for Approval of Additional Participating Agreements:** Motion was made by Tom Sullivan to delegate staff to accept additional enrollees by accepting Participating Agreements upon notice to Board members. Motion seconded by Mark Graffeo. **MOTION CARRIED.**
6. **Review and approval authorizing staff of the Louisiana Clerks of Court Association to provide administrative services including but not limited to receiving and depositing funds pursuant to Act 826 (2014) and paying expenses in accordance with an approved budget.** Motion was made by Tom Sullivan to authorize the staff of the Louisiana Clerks of Court Association to provide administrative services including but not limited to receiving and depositing funds pursuant to Act 826 of the 2014 Legislative Session and to pay expenses in accordance with the approved budget. Motion seconded by Mark Graffeo. **MOTION CARRIED.**
7. **Review and approval of By-Laws:** This matter was deferred to the next Board meeting.
8. **Selection of fiscal agent:** Motion was made by Mark Graffeo to select Capital One as the fiscal agent. Motion was seconded by Malise Prieto. **MOTION CARRIED.**
9. **Designation of signatories for operating banking account:** Motion was made by Mark Graffeo that staff be authorized to open account with Capital One Bank and that Debbie Hudnall, Mark Graffeo, and Ronnie Champlin be designated as signatories on the account. The account will require two signatures on any check or ACH disbursement over \$2500. Motion was seconded by Tom Sullivan. **MOTION CARRIED.**

10. Designation of beginning and ending of fiscal year: Mark Graffeo moved that the fiscal year of LCRAA be July 1st to June 30th. Motion seconded by Rick Arceneaux.
MOTION CARRIED.

11. Review and approval of Preliminary Budget for first fiscal year:
Discussion was had as how to accurately reimburse the Clerks Association for the time spent on LCRAA business. This was an issue that would continue to be watched closely going forward and could be adjusted as needed as LCRAA administrative time demands changed. Tom Sullivan moved that the Preliminary Budget presented to the Board be approved as a ten month budget and that the Louisiana Clerks of Court Association be reimbursed on a monthly basis by one-tenth for administrative expenses and that it be reviewed by the Board prior to the next fiscal year. Motion seconded by David Boneno. **MOTION CARRIED.**

12. Review and approval of Preliminary Time-Line for preparation of Request for Proposals and selection of contractor to design and implement statewide portal: It was discussed that Malise Prieto would chair a Technology Workshop to be held on September 16, 2014 at 1:00 P.M. for the purpose of discussing the goal of LCRAA and to gather technical information which will be necessary to prepare a request for proposal for the design of the Statewide Portal. It would allow the Clerks' vendors i.e. (Cott, Grids, Software & Services, Windward Group) or the IT personnel of the Clerks' offices to explain what LCRAA needs to know about the parishes operating systems and what might be unique about their systems. Malise will draft an email and a survey and Debbie will send it out to the Clerks.

13. Adoption of Regular meeting schedule for 2014 in accordance with La. R.S. 42:19: It was discussed that the Board meetings will be held on a quarterly basis, but the next meeting was scheduled for 12:30 PM on October 15th, 2014 at the Association office. The other meeting dates and times to be determined.

IX. Other Business: Chairman Gary Loftin appointed Tom Sullivan as chairman of the Grant Committee and appointed Mark Graffeo as a member.

There was also discussion as to questions that had been received from Clerks in reference to fees.

X. Announcements: None

XI. Adjournment

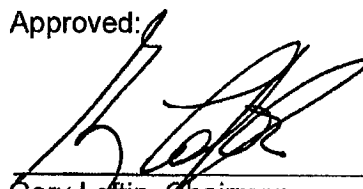
Respectfully Submitted:

Approved:



David Boneno, Secretary

9-5-14



Gary Loftin, Chairman

9-15-14