

## Approved Minutes

### LOUISIANA CLERKS REMOTE ACCESS AUTHORITY (LCRAA)

12:30 PM Wednesday, February 10, 2015

10202 Jefferson Highway, Building A  
Baton Rouge, Louisiana

#### MINUTES

- I. **Call to Order:** Meeting called to order by Vice-Chairman Rick Arceneaux.
- II. **Invocation and Pledge of Allegiance:** Mark Graffeo
- III. **Roll Call:** Board members present were: Rick Arceneaux, David Boneno, Ronny Champlin, Mark Graffeo, Malise Prieto, and Tom Sullivan.
- IV. **Acceptance of Agenda:** Motion was made by Mark Graffeo to amend the agenda to add under Other Business – Reimbursement to Association. Motion seconded by Tom Sullivan. **MOTION CARRIED.**  
  
Ronny Champlin moved that the Agenda be approved as amended. Motion seconded by Mark Graffeo. **MOTION CARRIED.**
- V. **Approval of Minutes:** Motion was made by Tom Sullivan to approve the minutes of the January 7, 2015 meeting. Motion seconded by David Boneno. **MOTION CARRIED.**
- VI. **Financial Report:** Treasurer Mark Graffeo reported total revenues, which included all of the fees received through January 31, 2015, were \$426,652 with total expenditures of \$32,002 leaving current assets of \$394,650. David Boneno moved that the Financial Report be received. Motion seconded by Malise Prieto. **MOTION CARRIED.**
- VII. **Report of Administrative Staff –** Debbie Hudnall reviewed the monthly remittance reports of the LCRAA members. Debbie reported that it appears most of the remittance issues had been resolved, although there was one parish that had not paid for the month of December. She reported the Clerk had informed her that the check was in the mail.
- VIII. **Insurance Proposal –** Debbie Hudnall reported that the staff had sought several avenues of insurance coverage for the Board. Chris Kershaw had contacted Community Financial Insurance in Monroe and had submitted an application for insurance. Debbie reported that they had not received a response. Sheri Morris had also contacted the Office of Risk Management and had been told that LCRAA would not qualify to be under their insurance program. Debbie further reported that she had contacted Arthur J. Gallagher Insurance in Baton Rouge and had received the quote she had emailed to the Board members. She had also asked that David and Hunter Perry from Gallagher appear at the Board meeting in case anyone had any questions. David Perry explained the Directors and Officers Insurance that is currently needed at the price of \$1958. He informed the Board this included \$1,000,000 coverage with a \$5,000 deductible and included crime coverage. He advised that for an additional \$300, defense could be outside the million dollar coverage leaving the million unencumbered. David said if the Board approved the insurance, it could be bound immediately.

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Tom Sullivan moved that the Board approve the D&O insurance with the additional \$300 for defense to be outside the million dollar limit. Motion seconded by Ronny Champlin.  
**MOTION CARRIED.**

Malise Prieto moved that Arthur J. Gallagher be paid today. Motion seconded by Ronny Champlin. **MOTION CARRIED.**

David Perry presented the Board with a "Cyber Coverage Overview" that he felt the Board might want to consider once the portal is in place.

- IX. **RFQ & P** - Sheri Morris reported that she and the committee had worked on the Request for Qualifications & Proposal and they had resolved all issues and there was no dissention. She had emailed the IT committee a copy of the proposed Evaluation Criteria with the point allocation along with a proposed Time Schedule. She said it had been pointed out to her that the date for the Board to rank the proposal conflicted with the Clerks' conference. She reminded the Board that the RFQ&P is very open because they want the vendors to design the solution and to make sure it would be with the latest technology. She also discussed the means of advertising to be: the Baton Rouge Advocate (print and online), could also be placed with Central Auction House, as well as posting it on the Clerks' website. Debbie would also notify the vendors that attended the technology workshop. Sheri also discussed requiring a performance bond. After discussion, the Board directed that the IT Committee evaluate and rank the proposals which would then be submitted to the Board. Tom Sullivan moved that the amended schedule be adopted. Motion seconded by Mark Graffeo. **MOTION CARRIED.**

Malise Prieto moved that the Evaluation Criteria be approved allowing Sheri to add Cyber Insurance coverage if appropriate. Motion seconded by Mark Graffeo. **MOTION CARRIED.**

Tom Sullivan moved to go forward with advertising as discussed and in accordance with the proposed schedule. Motion seconded by Ronny Champlin. **MOTION CARRIED.**

After discussion, David Boneno moved that the Grant Committee present a report to the Board at a special meeting to be held on March 16, 2015, as to proposed criteria for providing grants to participating Clerks. Motion seconded by Malise Prieto. **MOTION CARRIED.**

- X. **Other Business – Reimbursements to Association**  
Debbie presented to the Board copies of invoices that the Louisiana Clerks Association had paid for the startup of LCRAA including \$10,000 for Antares, \$5,337.50 in legal fees and \$253.37 in meeting expense for a total of \$15,590.87 that had been previously discussed. Tom Sullivan moved that the Association be reimbursed for those expenses in the amount of \$15,590.87. Motion seconded by Mark Graffeo. **MOTION CARRIED.**

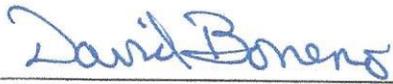
- XI. **Announcements** – Special Board meeting to be held March 16, 2015.

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- XII. **Adjournment** – David Boneno moved that meeting be adjourned. Motion seconded by Ronny Champlin. **MOTION CARRIED.**

Respectfully Submitted:

Approved:



David Boneno, Secretary

2-12-15



Rick Arceneaux, Vice- Chairman