

## APPROVED MINUTES

### LOUISIANA CLERKS REMOTE ACCESS AUTHORITY (LCRAA)

12:30 PM Wednesday, January 7, 2015

10202 Jefferson Highway, Building A  
Baton Rouge, Louisiana

#### MINUTES

- I. **Call to Order:** Meeting called to order by Chairman Gary Loftin.
- II. **Invocation and Pledge of Allegiance:** Mark Graffeo
- III. **Roll Call:** Board members present were: Gary Loftin, Malise Prieto, Mark Graffeo, Rick Arceneaux, Tom Sullivan, David Boneno, and Ronny Champlin.
- IV. **Acceptance of Agenda:** Motion was made by Malise Prieto to approve the Agenda. Motion seconded by Mark Graffeo. **MOTION CARRIED.**
- V. **Approval of Minutes:** Motion was made by Rick Arceneaux to approve the minutes of the October 15, 2014 meeting. Motion seconded by Mark Graffeo. **MOTION CARRIED.**
- VI. **Financial Report:** Treasurer Mark Graffeo reported total revenues, which included all of the fees received through December 31, 2014, was \$328,310 with total expenditures of \$25,717 leaving current assets of \$302,593. Tom Sullivan moved that the Financial Report be received. Motion seconded by Ronnie Champlin. **MOTION CARRIED.**

Mark also discussed copies of emails from Joy Irwin with the Legislative Auditor's office and Michelle Cunningham with Duplantier, Hrapmann, Hogan & Maher CPA firm stating there would be no issues with LCRAA reimbursing the Louisiana Clerks of Court Association for funds expended for the start-up cost of LCRAA. Mark Graffeo moved that LCRAA reimburse the Louisiana Clerks Association. Motion was seconded by Tom Sullivan. After discussion, David Boneno moved that the matter be deferred until the next board meeting and that each Board member be furnished with copies of all of the invoices for reimbursement and for copies of all expenses. Motion seconded by Malise Prieto. **MOTION CARRIED.**

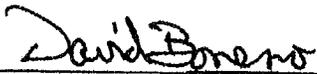
- VII. **Report of Administrative Staff -** Chris Kershaw reviewed the monthly remittance reports of the LCRAA members. Debbie reported that it appears most of the remittance issues had been resolved.

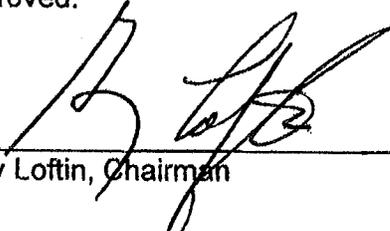
Chris Kershaw further reported he had just received a quote from Travelers Insurance for E&O insurance for the Board and was told their minimum premium for a new entity was \$10,000 per year for errors and omissions. He stated the insurance companies are apprehensive about underwriting the insurance until we have an audited financial statement. David Boneno stated that he thought the Board needed D&O Liability and he would furnish the name of the company that handles the insurance for the Louisiana Bankers' Association for staff to contact and recommended that other agents be contacted. Sheri Morris stated that LCRAA might be able to obtain insurance through the Office of Risk Management and she would check on that for the Board. The Board also asked once information is obtained that it be sent to them prior to the next Board meeting.

- VIII. **RFQ & P** - Sheri Morris reported that she and the committee had worked on the Request for Qualifications & Proposal and she felt they had a finished product except for a few items the Board would have to decide. She reported that IT members from St. Tammany, Livingston and East Baton Rouge served on the committee. Those members being: Kristie Howell, Tommy Lenz, Greg MacMaster, Warren Wool, along with Debbie Hudnall and Chris Kershaw. She reported after each had signed a Confidentiality Affidavit she sent a copy of the proposal to each for review. They had a conference call and she adopted all of the suggestions that were submitted into the RFQ&P. She reported that she had a draft copy of the RFQ&P in which she had redacted the project scope and the requirements for the proposers to submit, so it would not give any proposer an advantage. She reminded the Board that once the RFP&Q was seen by the Board it becomes a public document. She said the Board would need to decide on the the time line and how points would be allocated for the evaluation criteria. The Board decided not to review the document until such time that a D&O policy was in place for the Board. The Board also asked that Sheri and her committee come back with recommendations as to the points allowed for each of the evaluation criteria and possibly where to post advertisements in order to receive maximum bids.
- IX. **Adoption of Regular meeting schedule for 2014 in accordance with La. R.S. 42:19**  
After discussion, Rick Arceneaux moved that the LCRAA Board meetings be scheduled on the second Tuesday of the second month of each quarter. The next meeting would be February 10<sup>th</sup>, 2015.
- X. **New Business** – None
- XI. **Other Business** – None
- XII. **Announcements** - None
- XIII. **Adjournment** – David Boneno moved that meeting be adjourned. Motion seconded by Ronny Champlin. **MOTION CARRIED.**

Respectfully Submitted:

Approved:

  
\_\_\_\_\_  
David Boneno, Secretary

  
\_\_\_\_\_  
Gary Loftin, Chairman

1-26-15