The items listed on the Agenda are incorporated and considered to be a part of the minutes herein.

Chair Laura Lapeze called the meeting to order. Brent E. Manuel called the roll.

**MEMBERS PRESENT:**

Laura Lapeze, as Chair and designee for the State Treasurer

Lindsay Schexnayder, designee for the Commissioner of Administration

Representative Jerome Zeringue, Chair of House Appropriations Committee

Senator Heather Cloud, designee for Senator Mack “Bodi” White, Chair of Senate Finance Committee

Ernie Summerville, CPA, designee for the Legislative Auditor (Non-voting member)

**OTHER PERSONS PRESENT:**

Brent E. Manuel, State Treasury Fiscal Control Manager and Secretary to the Board

Lesha Woods, Department of Transportation and Development, Financial Services Administrator

Tracie Eisworth, Department of Transportation and Development, Cash Management

Nicole Walker, Budget Officer, University of Louisiana at Monroe (ULM)

Steven Maklansky, Louisiana State Museum, Director

Bridgette Thibodeaux, Louisiana State Museum, Deputy Director

Nancy Watkins, Department of Culture, Recreation and Tourism, Undersecretary

Ryan Seidemann, Assistant Attorney General, Department of Justice

Benjamin Spears, Department of Natural Resources, Fiscal Administrator

Jim Devitt, Department of Natural Resources, Deputy General Counsel

Tara Pocorello, Department of Public Safety & Corrections, Financial Service Assistant Director

Doug Efferson, Northwest Louisiana Human Services District, Executive Director

Representative Zeringue motioned for approval of the minutes for the November 21, 2019 meeting, seconded by Ms. Lapeze. Without objection, the minutes were approved.

Agenda Item 3a was submitted by Louisiana Department of Transportation and Development (DOTD) requesting an exemption to the 24-hour requirement to deposit checks that had been received by District 7 of DOTD (the Cameron “Ferry”). Ms. Lapeze provided guidelines to the Board that the Division and Treasury used in 2000 when considering this type of request. The Board had several questions on this request. Lesha Woods and Tracie Eisworth were present in order to respond. Ms. Lapeze questioned the amount of daily deposits they were taking in and how are they safeguarding it. Ms. Woods responded that they are using a safe lockbox and confirmed they are taking in about $1,400/week. Ms. Lapeze reported Capital One Bank closed, and J.P. Morgan Chase Bank is the nearest financial institution, which is 47 miles away. Ms. Woods confirmed that was correct. Ms. Woods also confirmed staff would be making the deposit, and deposit tickets would be sent to Treasury. Senator Cloud asked what the current cash management policy is for cash collection on ferries and how are collections reconciled. Ms. Woods responded that the captain and the staff perform daily reconciliations using logs. Cars on the ferries are manually counted. Ms. Woods also confirmed that there are 4 ferry boats, and the legislative auditor uses a rotational schedule when auditing the ferries. The department has policies and procedures in place that the legislative auditor reviews. The department has had no audit findings issued recently regarding the ferries practices. Senator Cloud would like the department to explore installing a mechanism that would count the number of vehicles entering the ferry to ensure the logs are accurate. This method is widely used in other areas. Representative Zeringue agreed with Senator Cloud. Ms. Woods responded that the department will research installing this mechanism to see if this will be cost beneficial. Senator Cloud made the motion to approve this request contingent upon DOTD returning to the next meeting to update the Board on improvements, providing a cost analysis on counting mechanism, as well as making deposits twice a week. Ms. Lapeze seconded the motion, and without objection, Item 3a was approved with contingencies.

Agenda Item 3b was submitted by University of Louisiana Monroe (ULM) updating their Cash Management and Investment Policy. Senator Cloud made the motion to approve, seconded by Ms. Lapeze and without objection, Item 3b was approved.

Agenda Item 4a was submitted by Department of Culture, Recreation, & Tourism (CRT) requesting approval of an Escrow Account to maintain accreditation with the American Alliance of Museums. Nancy Watkins, Steven Maklansky and Bridgette Thibodeaux were present to discuss. CRT must set aside any net proceeds from sell of collection items for the use of improvement or conservation of the Museum Collection. Mr. Maklansky further explained Louisiana RS 25:345 states that the board is granted the authority of deaccession of any collection consistent with the standards of the American Association of Museums. He further stated that this is a new initiative. Ms. Watkins chose to request the escrow route as this initiative is unprecedented. The department does not want the money to revert to the State General Fund and wants to separately preserve the money for future needs. Ms. Thibodeaux further explained the funds collected will not be expended in the same fiscal year. Ms. Schexnayder stated that an escrow account is not the appropriate place to deposit these funds. Mr. Summerville agreed. Ms. Schexnayder asked if there was a statutory dedicated fund in which to deposit these funds; Ms. Watkins stated that there was not. Ms. Lapeze stated there was still time to have language added in statute to protect these funds or add carryforward language in the Supplemental Bill in the Regular Legislative Session. Ms. Thibodeaux asked if there was a temporary solution that the department could use to protect these funds. Ms. Schexnayder suggested the department discuss with the Office of Planning and Budget. Ms. Schexnayder made the motioned to defer this request contingent on further research. Ms. Lapeze seconded and without objection, Item 4a was deferred.

Agenda Item 4b was submitted by the Department of Natural Resources (DNR) requesting to establish, per the State Mineral and Energy Board, an escrow account regarding royalties on several state leases granted around Catahoula Lake due a court judgement issued. Ryan Seidemann and Benjamin Spears were present to answer any questions. The bank account is necessary until a decision is made in court regarding who will have control over the monies due to a lease dispute around Catahoula Lake. It isn’t known yet to who these funds would be payable or what portion would go to the State. Mr. Seidemann explained that the case is already 14 years old and in settlement discussions and pending motions before the District Courts. The case has gone all the way up to the Louisiana Supreme Court and all the way back down. Mr. Spears stated that there currently is about $45,000 that needs to go into the account and averages about $20,000 per month. In addition, it is currently tracked in the royalty account. Senator Cloud asked if there was a state term or time frame for the escrow account. Ms. Lapeze confirmed when an escrow account is created, it is not closed until the department notifies Treasury that it is no longer needed. Senator Cloud asked Mr. Seidemann if he thinks on the behalf of the Attorney General’s office that these monies should be accounted for separately, so as not to be included in the State General Fund. Mr. Seidemann responded it is the Attorney General’s position that it is crucial to be accounted for separately. Senator Cloud made the motion to approve, seconded by Ms. Schexnayder and without objection, Item 4b was approved.

Agenda Item 5a was submitted by Louisiana Department of Health, Office of Public Health (OPH) requesting to open a new revenue bank account at J.P. Morgan Chase (JPMC) Bank, Thibodaux, Louisiana. The bank account is necessary for the opening of new health unit in Lafourche. No member of OPH was present. This request was pre-approved on 1/15/2020. This is just a formality to bring it before the Board in the event there are any questions. Senator Cloud made a motion to approve, seconded by Ms. Lapeze and without objection Item 5a was approved.

Agenda Item 5b was submitted by Louisiana Department of Public Safety & Corrections, Office of Motor Vehicles requesting to open a Daily Deposit Account at First Federal Bank of Louisiana, Oakdale, LA. The request is due to the closure of the Capital One Bank branch in May 2020. Ms. Pocorello confirmed the inconvenience the department is experiencing by driving every day to the nearest Capital One branch in Alexandria, Louisiana. Ms. Lapeze confirmed that First Federal Bank of Louisiana is an approved fiscal agent bank. Senator Cloud made a motion to approve, seconded by Ms. Lapeze and without objection Item 5b was approved.

Agenda Item 5c was submitted by Louisiana Department of Public Safety & Corrections, Office of Motor Vehicles requesting to open a Daily Deposit Account at Regions, Amite, LA. The request is due to customer service issues at First Guaranty Bank. Ms. Pocorello explained the customer service issues the department has been experiencing, specifically the difficulty to update signature cards. Ms. Schexnayder made a motion to approve, seconded by Ms. Lapeze and without objection Item 5c was approved.

Agenda Item 5d was submitted by Northwest Louisiana Human Services District requesting to open a new bank account at Sabine State Bank in Many, LA. The Many Behavioral Health Clinic will be reopening. Doug Efferson was present to discuss. Mr. Efferson confirmed that JPMC has no local branch in Many, and Sabine State Bank was most convenient for the agency. Ms. Schexnayder made the motion to approve, seconded by Ms. Lapeze and without objection, Item 5d was approved.

Agenda Item 5e was submitted by Northwest Louisiana Human Services District requesting to close an approved bank account and open a new bank account at Capitol One Bank in Shreveport, LA. A new bank account is needed to reflect the current business account name, Northwest Louisiana Human Services District DBA Shreveport BHC and current tax identification number. Mr. Efferson confirmed that this is Capitol One Bank’s policy in order for Northwest Louisiana Human Services to have a bank account with their correct information. Ms. Schexnayder made the motion to approve, seconded by Ms. Lapeze and without objection, Item 5e was approved.

Agenda Item 5f was submitted by Northwest Louisiana Human Services District requesting to close an approved bank account at Business First Bank in Minden, LA and open a new bank account at Capitol One Bank in Minden, LA. A new bank account is needed to streamline the use of one bank for the Minden and Shreveport clinics and to reflect the current business account name, Northwest Louisiana Human Services District DBA Minden BHC and current tax identification number. Mr. Efferson confirmed that the Shreveport and Minden accounts with be linked to one another. Ms. Schexnayder made the motion to approve, seconded by Ms. Lapeze and without objection, Item 5f is approved.

Agenda Item 5g was submitted by Northwest Louisiana Human Services District requesting to open a new bank account at Sabine State Bank in Natchitoches, LA. A new bank account is needed to reflect the current business account name, Northwest Louisiana Human Services District DBA Natchitoches BHC and current tax identification number and to streamline the use of one bank by Natchitoches BHC and Many BHC. Mr. Efferson confirmed that the Natchitoches and Many accounts will be linked to one another. Ms. Schexnayder made the motion to approve, seconded by Ms. Lapeze and without objection, Item 5g was approved.

Agenda Item 5h was submitted by Louisiana Board of Examiners of Certified Shorthand Reporters requesting to open a new bank account at JPMC in New Orleans, LA in accordance with Act 5 of the 2020 First Extraordinary Session. David Marcello explained the Shorthand Reporters Board is the public body that examines and licenses court reporters. Mr. Marcello further explained that Act 5 authorized a modest increase in the statutory maximum that can be charged for licenses and other functions the board preforms. Ms. Lapeze reported that Treasury did recommend this action as a statutory dedicated fund was established in accordance with this Act. Because the funds need to be swept into Treasury, a bank account needed to be set up. Representative Zeringue made the motion to approve, seconded by Ms. Schexnayder and without objection, Item 5h was approved.

Having no further business to discuss, Representative Zeringue made a motion to adjourn, seconded by Ms. Lapeze and without objection, the meeting was adjourned.