

LOUISIANA CLERKS REMOTE ACCESS AUTHORITY (LCRAA)
2:30 pm TUESDAY, NOVEMBER 10, 2020
BATON ROUGE, LOUISIANA

APPROVED MINUTES

- I. **Call to Order:** Meeting called to order by Chairman Rick Arceneaux.
- II. **Administration of Oath of Office:** Chairman Arceneaux administered the Oath of Office to Ashley Coco.
- III. **Roll Call:** Board members present were: Chairman Rick Arceneaux, Lynn Jones, Mark Graffeo, Jeff Skidmore, Melissa Henry, David Boneno, and Ashley Coco. Also present were: Attorney Sheri Morris, Laura Thomas and Ralph Melian with Antares, Auditor Michelle Cunningham with Duplantier, Hrapmann, Hogan & Maher, Dagmar Hebert, Davis Silk and Chris Kershaw.
- IV. **Acceptance of Agenda:** A motion was made by Jeff Skidmore to approve the agenda. Motion was seconded by Melissa Henry. **MOTION CARRIED.**
- V. **Approval of Minutes:** A motion was made by Lynn Jones to approve the minutes of the meeting held on August 11, 2020. Motion seconded by Jeff Skidmore. **MOTION CARRIED.**
- VI. **Antares Update:**
 1. **Portal Update:** Laura Thomas reported that 63 of the 64 parishes are online with records. Orleans Civil is ready to go live with records on the portal. Laura also provided a report with the analytics from the portal provided through Google including number of Users, Website Visits, Referral Sources, Device Category, Sessions by Browser and Page view by City.
 2. **Recording Software Update:** Laura reported that Ascension has been live since May 1st. Antares continues a twice weekly call with the Parish. Antares continues to work with Debbie and the parish to improve the general ledger reporting. She reported that Jefferson Davis Parish has signed up for the Recording Software.
 3. **E-Recording:** Laura reported that two title companies had attended a demonstration of the eRecording feature on eVaultLA. She noted that there would be soft launch with Baton Rouge Title this week.
 4. **eVaultLA:** Laura reported on the addition of prepay/escrow accounts and provided the number of users, subscriptions and documents filed for Ascension. Ralph Melian thanked the LCRAA Board for the opportunity to work on the project as well as the continued patience of the Board through the entire process.
- VII. **Financial Report:**
 1. **Audit Report (on file in office):** Michelle Cunningham with Duplantier, Hrapmann, Hogan & Maher presented the audit report for the fiscal year ended June 30, 2020. Michelle stated that the financials are fairly presented and LCRAA received the highest and cleanest opinion. She stated that there were no findings or deficiencies in internal controls and no compliance issues. Michelle highlighted an increase in the

net capital assets from 2019 to 2020 from the Recording software. She also noted an increase in hosting fees and the difference in grants. There were fewer grants paid in 2020 than in 2019 mostly due to longer times to complete projects due to COVID.

A motion was made by Mark Graffeo to accept the audit report as presented for the fiscal year ended June 30, 2020. The motion was seconded by Jeff Skidmore. **MOTION CARRIED.**

a. Compliance Questionnaire – Debbie presented to the Board the required compliance questionnaire. A motion to approve the questionnaire was made by Jeff Skidmore. The motion was seconded by Melissa Henry. **MOTION CARRIED.**

2. Financials: Chris Kershaw reported as of October 31, 2020 the total FYTD revenue was \$666,937 with total portal direct costs \$58,967, grant program cost of \$77,181, administration expenses of \$45,543, leaving net income for the fiscal year of \$487,246 and total assets of \$5,123,395. He noted that these financial statements have not been updated to include the audit adjustments. A motion was made by Lynn Jones to receive the financial report. The motion was seconded by Melissa Henry. **MOTION CARRIED.**

VIII. Report of Administrative Staff

- 1. Civil Suits:** Debbie Hudnall reported that a contract had been signed with Software & Services to include their client's Civil indices on the portal.
- 2. E-Filing:** Debbie informed the Board that e-Filings through Tyler Technologies have increased since Q4 2019.
- 3. Electronic Bulletin Board:** The eBulletin Board is now live on the Association website and has been utilized over the last few months for the posting of emergency closures. Debbie commented on the discussion with David Boneno and LBA about the future possibilities of other information available on the bulletin board.
- 4. E-Recording:** There was discussion regarding the requirement for the Clerks to have the capability to e-Record by January 1, 2022. Debbie commented on discussions with Antares for parishes without the Recording software to use the eRecord function.

IX. Grant Committee Report

- 1. Previous Quarter Grant Updates:** Chris Kershaw updated the Board on the status of the oldest outstanding grant from West Carroll Parish and issues with the vendor providing the services having omitted records and errors in indexing. Chris also updated the Board on the Union Parish grant where the vendor grossly underestimated the number of instruments on the original quote submitted with the grant. The grant was awarded for \$41,000 but the new quote is for \$107,000. There was discussion as to whether the Parish had signed a contract. Jeff Skidmore informed the Board that he too had run into issues on his grant project with the same vendor and an underestimation of the instruments but was able to negotiate with the vendor to complete the project within the original dollar amount proposed.

2. **2020 – 3rd Quarter Grant Applications:** Mark Graffeo reported that the grant committee received 7 grant applications: Grant, Natchitoches, East Feliciana, Madison, LaSalle, Jackson, and Iberville. The committee recommended to the Board to deny the applications from Grant, Natchitoches, East Feliciana, and Madison as those applications were for redaction on civil records.

The committee recommended to the Board the approval of the following grants:

Lasalle	\$9,115	Indexing of Oil & Gas Records from 1919-1952
Jackson	\$10,046	Indexing of Conveyance Records from 1965-1969
Iberville	\$28,180 (partial)	Indexing Conveyance Records from 1949-1959
Total	\$47,341	

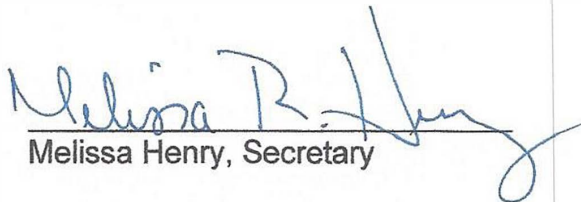
The funds available for grants this quarter was \$176,439 and Mark recommended the excess funds above what was to be awarded be rolled forward to the next quarter.

A motion was made by David Boneno to approve the 3 grant applications as recommended by the committee. The motion was seconded by Ashley Coco.
MOTION CARRIED.

- X. **Attorney – Trademark Update:** Sheri Morris stated that she had discussions with the attorney working on the trademark of eVaultLA. She explained that the attorney felt there could be conflicts with the term "evault". There was discussion about a possible rebranding and further discussion with the trademark attorney.
- XI. **Announcements:** The next meeting will be Tuesday, February 9, 2021.
- XII. **Adjournment:** A motion was made by Lynn Jones to adjourn. The motion was seconded by David Boneno. **MOTION CARRIED.**

Respectfully Submitted:

Approved:


Melissa Henry, Secretary


Rick Arceneaux, Chairman