

**LOUISIANA CLERKS REMOTE ACCESS AUTHORITY (LCRAA)**  
**12:30 pm TUESDAY, FEBRUARY 9, 2021**  
**BATON ROUGE, LOUISIANA**

**APPROVED MINUTES**

- I. **Call to Order:** Meeting called to order by Chairman Rick Arceneaux. Mark Graffeo gave an opening prayer and Rick Arceneaux led the Pledge of Allegiance.
  
- II. **Roll Call:** Board members present were: Chairman Rick Arceneaux, Lynn Jones, Mark Graffeo, Jeff Skidmore, David Boneno, and Ashley Coco. Also present were: Attorney Sheri Morris, Laura Thomas with Antares, Bridget Hanna, Kim Turlich-Vaughan, Chelsey Napoleon, Jason Harris, Dagmar Hebert, Davis Silk and Chris Kershaw.  
  
Absent: Melissa Henry
  
- III. **Acceptance of Agenda:** A motion was made by Jeff Skidmore to approve the agenda. Motion was seconded by Lynn Jones. **MOTION CARRIED.**
  
- IV. **Approval of Minutes:** A motion was made by Mark Graffeo to approve the minutes of the meeting held on November 10, 2020. Motion seconded by Lynn Jones. **MOTION CARRIED.**
  
- V. **Financial Report:**
  1. **Financials:** Chris Kershaw reported as of January 31, 2021 the total FYTD revenue was \$1,141,200 with total portal direct costs \$125,468, grant program cost of \$276,976, administration expenses of \$80,708, leaving net income for the fiscal year of \$658,048 and total assets of \$5,793,651. A motion was made by Jeff Skidmore to receive the financial report. The motion was seconded by Lynn Jones. **MOTION CARRIED.**
  
- VI. **Antares Update:**
  1. **Portal Update:** Laura Thomas reported that Antares is working with Software & Services to upload the Civil indices to the portal. She also reported that Orleans Civil is still working to get their land records online in the portal. Laura provided the number of total users and a breakdown of referral source and which browser the portal is being accessed.
  
  2. **Recording Software Update:** Laura stated that the Recording Software and E-Recording is live in Ascension Parish. She updated the Board on the status of Rapides and St. Tammany. Laura stated that two new parishes will begin the process of moving to the recording software: Jefferson Davis and Concordia. She also noted several other parishes who have shown interest and Antares has demonstrated the software to several of those parishes. Debbie reminded the Board that all Clerks are required to have the capability to e-record by 2022.

**VII. Contracts and Change Orders**

- 1. Change Order - eClerksLA - Portal:** Debbie Hudnall stated that at the last meeting she informed the Board of possible trademark issues with eVaultLA and that a new easy to identify name had been selected, eClerksLA. This change will require rebranding of the existing site and with that the consolidation of the portal site and the eVaultLA webpage. It would be fully integrated with a cloud based elastic search that will improve navigation and increase performance. Debbie presented a change order to the portal contract from Antares in the amount of \$27,000 for the Board's approval. David Boneno asked about the time frame to complete the consolidation. Laura Thomas stated that the process will take about two months. Users will be notified that they will need to re-register with eClerksLA as their current passwords with the portal are encrypted and cannot be transferred automatically. A motion was made to approve the change order by David Boneno. The motion was seconded by Ashely Coco. **MOTION CARRIED.**
- 2. Change Order – Marriage License:** Debbie presented a change order from Antares for the recording software. She explained that Marriage Licenses were not included in the original recording software. Antares will work to develop a marriage license module in the recording software. The indices would be searchable through the portal. Debbie explained that scanned images of marriage license should not be made available due to the personal information included on those documents. The price of the change order is \$65,000. The maintenance and support fee would be \$0.50 per marriage license per parish. The implementation fee would be \$0.05 per each migrated marriage record. A motion was made by Mark Graffeo to approve the change order for the marriage license module. The motion was seconded by Jeff Skidmore. **MOTION CARRIED.**
- 3. Contract – Clarification to Recording Software Article 2.4:** Debbie reviewed Article 2.4 of the Recording Software contract and explained that this article relates to new parishes implementing the recording software and could delay the start of the process if the required LCRAA approval of occurs only at the quarterly board meetings. Debbie asked for the Board's approval to approve the new parishes and then have the Board ratify those parishes at the next meeting. A motion was made by Jeff Skidmore to authorize the Executive Director to approve parish implementation requests and to present them at the next meeting for ratification by the Board. The motion was seconded by Lynn Jones. **MOTION CARRIED.**

There was discussion regarding LCRAA paying the cost for the migration of data from the former software vendor to the new Recording software, especially to help those smaller parishes. There was discussion on how to assess the need. A motion was made by Jeff Skidmore to authorize the Executive Director and Chairman of LCRAA to approve those requests. The motion was seconded by Mark Graffeo. **MOTION CARRIED.**

4. **Contract – Tyler Technology:** Debbie informed the Board that LCRAA currently doesn't pay for the e-Filing through Tyler Technologies. LCRAA has paid for the integration with Cott's system. During the RFP process, Debbie had questioned other states about the integration process with Tyler and was told it worked well. However, the integration with Cott has not worked well. Louisiana is different than other states and it has been difficult to have Tyler adapt their software to accommodate the requirements in Louisiana. Debbie informed the Board the contract is a two-year term that will end on May 14<sup>th</sup>, with a ninety days' notice required to cancel the contract and the contract would automatically renew for 1 year. There are currently 12 clerks using the e-Filing.
5. **Civil and Criminal Case Management with e-Filing – Request for Proposals (RFP):** Debbie Hudnall brought to the Board a proposed timeline for an RFP for a Civil and Criminal Case Management System with e-Filing. After discussion, a motion was made by Jeff Skidmore to move forward with the RFP for Civil and Criminal Case Management with e-Filing. The motion was seconded by David Boneno. **MOTION CARRIED.**

#### **VIII. Report of Administrative Staff**

1. **Remittance Recaps** – Debbie presented to the Board a recap of the receipts by parish for Fiscal year 2020-2021 and a summary of the revenue sharing amounts received from Tyler Technology.
2. **E-Recording** – Debbie reminded the Board that all Clerks are required to have the capability to e-Record by January 1, 2022. Antares is working on a change order to integrate the current recording software's E-Recording capability with outside vendors. There was discussion regarding exclusivity and fee sharing. Antares will reach out to those vendors to see what the integration would entail and have a proposal developed for the next meeting date.

#### **IX. Grant Committee Report**

1. **Previous Quarter Grant Updates:** Chris Kershaw reported on the outstanding grants including the oldest outstanding grant with ongoing problems for West Carroll Parish. A 15-year gap in records was discovered and the test samples provided by the vendor were not correct. Mark Graffeo explained the frustrations the grant committee has with the work product of vendors and continue to make the process of awarding grants better.
2. **2020 – 4<sup>th</sup> Quarter Grant Applications:** Mark Graffeo reported that the grant committee received 6 grant applications: Plaquemines, Vernon, Washington, Tensas, Sabine and Madison. After review of the grants, 5 of the 6 included redaction, which the committee is reluctant to approve, because the software providers have this redaction capability with their software. Debbie had previously reached out to those vendors regarding redaction software and was told it was not 100% accurate, however, those same vendors are now selling the redaction component to some of the parishes. There was further discussion regarding

redaction. The committee recommended to approve partial grants for those parishes whose applications included redaction, unless a financial need was evident.

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

Plaquemines	\$ 5,800	Civil Data Migration
Vernon (partial)	\$32,000	Image, Index & Redact Conveyance Records
Washington (partial)	\$10,000	Image, Index & Redact Marriage License
Tensas	\$16,990	Image, Index & Redact Oil & Gas
Sabine (partial)	\$30,000	Image, Index, & Redact Marriage License
Madison (partial)	\$14,000	Civil, Criminal & Successions OCR Redaction
<b>Total</b>	<b>\$108,790</b>	

The funds available for grants this quarter was \$241,165 and the grant awards for this quarter are below that amount.

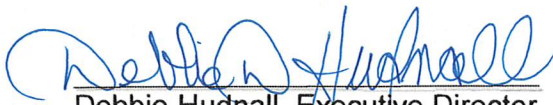
A motion was made by Lynn Jones to approve the grant applications as recommended by the committee for the parishes of Plaquemines, Washington, Tensas, Sabine and Madison. The motion was seconded by David Boneno. **MOTION CARRIED.**

A motion was made by David Boneno to approve the grant application as recommended by the committee for the parish of Vernon. The motion as seconded by Lynn Jones. **MOTION CARRIED.** Jeff Skidmore abstained.

- X. **Attorney – Trademark Update:** Sheri Morris stated that she had discussions with the attorney regarding the name eClerksLA and his preliminary research has not found any conflicts. Once filed, there would be a time allocated for any objections. She noted that the logo would remain the same as eVaultLA but Vault would be replaced with Clerks.
- XI. **Other Business:** Lynn Jones brought to the attention of the Board on the damaged records his parish was dealing with after the recent hurricanes and the need for assistance with imaging “legacy” documents.
- XII. **Announcements:** The next meeting will be held Tuesday, May 11, 2021. There would need to be a meeting before that date pending the timeline of the Request for Proposal.
- XIII. **Adjournment:** A motion was made by Jeff Skidmore to adjourn. The motion was seconded by David Boneno.

Respectfully Submitted:

Approved:

  
 Debbie Hudnall, Executive Director

  
 Rick Arceneaux, Chairman