

**LOUISIANA CLERKS REMOTE ACCESS AUTHORITY (LCRAA)**

**12:30 pm TUESDAY, MAY 11, 2021**

**BATON ROUGE, LOUISIANA**

**PROPOSED 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, David Ditch, Jason Harris, Chelsey Richard Napoleon, Greg MacMaster, Greg Renfro, and Scott Carrington with Software & Services.  
  
Absent: Melissa Henry
- III. **Acceptance of Agenda:** A motion was made by Jeff Skidmore to approve the agenda. Motion was seconded by David Boneno. **MOTION CARRIED.**
- IV. **Approval of Minutes:** A motion was made by Mark Graffeo to approve the minutes of the meeting held on February 9, 2021. Motion seconded by David Boneno. **MOTION CARRIED.**
- V. **Financial Report:**
  1. **Financials:** Chris Kershaw reported as of April 30, 2021 the total FYTD revenue was \$1,655,726 with total portal direct costs \$195,070, grant program cost of \$382,756, administration expenses of \$117,808, leaving net income for the fiscal year of \$960,092 and total assets of \$6,075,695. A motion was made by Jeff Skidmore to receive the financial report. The motion was seconded by Lynn Jones. **MOTION CARRIED.**
  2. **Budget Proposal (Exhibit A):** The Budget Proposal Item was deferred until the end of the meeting.
- VI. **Antares Update:**
  1. **Portal Update:** Laura Thomas with Antares reported that all parishes participating have records on the portal including Orleans Civil. Civil Indices for most parishes with Software & Services are active and some work has been done to bring the Civil Indices online for parishes with Grids. Laura reported the portal has over 34,000 users with approximately 7,400 active users during the last month. Antares is in the process of adding the Google Analytics to eClerksLA to provide statistical data. Users are increasing on eClerksLA site.
  2. **Recording Software Update:** Jefferson Davis is now live with the Recording Software and eRecording. Three parishes are in the onboarding process: Rapides, Concordia (go live date June 1<sup>st</sup>), Catahoula. Caldwell and Cameron have recently signed agreements for the recording software. St. Tammany is in the process of reviewing the current version. Eleven parishes are considering the software. Laura reported that at the last Clerks Institute, Antares had a demonstration of the software with 17 parishes represented at that demo. She then reviewed the transactions

performed in eClerksLA for example 34,622 payment transactions, 24,175 documents purchased.

Laura reviewed the two software change orders. (1) Marriage License module with intake applications and creation/printing of forms ready for review and approval next week. The second module with search and eClerksLA functionality estimated to be ready for review and approval in mid-June. (2) Rebrand of “eVaultLA” to “eClerksLA” – new logo and site navigation is a work in progress.

Laura provided a graphic of a mousepad for eClerksLA Recording software intake shortcuts that will be given to parishes with the recording software.

3. **E-Recording Proposals:** Laura commented on the eRecording possibility for parishes that are not using the recording software but need the capability to eRecord. Debbie Hudnall stated that every Clerk must have the capability to eRecord by January 1, 2022. Debbie stated that some Clerks have that capability already and it is integrated into their current software. For those parishes who do not have eRecording, this system would be a stand-alone option for eRecording. The cost proposal is \$3,000 per Parish for set-up, which if the parish then chose to have the recording software, the \$3,000 would apply to their cost for data migration for the software. There would also be a \$3.00 transmittal fee. There was discussion as to how many parishes would need this stand-alone solution to eRecording. A motion was made by Jeff Skidmore to approve the proposal for eRecording solution at a cost of \$3,000 per parish that would apply to their implementation fee for the recording software if implemented in the future. The motion was seconded by Mark Graffeo.  
**MOTION CARRIED.**

- VII. **Review Proposals received for Case Management and Document Management Systems and Related Services** - Debbie Hudnall reported that the RFP was issued and three proposals were received timely, one proposal was a letter stating that there was not sufficient time to respond and two other proposals were not received timely. Sheri explained the situation regarding the two proposals submitted after the deadline. Both of those submitters had been notified and one responded asking for reconsideration. There was discussion regarding the RFP process and procedure and the proposals received after the deadline.

Attorney Sheri Morris reported that she and staff reviewed the three proposals that were received timely. She noted that cost was one of the major differentiating factors. Chris Kershaw reviewed each of the criteria for Journal Technologies, Tyler Technologies and i-3/Software and Services. There was discussion regarding the pricing structures. After further review of the three proposals, Journal Technology and Tyler Technologies cost estimates were unaffordable. After reviewing the proposal from i-3/Software & Services, several of the figures used from the Supreme Court in their the proposal were inaccurate. Debbie commented that with approval from the Attorney and Chairman, she reached out to i-3/Software & Services asking them to review and correct the figures in their proposal.

There was discussion regarding the scope of the RFP and the unaffordable proposals. Debbie explained that i-3/Software & Services does have current clients in the State of Louisiana, while Journal Technologies has no experience in Louisiana. Tyler Technologies has had experience with case management in one parish.

**VIII. Discussion and Action regarding selection of provider for Case Management and Document Management Systems and Related Services**

Further discussion was had regarding the structure of the cost proposal submitted by i-3/Software & Services, including a base implementation fee and then a monthly maintenance fee based on the number of filings from the previous month. If all parishes listed in the proposal joined then it would be a one-time fee of \$3.7 million plus the maintenance fee that would be paid by the individual parishes. I-3/Software & Services used public data from the Supreme Court to provide their proposed maintenance fee. There was discussion regarding the comparison of how the maintenance fees differed between all three respondents.

Attorney Sheri Morris explained that the Board has two options. The Board can choose to reopen the RFP process or look further into the proposal from i-3/Software & Services to evaluate if their software would be the best fit for the project. There was discussion and comments regarding the number of parishes already using the system with i-3/Software & Services. There was discussion regarding the proposed cost estimate provided by i-3/Software & Services. David Boneno questioned if their proposal met all the requirements of the RFP. Debbie stated that their proposal did meet the requirements and was at the lower end of the price estimates of all the respondents.

A motion was made by Jeff Skidmore to receive the three proposals submitted timely and to not reopen the RFP process. The motion was seconded by Lynn Jones. **MOTION CARRIED.**

At this time, the Board asked Scott Carrington with i-3/Software & Services to make a presentation. He stated that they work with over 250 government agencies in Louisiana including 21 Clerk's office. He explained i-3 had recently acquired several other companies including Mentis, Image Soft and Smart Bench. Lynn Jones questioned how implementation would occur in a parish where both civil and criminal systems are needed or if the parish already has an in-house civil system. Scott clarified that the process is approximately 120 days for conversion and implementation with on-site and test site. Mark Graffeo questioned if Smart Bench was included or if it would be considered an add-on. Scott explained that Smart Bench for the clerk is included but would be additional for the Judge's office. Debbie questioned if a temporary e-filing solution could be made available during a parish's transition to the software. Scott commented that an e-filing solution could be made available. For parishes not yet on the CMS system, a receiving application would be installed locally for the user to process the filings and the charges which could be delivered quickly. Debbie questioned their staffing numbers and the workload of implementation in multiple parishes at one time. Scott explained that if selected for the project, they are already working on a plan for staffing. Lynn Jones asked how the cost estimate, based on numbers from the Supreme Court, would be

calculated in the future. Scott explained that maintenance pricing model would be monthly and pulled directly from the software.

Debbie commented the parish would be responsible for the monthly maintenance fees, but LCRAA could discuss the possibility of paying a percentage of the installation cost. There was discussion regarding the base implementation fee. Debbie also reported that she has viewed the software in operation.

Scott Carrington continued that the software is server based but looking toward the future they will have some of the features of the CMS moved to a cloud-based solution and continue to improve functionality in some of the modules. There was also discussion regarding integration between entities including the District Attorneys, etc.

There was a discussion regarding the annual increase of 3-5% with a three-year term contract.

Mark Graffeo questioned about the purchase of hardware if a parish moves from a cloud-based program to the server-based software. Chris Kershaw noted that the contract does address minimum hardware requirements. Chairman Rick Arceneaux thanked Scott for his presentation.

At this time the Board discussed the cost proposal, parishes currently using the software and Debbie explained to the Board that she continually hears at the Legislature the need for a unified court system. This would be a step in that direction. Jeff Skidmore commented that with the success of this software in the larger parishes there would be no question that it would work well in smaller parishes as well. Mark Graffeo commented on the experience of i-3/Software & Services with conversions and training.

A motion was made by Lynn Jones to select i-3/Software & Services proposal and continue negotiations on a contract. The motion was seconded by Jeff Skidmore.  
**MOTION CARRIED.**

Attorney Sheri Morris commented one item to be negotiated will be the use of a payment processor. David Boneno questioned how the agreement would work with LCRAA and then the individual parishes. Sheri explained that the LCRAA Board would work to negotiate a price point for parishes that want to participate with this software. There is no guarantee of how many parishes will come on board. Sheri also mentioned that LCRAA could consider subsidizing some of the installation costs through grants. Jeff Skidmore commented on the push towards a unified court system and the Clerks continue to make strides in that direction.

**IX. Report of Administrative Staff**

- 1. Remittance Recaps** – Debbie Hudnall reported April had been the highest remittance month to date and the first contributions from Orleans had been received.
- 2. Legislative Update** – Debbie reported that some parishes already receive e-filings in Criminal cases. There is a bill this session to clarify that you can e-file criminal cases. Debbie also reported on an issue from a Judge with electronic documents

and scanned documents in a particular district court. There was discussion regarding electronic copies being considered the original.

3. **Personal Financial Disclosure-** Debbie reminded the Board members that personal financial disclosures (Tier 2.1) are due by May 17<sup>th</sup>.

**X. Grant Committee Report**

1. **Previous Quarter Grant Updates:** Chris Kershaw reported that there were 13 open grants awarded from previous quarters. Of the 13, two had just recently been completed and paid, while 2 were rescinded and those parishes have resubmitted the grant application for consideration this quarter. He commented on the longest outstanding grant in West Carroll with Revolution Data Systems plan to deliver data to Software & Services by May 15. Total outstanding grant are \$349,578.
2. **2021 – 1<sup>st</sup> Quarter Grant Applications:** Mark Graffeo reviewed the grants applications were submitted for consideration this quarter. The grant committee recommends awarding the 1<sup>st</sup> quarter grants as listed below:

Union	\$72,990	Conversion-Original Index Books
Natchitoches (partial)	\$14,321	Image & Index Marriage License
Terrebonne (partial)	\$29,275	Image & Index Marriage License
Vernon (partial)	\$35,135	Image & Index Conveyance Records
Beauregard (partial)	\$42,045	Index Conveyance Records
Madison	\$30,505	Image & Index Conveyance Records
<b>Total</b>	<b>\$224,271</b>	

The funds available for grants this quarter was \$271,986 and the grant awards for this quarter are below that amount.

A motion was made by Mark Graffeo to approve the grant applications as recommended by the committee for the parishes of Union, Natchitoches, Terrebonne, Beauregard, and Madison. The motion was seconded by Jeff Skidmore. **MOTION CARRIED.**

A motion was made by Mark Graffeo 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.

- XI. **Attorney – Trademark Update:** No update at this time.

**XII. Other Business**

At this time, the deferred item “Budget Proposal” was reconsidered. (Exhibit A) Controller Chris Kershaw presented the current fiscal year budget and the proposed budget for 2021-2022. Income slightly increased from current year due to additional

revenues from eFiling and eRecording. He noted the additional line item in expenses for the Case Management and Document management system in the amount of \$1,000,000. He noted that all administrative expenses remain the same. The proposed budget reflects a \$604,900 loss mainly attributable to the CMS & DMS added expense.

There was discussion regarding the Board authorizing the Executive Director, with approval of the Chairman, for the parishes coming on board with the CMS and DMS. The Executive Director would then report to the Board those who have joined, status their implementation and payments. David Boneno questioned whether this would be fully expensed or capitalized on the Balance Sheet. Chris noted that would be determined by the auditors.

A motion was made by Jeff Skidmore to adopt the 2021-2022 Budget Proposal as presented. The motion was seconded by Lynn Jones. **MOTION CARRIED.**

A motion by Mark Graffeo to authorize the Executive Director, with the Chairman's approval, to approve the parishes joining the new software with LCRAA possibly subsidizing the base implementation fee on a percentage level basis based on the tiers as in the proposal. The Executive Director would report to the Board on a quarterly basis which parishes have joined. The motion was seconded by Lynn Jones. **MOTION CARRIED.**


David Ditch questioned what the application process would be for this new software. Debbie commented on some of the factors that will determine how this will be handled on a parish level basis.

**XIII. Announcements:** The next meeting will be held August 10, 2021.

**XIV. Adjournment:** A motion was made by Mark Graffeo to adjourn. The motion was seconded by Lynn Jones. **MOTION CARRIED.**

**Respectfully Submitted:**

**Approved:**

  
Debbie Hudnall, Executive Director

  
Rick Arceneaux, Chairman

## Exhibit A

LCRAA

BUDGET (in whole dollars)

FOR THE PERIOD JULY 1, 2021 THROUGH JUNE 30, 2022 with comparative data for prior year

	2020-2021	2021-2022
	Original	
	Adopted	Proposed
	Budget	Budget
<b>REVENUE:</b>		
Recording Fees	\$ 1,400,000	\$ 2,000,000
Other Income - E-filing	10,000	40,000
Other Income - E-recording	0	3,600
Interest	70,000	3,000
<b>TOTAL REVENUE</b>	<b>1,480,000</b>	<b>2,046,600</b>
<b>EXPENSES:</b>		
<b>PORTAL COST</b>		
Design	300,000	300,000
Case Mgt & Doc Mgt		1,000,000
Implementation, Intregation & Migration	310,000	310,000
Maintenance	100,000	125,000
Parish Connectivity	50,000	1,000
E-filing	100,000	50,000
Hosting fees	30,000	75,000
Revenue Sharing Expense	5,000	0
<b>TOTAL PORTAL COST</b>	<b>895,000</b>	<b>1,861,000</b>
<b>GRANT PROGRAM @ 30% of Recording Fees</b>	420,000	600,000
<b>ADMINISTRATIVE:</b>		
Advertising	0	0
Audit	6,500	6,500
Attorney's Fees	30,000	30,000
Bank Fees	2,000	2,000
Bonds & Ins.	5,000	5,000
Meeting Expense	2,000	2,000
Promotional Expense	25,000	25,000
Reimb. Assoc.	120,000	120,000
<b>Total Administrative Expenses</b>	<b>190,500</b>	<b>190,500</b>
<b>TOTAL GRANTS AND ADMINISTRATIVE EXPENSE</b>	<b>610,500</b>	<b>790,500</b>
<b>TOTAL COST</b>	<b>1,505,500</b>	<b>2,651,500</b>
<b>EXCESS OF REVENUES OVER EXPENSES</b>	<b>\$ (25,500)</b>	<b>\$ (604,900)</b>
<b>Beginning Fund Balance</b>	\$ 5,092,253	\$ 5,066,753
<b>Revenues</b>	1,480,000	2,046,600
<b>Expenditures</b>	1,205,500	2,351,500
<b>Capital Outlay</b>	300,000	300,000
<b>Ending Fund Balance</b>	<b>\$ 5,066,753</b>	<b>\$ 4,461,853</b>