

LOUISIANA CLERKS REMOTE ACCESS AUTHORITY (LCRAA)

12:30 pm TUESDAY, AUGUST 10, 2021

BATON ROUGE, LOUISIANA

PROPOSED MINUTES

- I. **Call to Order:** Meeting called to order by Chairman Rick Arceneaux.
- II. **Invocation and Pledge:** Mark Graffeo gave an opening prayer and Rick Arceneaux led the Pledge of Allegiance.
- III. **Roll Call:** Board members present were: Chairman Rick Arceneaux, Lynn Jones, Melissa Henry, Mark Graffeo, Jeff Skidmore, and Brent Laliberte. Also present were: Attorney Sheri Morris, Laura Thomas with Antares, Bridget Hanna, Scott Carrington, and Paul Maple with i-3/Software & Services, Dagmar Hebert, Chris Kershaw, and Davis Silk.

Absent: David Boneno
- IV. **Oath of Office:** Rick Arceneaux administer the oath of office to Brent Laliberte with the Louisiana Land Title Association.
- V. **Acceptance of Agenda:** A motion was made by Mark Graffeo to approve the agenda. Motion was seconded by Melissa Henry. **MOTION CARRIED.**
- VI. **Approval of Minutes:** A motion was made by Jeff Skidmore to approve the minutes of the meeting held on May 11, 2021. Motion seconded by Melissa Henry. **MOTION CARRIED.**
- VII. **Financial Report:**
 1. **Financials:** Chris Kershaw reported as of June 30, 2021 the total FYTD revenue was \$2,073,947 with total portal direct costs \$274,405, grant program cost of \$463,830, administration expenses of \$147,349, leaving net income for the fiscal year of \$1,188,363 and total assets of \$6,301,924. Chris commented that part of the portal direct costs will be classified as assets by the auditors. Chris reported that there are 12 outstanding grants with a cost of \$385,926 that are not included on the financial statements until they are paid. There was discussion regarding the increased fee revenue due to new parishes required to participate and increases in filings. Chris explained the conservative approach when budgeted fee revenue. Debbie commented on the lower interest income and noted the need for cash flow for upcoming projects. A motion was made by Jeff Skidmore to receive the financial report. The motion was seconded by Mark Graffeo. **MOTION CARRIED.**
 2. **Rent Expense:** Chris Kershaw reported to the Board that the budget approved at the May meeting had not included a line item rent expense. He further explained that at the time the building was constructed LCRAA was not yet in existence. The Association and Insurance Funds both prepaid rent to the Retirement system for their proportional share. LCRAA is now figured into that allocation at 12% or \$12,000/year that would be paid to the Retirement system for rent.

3. Budget Amendment: A motion was made by Mark Graffeo to amend the adopted 2021-2022 budget to include a line item for rent expense in the annual amount of \$12,000 and reduce the line-item promotional expense by the same. The motion was seconded by Melissa Henry.
MOTION CARRIED.

VIII. Antares Update:

- 1. Portal and eClerksLA update:** Laura Thomas with Antares reported that there are 3000 eClerksLA users, 290 active subscriptions and 84 eRecording submitters. She also noted an increase in users of laclerksportal.org and reviewed the user by referral source. Desktop users make the largest percentage versus mobile and tablet users.
- 2. Recording Software Update:** There are 12 parishes who have signed up for the recording software and have go live dates through the end of 2021. There are several prospective parishes. Antares will be hosting a demonstration on the software and new marriage application that afternoon. The Marriage License application is ready and Antares is working with attorney on addendum to the parish level agreements.

Laura updated the Board on the portal rebranding as eClerksLA with new logo and sample views of the landing page. Debbie commented on the search feature on eClerksLA with a phonebook type search versus a faceted format. Antares has prepared a change order to integrated both types of searches to be available to the users along with a limited return print option for a cost of \$6,500. A motion was made by Jeff Skidmore to approve the change order for the search integration in the amount of \$6,500. The motion was seconded by Lynn Jones. **MOTION CARRIED.**

- 3. E-Recording Update:** Laura reported they would be able to do the stand alone e-Recording for those parishes that do not have as per contract with LCRAA.

IX. Report of Administrative Staff

- 1. Remittance Recaps:** Debbie Hudnall reviewed the remittance recap for the funds received in July for the June LCRAA reports by parish.
- 2. Legislative Update:** Debbie reported on the task force formed by Senate Resolution 202. Jeff Skidmore stated that he was a member on the task force and that the first meeting was organizational in nature. Uniformity was a big topic and that the Association was well represented with Annette Fontana being named co-chair. Bridget Hanna expressed her thoughts on the meeting and how much other individuals do not know what the Clerks already have in place as far as moving towards uniformity. Debbie would like to potentially demonstrate the eClerksLA site to the task force at the next meeting so those members can see what is already in place and available.

X. Grant Committee Report

1. Previous Quarter Grant Updates: Chris Kershaw reported that there were 12 open grants awarded from previous quarters and gave a status report. He noted the longest outstanding grant with West Carroll had been completed and paid at the end of July 2021.

2. 2021 – 2nd Quarter Grant Applications: Mark Graffeo reviewed the grants applications that were submitted for consideration this quarter. He explained that several of the grants submitted were for websites and eRecording. Clerks are mandated to have eRecording in place by January 1, 2022, and these grants will help to make that happen. The grant committee recommends awarding the 2nd quarter grants as listed below:

Allen Parish (partial – not to exceed 75% of final invoice)	\$60,280	Conveyance – Scan and Index
St. Martin (partial – not to exceed 75% of final invoice)	\$26,422	Conveyance – Scan
Red River (partial – not to exceed 75% of final invoice)	\$29,113	Conveyance – Index
Webster (partial – not to exceed 50% of final invoice)	\$40,832	Civil – Image and Index
West Carroll	\$21,350	Website and eRecording
Winn (partial)	\$19,150	eRecording & Online Access
Claiborne	\$4,200	eRecording & Online Access
Grant	\$19,150	eRecording & Online Access
Total	\$220,497	

The funds available for grants this quarter was \$224,796 and the grant awards for this quarter are below that amount. Mark stated that the committee asked for one grant request from East Carroll to be deferred as the Clerk will be joining the recording software and some of the expense of her request could be avoided once she implements the new software. He commented that grants are subject to a 95% accuracy. Mark also explained the differences in amounts between the parishes for eRecording & Online Access which have to do with what version of their current software is in place and the different stages of online access.

A motion was made by Lynn Jones to approve the grant applications as recommended by the committee for the parishes of Allen, St. Martin, Red River, Webster, West Carroll, Winn, Claiborne, and Grant. The motion was seconded by Melissa Henry. **MOTION CARRIED.**

Chairman Rick Arceneaux thanked the grant committee and staff for their work on reviewing the grant requests each quarter.

XI. Attorney:

1. Trademark Update: Attorney Sheri Morris reported no additional information at this time but is expecting a response soon.

2. Case Management & Document Management System: Sheri reported that at the last meeting the Board selected the proposal for the system from i3/Software & Services. The contract has been received and revisions have been submitted to the vendor for review.

Sheri explained to the Board that after the May meeting, the staff became aware of litigation involving i3/Software & Services and had asked that they be present at this meeting to address the Board.

Scott Carrington and Attorney Paul Maple addressed the Board regarding the litigation. He commented that all efforts are being taken regarding security and that they are in regular communication with all the agencies they do business with here in Louisiana.

Debbie Hudnall informed the Board that the Clerks have had third party vendors do security checks on their systems and all have come back clean. The State is willing to provide that security check for all Clerks as well. Debbie had asked Scott to attend the meeting to make the Board fully aware and about what had transpired since the last meeting.

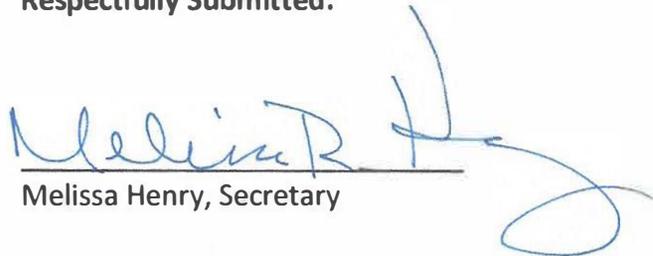
- XII. Other Business:** Debbie informed the Board that when the grant application from Winn Parish was received, she reached out to i3/Software & Services about the possible revenue sharing for eRecording. She explained that Software & Services would be willing to do so in the same manner that Antares does with \$1 paid to LCRAA and \$1 retained by the Clerk to offset maintenance fee. Debbie noted that this is an additional revenue stream for LCRAA and helps the Clerks' offices as well with the monthly maintenance fee. A motion was made by Mark Graffeo to approve the contract after review by the attorney for revenue sharing on eRecording with i3/Software & Services and further authorize Debbie to sign all necessary documents to do so. The motion was seconded by Jeff Skidmore. **MOTION CARRIED.**

Chairman Rick Arceneaux commented on a recent district meeting held where issues with LCRAA were discussed. He stated that all Clerks are encouraged to attend the meetings.

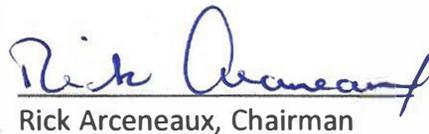
- XIII. Announcements:** The next meeting will be held November 9, 2021.

- XIV. Adjournment:** A motion was made by Lynn Jones to adjourn. The motion was seconded by Jeff Skidmore. **MOTION CARRIED.**

Respectfully Submitted:


Melissa Henry, Secretary

Approved:


Rick Arceneaux, Chairman