

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

**APPROVED 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, David Boneno. Also present were: Attorney Sheri Morris, Laura Thomas with Antares, Michelle Cunningham, Auditor, Chelsey R. Napoleon, David Ditch, Dagmar Hebert, Chris Kershaw, and Davis Silk.  
  
Absent: Brent Laliberte
- IV. **Acceptance of Agenda:** A motion was made by Jeff Skidmore to approve the agenda. Motion was seconded by Lynn Jones. **MOTION CARRIED.**
- V. **Approval of Minutes:** A motion was made by Jeff Skidmore to approve the minutes of the meeting held on August 10, 2021. Motion seconded by Mark Graffeo. **MOTION CARRIED.**
- VI. **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, 2021. Michelle stated 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. She reported that Total Assets for the FYE were \$6,266,900, Total Liabilities of \$21,309 and Total Net Position of \$6,245,591. She noted an increase in fee receipts from members from 2020 to 2021 due to the requirement that all parishes participate as of July 1, 2020. Operating expenses increased from \$354,232 to \$456,778 due to increase reimbursement to Association, Portal Maintenance and Connectivity and Hosting Fees. Michelle reported a total change in net position of \$1,153,338. She reported on the capitalized assets including software under development and the portal as well as the end of year balance of \$506,131 in board designated grants. A motion was made by David Boneno to accept the audit report as presented for the fiscal year ended June 30, 2021. The motion was seconded by Mark Graffeo. **MOTION CARRIED.**
    - a. **Compliance Questionnaire** – Debbie Hudnall presented to the Board the required compliance questionnaire. A motion was made by Mark Graffeo to approve the questionnaire as presented. The motion was seconded by Melissa Henry. **MOTION CARRIED.**
  2. **Financials:** Chris Kershaw reported as of October 31, 2021, the total FYTD revenue was \$705,800 with total portal direct costs \$144,352, grant program cost of \$133,241, administration expenses of \$53,035, leaving net income for the fiscal year of \$375,172 and total assets of \$6,620,763. A motion was made by Lynn Jones to receive the financial report. The motion was seconded by David Boneno. **MOTION CARRIED.**

**VII. Antares Update:**

- 1. Portal and eClerksLA update:** Laura Thomas with Antares reported that there are 3,700 registered users. She reviewed the user by referral source. Desktop users make the largest percentage versus mobile and tablet users.
- 2. Recording Software Update:** There are 6 parishes that are live on the recording software (Ascension, Jefferson Davis, Concordia, Catahoula, Caldwell, and St. Landry). Laura provided an update of the next 6 parishes in the implementation phase (Rapides, Cameron, East Carroll, Richland, St. Helena, and Iberia).
- 3. E-Recording Update:** Laura reported that two parishes are onboarding for the eRecording stand-alone capability (Bienville and Lassalle). There was discussion regarding the other vendors that provide eRecording and the cost to integrate with the Recording software. Debbie explained that Antares had provided a quote on that possibility but it was a significant cost. David Boneno asked for a list of those Clerks currently eRecording.

Laura provided an update on the marriage license application that is live in 2 parishes. She also reported that the new search Change order had been completed. She provided a screen shot of the portal rebranding including the new landing page and updated search options expected to go live at Thanksgiving. Debbie explained that links to each parish's current eRecording and eFiling providers would be available on eClerksLA.

David Boneno commented on the e-Bulletin Board and its usefulness during the recent storms. Debbie stated that Antares is easy to work with and help with issues/concerns of abstractors, especially with improvements in functionality.

Laura Thomas asked that all clerks promote eClerksLA on their websites. She then presented a change order in the amount of \$12,500 for eClerksLA website traffic generation for marketing, online advertising and search engine optimization with reporting features using Google Analytics. This will aid in driving traffic to the eClerksLA website. A motion was made by Lynn Jones to approve the change order as presented. The motion was seconded by Melissa Henry.

**MOTION CARRIED.**

**VIII. i3/Software & Services**

- 1. Case Management & Document Management System** – Debbie provided a report in Scott Carrington's absence. She reported that the contract had been signed on October 26<sup>th</sup>. She met with Scott on November 2<sup>nd</sup> in order to discuss the timeline of the project with an estimate for the case management implementation to begin July 2022. Debbie explained the larger parishes implementation period is 120 days with smaller parishes at 90 days. She expressed concern with the delayed implementation in mid-2022 and Scott met with his staff and revised the timeline to begin eFiling implementation in January 2022 and a possible February 2022 start date for the first parish implementation of the Civil case management system.

Debbie further explained the need for standardization of case and document types. There was discussion about conversions and on how to determine which parish would be the first to implement the software. The Board recommended sending a questionnaire out to all Clerks to find out which parishes were interested in the software, contracts with current vendors, any immediate needs and staffing questions. Debbie will send the participation agreement to those who send the questionnaire back. The Board may need to hold a special meeting to evaluate the responses.

**IX. Report of Administrative Staff**

**1. Remittance Recaps:** Debbie reported on the fees received by each parish for the month of September.

**2. Legislative Update:** Debbie reported the two subcommittees of the eFiling task force had met recently. The committee had asked for the cost of the implementing eFiling system statewide. There was also discussion on preservation of records and backups as well as electronic documents.

**X. Grant Committee Report**

**1. Previous Quarter Grant Updates:** Chris Kershaw reported that there were 19 open grants in the amount of \$579,000 awarded from previous quarters and gave a status report.

**2. 2021 – 3<sup>rd</sup> Quarter Grant Applications:** Jeff Skidmore reviewed the grants applications that were submitted for consideration this quarter. The grant committee recommends awarding the 3<sup>rd</sup> quarter grants as listed below:

Morehouse	\$4,200	eRecording & Online Access
St. James (partial)	\$6,455	Mortgage – Index and Scan
East Carroll	\$8,200	Hardware
East Feliciana (partial – not to exceed 75% of final invoice)	\$43,745	Conveyance – Index
West Baton Rouge (partial – not to exceed 75% of final invoice)	\$31,300	Conveyance – Index (OIB digitize)
Caldwell	\$36,932	Conveyance – Index and Scan
<b>Total</b>	<b>\$130,832</b>	

The funds available for grants this quarter was \$164,041 and the grant awards for this quarter are below that amount.

There were two grants that were denied and should consider reapplying at future date: Tensas (Marriage Records) and Claiborne (Conveyance- Index and Scan).

A motion was made by Lynn Jones to approve the grant applications as recommended by the committee for the parishes of Morehouse, St. James, East Carroll, East Feliciana, and Caldwell. The motion was seconded by David Boneno. **MOTION CARRIED.**

A motion was made by Lynn Jones to approve the grant application for West Baton Rouge Parish. The motion was seconded by David Boneno. **MOTION CARRIED.** Mark Graffeo abstained.

**XI. Attorney:**

**1. Trademark Update:** Attorney Sheri Morris reported that eClerksLA had received approval for the supplemental register but not the principal register. The supplemental register allows the Board to challenge anyone else's use of "eClerksLA" and image or anything that is confusingly similar. It would be possible to apply for the primary register again after 5 years. A motion was made by David Boneno to file with the supplemental register and on the state level. The motion was seconded by Mark Graffeo. **MOTION CARRIED.**

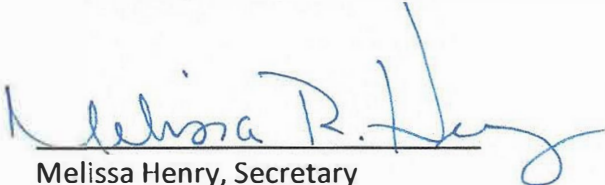
**XII. Other Business:** None.

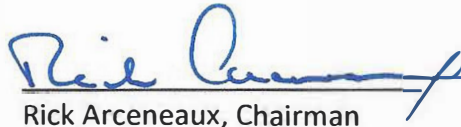
**XIII. Announcements:** The next meeting will be held February 8, 2022. However, there may be a need for a special meeting to review the case management questionnaire responses.

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

**Respectfully Submitted:**

**Approved:**

  
Melissa Henry, Secretary

  
Rick Arceneaux, Chairman