

**LOUISIANA CLERKS REMOTE ACCESS AUTHORITY (LCRAA)**  
**12:30 pm TUESDAY, FEBRUARY 8, 2022**  
**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, David Boneno and Brent Laliberte. Also present were: Attorney Sheri Morris, Laura Thomas with Antares, Bridget Hanna, Chelsey R. Napoleon, Keith Bonin, Dagmar Hebert, Chris Kershaw, and Davis Silk.
- IV. **Acceptance of Agenda:** A motion was made by Jeff Skidmore to amend the agenda as follows: Add “Parish Participation” and “Election of LCRAA Officers” under Item IX. Motion was seconded by Mark Graffeo. **MOTION CARRIED.**
- V. **Approval of Minutes:** A motion was made by Brent Laliberte to approve the minutes of the meeting held on November 9, 2021. Motion seconded by Lynn Jones. **MOTION CARRIED.**
- VI. **Financial Report:**

**Financials:** Chris Kershaw reported as of January 31, 2022, the total FYTD revenue was \$1,209,804 with total portal direct costs \$347,100, grant program cost of \$276,857, administration expenses of \$97,785, leaving net income for the fiscal year of \$375,172 and total assets of \$6,733,653. A motion was made by Mark Graffeo to receive the financial report. The motion was seconded by David Boneno. **MOTION CARRIED.**
- VII. **Antares Update:**

**eClerksLA:** Laura Thomas with Antares reported that there 11 parishes in production on eClerksLA. She also reported that the home page update with updated navigation and links on eClerksLA is now live with drop down selections for links to the parishes eRecording and eFiling websites, along with a marriage application. There was also increased utilization of eClerksLA after the updated site was launched.

**Recording Software Update:** There are 9 parishes now in production with the Recording software. There are 5 parishes in process to go live with the software.

**E-Recording Update:** Laura reported that two parishes are currently utilizing the eRecording stand-alone capability (Bienville and Lasalle).
- VIII. **i3/Software & Services**

**Case Management & Document Management System and E-Filing –** Scott Carrington with Software & Services reported that 10 parishes had signed contracts and are currently evaluating a hardware inquiry. Ascension Parish is in process for the stand-alone eFiling capability. There was discussion

on the timeline of implementation in the parishes. Scott commented on the data conversion process and the staff being utilized to help with the conversions from other systems.

**IX. Report of Administrative Staff**

**Remittance Recaps:** Debbie reported on the fees received by each parish comparing the average rate from last fiscal year of \$174,001/month to the current fiscal year of \$169,513/month.

**Legislative Update:** Debbie reported the two subcommittees of the eFiling task force would likely not meet during the special session.

**Parish Participation:** Debbie reminded the Board that effective July 1, 2020, all parishes were mandated by state law to participate in LCRAA. All parishes have land record indices on eClerksLA. There are several parishes that do not have either the Civil indices or Marriage records on the portal due to software issues, implementing new software or a decision by the Clerk to not include those indices. Debbie has spoken to Attorney Sheri Morris as to the definition of participation. Sheri commented the level of participation is established by LCRAA. If LCRAA establishes that all land, civil and marriage indices should be uploaded to the portal than that would dictate participation in LCRAA. There was discussion on compliance with the statute. A motion was made by David Boneno to send a letter, drafted by the attorney, to those parishes to explain what participation in LCRAA means, compliance with the law and the expectation of participation and the timeframe for the parishes to add those indices to the portal. The motion was seconded by Jeff Skidmore. **MOTION CARRIED.**

**Election of Officers:** Debbie informed the Board that a new term begins July 1, 2022 and asked for direction from the Board as how to proceed with notifying the Clerks. Debbie will remind the Clerks at the upcoming institute and also send notice about the LCRAA election that will take place at the March conference and ask Clerks to submit names so a ballot can be prepared.

**X. Grant Committee Report**

**Previous Quarter Grant Updates:** Chris Kershaw reported that there were 14 open grants in the amount of \$512,000 awarded from previous quarters. He reported that it appears projects are taking longer to complete than the timeframe provided for in the application. There has been an issue with Iberville with a vendor. Jeff Skidmore also commented on subpar work by the same vendor and how he is working to resolve the issue. There was discussion regarding the Board's responsibility and the individual Clerk's office responsibility. Additional discussion was held regarding the grant process and the Board's authority to suspend the program until the outstanding grants are all resolved.

**2021 – 4<sup>th</sup> Quarter Grant Applications:** Mark Graffeo reported that four grant applications had been received for consideration this quarter. A motion was made by Mark Graffeo to put a moratorium on grant requests that include scanning/indexing mortgage and conveyance

records allowing time for the outstanding grants to be resolved and further to deny the grant request from Morehouse Parish for redaction services as well as to defer the grant requests from Bienville, St. Helena, and Tensas until next quarter. The motion was seconded by Melissa Henry. **MOTION CARRIED.**

Debbie asked the Board to return to Item VII Recording Software Update. She explained an issue that had been discovered during Iberia Parish's implementation of the recording software. She further stated that Cott users had two different searches: historical data and new data. The historical data was the image of the index book that could be searched by name and then book and page. Antares has provided a proposal to bring that historical data to eClerksLA and provide a search mechanism until the data can be reindexed. The change order is in the amount of \$39,850 and would be completed within 8-10 weeks. Lynn Jones commented that other parishes may need this as well when they implement the new recording software. A motion was made by Lynn Jones to approve the change order as presented. The motion was seconded by Mark Graffeo. **MOTION CARRIED.**

**XI. Attorney:**

**Trademark Update:** No additional update. Still pending approval.

**Recording Software – Rapides and St. Tammany:** Debbie explained to the Board that when the contract for the recording software was developed, three parishes had agreed to be the original test parishes and money was allocated based on those parishes: Ascension, St. Tammany, and Rapides. As of this point in time only one of the three, Ascension, has gone live with the software, while the remaining two parishes' period for implementation has far exceeded the anticipated schedule. Funds have been expended for both Rapides and St. Tammany but the software has not gone live.

Debbie informed the Board she had spoken with the Clerk in Rapides and a go live date was given as May 1, 2022. A total of \$90,000 had been allocated to each parish for the development and implementation of the software. LCRAA has paid \$60,000 of the \$90,000 for Rapides.

Debbie then addressed the situation with St. Tammany. LCRAA has paid \$30,000 of the \$90,000 for their parish. Debbie commented on the issues raised by St. Tammany and various meetings with both the parish and Antares. Debbie explained that at the last meeting between St. Tammany Parish and Antares that St. Tammany has decided not to move forward with the software. Mrs. Henry stated her current in-house software has all the components she needs to comply with certain intergovernmental agreements in place. Laura Thomas commented that Antares was working to resolve the issues St. Tammany Parish had noted. Melissa stated that it was not her intent to move forward with the recording software.

Debbie further reported the software has been installed and is working well in 11 parishes. LCRAA staff contacts the parishes to get feedback on installation and process. Antares works with each parish to accommodate their needs. Bridget Hanna stated that being the first parish to install was a challenging task for her office but in the end the bugs were resolved and she is very satisfied with the end product.

Lynn questioned what St. Tammany would do when their programmer was no longer available. Melissa stated that she is working with her programmer to update the coding and would not be looking at a different recording software.

There was further discussion on the funds expended for St. Tammany and the remaining balance due Antares for their parish, including substituting another parish. However, Laura commented that work had been specifically for St. Tammany. Attorney Sheri Morris suggested that the item be deferred until the next meeting. A motion was made by Lynn Jones to defer the Item of Recording Software-St. Tammany until the next scheduled meeting. The motion was seconded by Mark Graffeo. **MOTION CARRIED.**

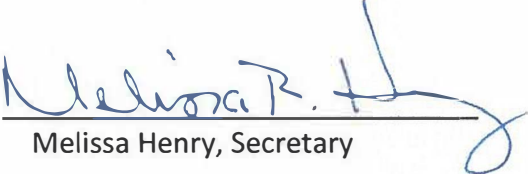
**Tyler Technology – Contract – eFiling:** Debbie reported that in order to cancel the contract with Tyler Technology for eFiling there had to be a 90-day notice, which would fall this week. If LCRAA cancels the Master Agreement, then the parishes who want to continue service with Tyler will have to negotiate individual contracts with them. She explained that Software & Services does have stand alone eFiling to be in place before May 1<sup>st</sup> for those parishes that will implement their software. There was discussion regarding the need to update links on eClerksLA eFiling if any parishes change. A motion was made by Jeff Skidmore to terminate the master agreement between LCRAA and Tyler Technology. The motion was seconded by Lynn Jones. **MOTION CARRIED.** Attorney Sheri Morris will draft the termination letter to Tyler Technology.

**XII. Other Business:** None.

**XIII. Announcements:** The next meeting will be held May 10, 2022.

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

**Respectfully Submitted:**

  
Melissa Henry, Secretary

**Approved:**

  
Rick Arceneaux, Chairman