

APPROVED MINUTES

LOUISIANA CLERKS REMOTE ACCESS AUTHORITY (LCRAA)

1:00 PM Tuesday, May 12, 2015

10202 Jefferson Highway, Building A
Baton Rouge, Louisiana

MINUTES

- I. **Call to Order:** Meeting called to order by Chairman Gary Loftin.
- II. **Invocation and Pledge of Allegiance:** Mark Graffeo
- III. **Roll Call:** Board members present were: Chairman Gary Loftin, Rick Arceneaux, David Boneno, Ronny Champlin, Mark Graffeo, Malise Prieto, and Tom Sullivan. Also present were: Debbie Hudnall; Chris Kershaw; Attorney Sheri Morris; Laura Thomas – Antares; and Ralph Melian – Antares.
- IV. **Acceptance of Agenda:** Mark Graffeo moved that the Agenda be approved as amended. Motion seconded by Tom Sullivan. **MOTION CARRIED.**
- V. **Approval of Minutes:** Motion was made by Rick Arceneaux to approve the minutes of the April 14, 2015 meeting. Motion seconded by David Boneno. **MOTION CARRIED.**
- VI. **Financial Report:** Chris Kershaw reported total revenue, which included all of the fees received through April 30, 2015, were \$972,758 with total expenditures of \$54,173 leaving current assets of \$673,638. Mark Graffeo moved that the Financial Report be received. Motion seconded by David Boneno. **MOTION CARRIED.**
- VII. **Proposed Amended Budget for Fiscal Year 2014-2015:** Chris Kershaw presented a proposed Amended Budget for fiscal year ending 2015. (See Exhibit "A"). Malise Prieto moved that the proposed Amended Budget for fiscal year 2015 be approved subject to staff publishing legal notice and conducting public hearing for the Amended Budget in accordance with law. Motion was seconded by David Boneno. **MOTION CARRIED.**
- VIII. **Proposed Budget for Fiscal Year 2015-2016:** Chris Kershaw presented a proposed budget for fiscal year ending 2016. (See Exhibit "B"). Malise Prieto moved that the proposed budget for fiscal year ending 2016 including 20% for grants be approved subject to staff to publishing legal notice and conducting public hearing for the Proposed Budget in accordance with law. Motion was seconded by Mark Graffeo. **MOTION CARRIED.**
- IX. **Audit Proposal for Fiscal Year 2015-2016:** Debbie Hudnall presented the Audit proposal from Duplantier, Hrapmann, Hogan and Maher in the amount of \$3950. Rick Arceneaux moved that the Audit proposal of Duplantier, Hrapmann, Hogan and Maher be approved. Motion seconded by Ronny Champlin. **MOTION CARRIED.**
- X. **Report of Administrative Staff –** Debbie Hudnall reviewed the monthly remittance reports of the LCRAA participants stating the fund was averaging about \$106,000 per month.

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- XI. **Antares Update:** Laura Thomas and Ralph Melian thanked the Board for selecting Antares and having confidence in them to develop and implement the statewide portal. Laura reported she had brought the contract to be signed along with the certificate of insurance and the only item missing was the performance bond and it should be available shortly. She also outlined the procedure of the project plan and stated that although they were a little behind because of the contract that they would be able to make up the time.
- XII. **Grants:** Debbie presented and discussed a draft of a grant application and procedures for the Board to review. After discussion, David Boneno moved that Debbie and Sheri revise application including the suggestions from the Board. Motion seconded by Ronny Champlin. **MOTION CARRIED.**
- XIII. **Other Business:** Ronny Champlin reminded the Board that his term was up on June 30th and that he had enjoyed serving on the Board. He said should the opportunity arise, he would like to serve again.
- XIV. **Announcements:** None
- XV. **Adjournment** – David Boneno moved that meeting be adjourned. Motion seconded by Ronny Champlin. **MOTION CARRIED.**

Respectfully Submitted:



David Boneno, Secretary

5-26-15

Approved:



Gary Loftin, Chairman

5-26-15

EXHIBIT A

LCRAA
AMENDED BUDGET (in whole dollars)
FOR THE PERIOD SEPTEMBER 1, 2014 THROUGH JUNE 30, 2015
(10 Months)

	<u>Original</u>	<u>Net</u>	<u>Amended</u>
	<u>Budget</u>	<u>Change</u>	<u>Budget</u>
REVENUE:			
Recording Fees	\$ 1,250,000	\$ (187,000)	\$ 1,063,000
Interest	833	167	1,000
Other Income			
TOTAL REVENUE	<u>1,250,833</u>	<u>(186,833)</u>	<u>1,064,000</u>
EXPENSES:			
PORTAL COST			
Design	0	75,000	75,000
Maintenance	30,000	(30,000)	0
Parish Connectivity	833,333	(833,333)	0
Professional Services	41,667	(41,667)	0
Software	250,000	(250,000)	0
TOTAL PORTAL COST	<u>1,155,000</u>	<u>(1,080,000)</u>	<u>75,000</u>
ADMINISTRATIVE:			
Advertising	417	(347)	70
Audit	4,167	833	5,000
Attorney's Fees	8,333	21,667	30,000
Bank Fees	1,000	0	1,000
Bonds & Ins.	10,000	(7,500)	2,500
Meeting Expense	2,000	(600)	1,400
Postage	83	(83)	0
Printing	417	(292)	125
Reimb. Assoc.	50,000	0	50,000
Staff	41,667		
Other Expenses	8,333		
TOTAL ADMINISTRATIVE EXPENSE	<u>76,417</u>	<u>13,678</u>	<u>90,095</u>
TOTAL COST	<u>1,231,417</u>	<u>(1,066,322)</u>	<u>165,095</u>
EXCESS OF REVENUES OVER EXPENSES	<u>\$ 19,416</u>	<u>\$ 879,489</u>	<u>\$ 898,905</u>

EXHIBIT B**LCRAA
PROPOSED AND AMENDED BUDGETS
FOR THE FYE 2016 AND 2015**

	Amended	Proposed	Proposed	Proposed
	Budget	GRANT	GRANT	GRANT
	FYE 2015	AT 0%	AT 10%	AT 20%
		FYE 2016	FYE 2016	FYE 2016
REVENUE:				
Recording Fees	\$ 1,063,000	\$ 1,275,000	\$ 1,275,000	\$ 1,275,000
Interest	1,000	1,200	1,200	1,200
Other Income				
TOTAL REVENUE	1,064,000	1,276,200	1,276,200	1,276,200
EXPENSES:				
PORTAL COST				
Design	75,000	105,000	105,000	105,000
Maintenance	0	39,600	39,600	39,600
Parish Connectivity	0	250,000	250,000	250,000
Professional Services	0	30,000	30,000	30,000
Software / Enhancements	0	100,000	100,000	100,000
TOTAL PORTAL COST	75,000	524,600	524,600	524,600
GRANT PROGRAM	0	0	127,500	255,000
ADMINISTRATIVE:				
Advertising	70	0	0	0
Audit	5,000	5,000	5,000	5,000
Attorney's Fees	30,000	25,000	25,000	25,000
Bank Fees	1,000	1,800	1,800	1,800
Bonds & Ins.	2,500	10,000	10,000	10,000
Meeting Expense	1,400	10,000	10,000	10,000
Postage	0	1,000	1,000	1,000
Printing	125	10,000	10,000	10,000
Reimb. Assoc.	50,000	60,000	60,000	60,000
TOTAL ADMINISTRATIVE EXPENSE	90,095	122,800	122,800	122,800
TOTAL COST	165,095	647,400	774,900	902,400
EXCESS OF REVENUES OVER EXPENSES	\$ 898,905	\$ 628,800	\$ 501,300	\$ 373,800