

LOUISIANA CLERKS REMOTE ACCESS AUTHORITY (LCRAA)
10:00 AM TUESDAY, JUNE 28, 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 and Cheryl Hambacher with Antares, Scott Carrington with i3/Software & Services, Erin Hebert, Bridget Hanna, Jill Sessions, Sara Halphen, Jenny Reynolds, Daniel Smith, Dagmar Hebert, Chris Kershaw, and Davis Silk.
- IV. **Acceptance of Agenda:** A motion was made by Jeff Skidmore to accept the agenda. Motion was seconded by Melissa Henry. **MOTION CARRIED.**
- V. **Approval of Minutes:** A motion was made by Jeff Skidmore to approve the minutes of the meeting held on February 8, 2022. Motion seconded by Mark Graffeo. **MOTION CARRIED.**
- VI. **Financial Report:**

Financials: Chris Kershaw reported as of May 31, 2022, the total FYTD revenue was \$1,882,386 with total portal direct costs \$488,747, grant program cost of \$406,407, administration expenses of \$150,932, leaving net income for the fiscal year of \$836,300 and total assets of \$7,081,890. A motion was made by Brent Laliberte to receive the financial report. The motion was seconded by Melissa Henry. **MOTION CARRIED.**

Budget Proposal for FY 2022-2023 (Exhibit A): Controller Chris Kershaw presented the current fiscal year budget and the proposed budget for 2022-2023. Projected revenues increased slightly with additional revenues for eRecording and Interest. He noted increased in the direct cost expenses Case Management & Document Management System as this expense is directly related to how many parishes contract to install the software. He stated the Recording Software Implementation and eFiling direct costs were budgeted lower for the next fiscal year. Recording Software Hosting fees slightly increased. He pointed out in administrative expenses the Amortization of the portal is a non cash item of \$100,000. Promotional Expense had been increased as in the prior year it had been lowered to adjust for the rent expense. He explained the projected deficit will not remain as the auditors will reclass expenses to capital assets during the audit, however, this budget provides a transparent true cash basis budget. Melissa Henry questioned the reduction in eFiling income. Debbie Hudnall explained the process of eFiling is taking longer to implement and as well as utilization. She explained part of the promotional expense will be to educate the public about the ease of eFiling. A motion to approve the budget for the fiscal year 2022-2023 as presented was made by Lynn Jones. The motion was seconded by Jeff Skidmore. **MOTION CARRIED.**

VII. Antares Update:

eClerksLA: Laura Thomas provided the parish participation on the statewide portal: Land Records = 64, Marriage Records = 61, and Civil Records = 56. There are currently 12 parishes utilizing the eRecording with a 13th one in process. Laura also explained the previous version of the LA Clerks portal has now been fully integrated into eClerksLA. She then reviewed feedback from the eClerksLA helpdesk.

Recording Software: Debbie Hudnall stated the original contract had 3 parishes participating, Ascension, St. Tammany and Rapides. Ascension has implemented the Recording Software. St. Tammany and Rapides are not going to move forward with the software at this time. However, work has been done for each of them. The cost for each parish was \$90,000 to be paid in three different phases. St. Tammany had only gone through the first phase, while Rapides had gone through two phases. Both parishes were helpful and spent time helping to develop the software. Debbie explained she had spoken to both Clerks and would like to give them credit for the time they and their staff worked on development of the software. The proposal for St. Tammany is to give one-third credit, the parish will not apply for any grants until July 2024, and to pay \$20,000 towards the CMS software they have agreed to implement. The proposal for Rapides is to give 50% credit of the \$60,000 and if/when the parish implements the CMS software, they would pay \$30,000 towards it, and also not apply for grants until 2024. The Rapides Parish Clerk has agreed to the proposal subject to attorney's review of the contract as prepared by the LCRAA attorney. Antares is also willing to accept Livingston Parish as the 3rd parish for the recording software contract and LCRAA will pay incrementally for Livingston Parish as they go live.

Melissa Henry addressed the Board explaining she advised early on and was straightforward with the Board of her intentions regarding the recording software. She is in agreement with the proposal.

Chairman Rick Arceneaux stated the Board appreciates her agreement. Attorney Sheri Morris commented that without the three parishes volunteering the project would not have gotten started and their contributions were immeasurable.

A motion was made by Lynn Jones to approve the compromise for St. Tammany and Rapides as stated above for the recording software contract. The motion was seconded by Mark Graffeo. Melissa Henry recused herself from the vote. **MOTION CARRIED.**

Laura Thomas then presented feedback from Iberia Parish on the Recording Software implementation. She updated the Board on the Elasticsearch version updates for performance, scanning module updates for Chrome security updates and updates to the MS framework. She noted there were 3 parishes going live with the recording software in July and into August.

Enhancements: Cheryl Hambacher presented the following 3 proposals:

- (1) Generating Certified Copies – Capability to “eCertify” older instruments that were not previously filed with the new recording software instead of a manual stamp and to complete the solution, all permissions, cover pages, corrections will go into the present-day search function. Proposed Cost = \$12,250
- (2) Cross References on Search – Both search functions (land record/phone book) have two different types of results. Cross reference is easily available in one but more difficult in the other. This will improve search functionality and provide consistent results across the searches. Debbie commented that this suggestion was from clerk and user feedback. Proposed Cost = \$5,250
- (3) Marriage License – Refinement of marriage license with additional workflow updates to allow for a more user-friendly format for the clerks’ offices. Proposed Cost = \$10,250

A motion was made by Mark Graffeo to approve the three proposed enhancements at a total one-time cost of \$27,750. The motion was seconded by Jeff Skidmore. **MOTION CARRIED.**

Cheryl then explained a challenging issue with the variety of indexing in the various Clerks’ offices on the statewide portal. In an effort to make the public search as easy as possible, she presented a proposal for the addition of name only search and the ability to sort by name. There was discussion regarding indexing best practices. The cost of this enhancement would be \$38,400 designed in a way to not increase hosting/support fees. A motion was made by Lynn Jones to approve the proposal for the enhanced name search. The motion was seconded by Brent Laliberte. **MOTION CARRIED.**

Historical Index Book Search: Cheryl reported to the Board the development of this feature has been delayed due to security enhancements. The process with the older data was not as straightforward. There will be a demonstration soon. This project is on eClerksLA parish search at the parish level – it is not part of the statewide portal search.

VIII. i3/Software & Services

- (1) **E-Filing** – Scott Carrington provided an update on the stand alone eFiling with 9 parishes live. He noted most parishes had seen an increase in the number of filings. The system has been well received with feedback from the parishes and the filers.
- (2) **Case Management & Document Management System-** Scott provided an updated on the CMS system and the introduction of process/procedure changes as the new software is implemented in a parish. The goal is to have 3 parishes in process with Civil and Criminal. He also provided an update on the parishes with signed agreements and their current phase in the implementation process.

(3) Jury Software- Debbie explained some parishes have stand-alone jury software and others have jury software included in their case management systems. She noted parishes are very dependent on the software provider. Debbie approached Software & Services about a jury software proposal. Scott explained it would be a tiered pricing structure based on parish size ranging from \$6,500 - \$10,000 with annual maintenance range of \$2,000 to \$3,5000 including the upload from the Register of Voters. Check module would be \$1,000-\$1,500. There was discussion regarding LCRAA paying for the initial implementation and the individual parishes paying for the maintenance and check module. A motion was made by David Boneno to approve the proposal as presented. The motion was seconded by Mark Graffeo. **MOTION CARRIED.** Scott explained that the timeline would be configured as parishes come on board.

IX. Report of Administrative Staff

- (1) Remittance Recaps:** Debbie presented the report of remittances by parishes.
- (2) Legislative Update:** Debbie reported on Act 318 regarding the conversion of paper record to electronic record and the amendment that added the original of conveyances shall be preserved by the Clerk of Court. However, the law says that the electronic copy is the official record.
- (3) Audit Engagement Letter:** Debbie presented an engagement letter from Duplantier, Hrapmann, Hogan & Maher for the Agreed Upon Procedures. The proposal cost is \$2,100. Jeff Skidmore made motion to approve the proposal for the audit as presented. The motion was seconded by Melissa Henry. **MOTION CARRIED.**

X. Grant Committee Report

Previous Quarter Grant Updates: Chris Kershaw reported there were 12 open grants in the amount of \$450,000 awarded from previous quarters. He reported that it appears projects are taking longer to complete than the timeframe provided for in the application.

2022 – 1st Quarter Grant Applications: Mark Graffeo reported that nine grant applications had been received for consideration this quarter. The grant committee recommends awarding 1st quarter grants as listed below:

Bienville (partial)	\$50,000	Index and Scan Conveyances
Tensas (partial)	\$50,000	Index Conveyances
Natchitoches (partial)	\$10,000	Image Conveyances
St. Martin (partial)	\$40,000	Scan Conveyances
Jackson (partial)	\$50,000	Index and Scan Conveyances
Union (partial)	\$45,000	Convert OIB for Conveyances
Morehouse	\$4,400	eFiling
Richland (partial)	\$50,000	Index and Scan Conveyances
St. Helena	HOLD	Asked to resubmit request after implementation of recording software.
Total	\$299,400	

Mark stated the total recommended grant awards are under the amount available for grants this quarter. A motion was made by Melissa to approve the grant applications as recommended by the committee. The motion was seconded by Brent Laliberte. **MOTION CARRIED.**

Debbie explained to the Board two other parishes had submitted eFiling grant requests after the deadline. Both are current Software & Services customers. Debbie asked the Board for authority to move forward with those applications as they are submitted so as not to delay implementing eFiling for their offices. There are less than 10 parishes that currently have Software & Services who want to implement eFiling. It would be non-integrated at an estimated cost of no more than \$10,000 per parish. A motion was made by David Boneno to authorize the Executive Director to approve the eFiling applications not to exceed \$100,000 for the implementation of eFiling in those parishes and to report on those parishes at the following meeting. The motion was seconded by Jeff Skidmore. **MOTION CARRIED.**

Chairman Rick Arceneaux thanked the grant committee for their service and brought to the Board several issues raise by other clerks: Reconsider paying for redaction services for smaller parishes who can't afford newer technologies; Assistance with completing the grant application form; and making funds available for other things to assist clerks and their office operations

XI. Attorney:

Trademark Update: The trademark remains pending in the supplemental register however no negative reports have been filed.

Recording Software Contract – Addressed earlier in the meeting.

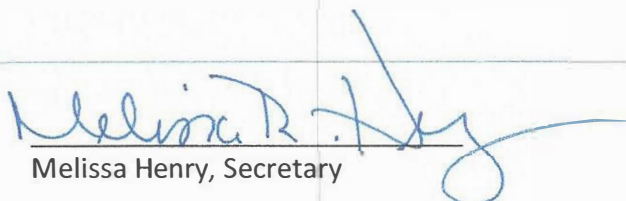
XII. Other Business: None.

XIII. Announcements: The next meeting will be held August 9, 2022. Rick Arceneaux thanked outgoing Board member Jeff Skidmore for his service on the Board and the grant committee. Jeff thanked his fellow commissioners and stated that LCRAA has come a long way from where it first started and looks forward to future progress.

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

Respectfully Submitted:

Approved:


Melissa Henry, Secretary

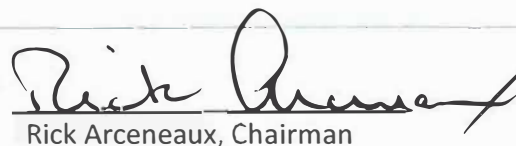

Rick Arceneaux, Chairman

EXHIBIT A

LCRAA

BUDGET (in whole dollars)

FOR THE PERIOD JULY 1, 2022 THROUGH JUNE 30, 2023 with comparative data for prior year

	2021-2022	2022-2023
	Amended Budget	Proposed Budget
REVENUE:		
Recording Fees	\$ 2,000,000	\$ 2,000,000
Other Income - E-filing	40,000	30,000
Other Income - E-recording	3,600	10,000
Interest	3,000	12,000
TOTAL REVENUE	<u>2,046,600</u>	<u>2,052,000</u>
EXPENSES:		
DIRECT COST		
Portal - Design, Change Orders and Other Costs	300,000	300,000
Portal - Maintenance	125,000	125,000
Case Management & Document Management	1,000,000	1,250,000
Recording Software - Implementation, Intregation & Migration	310,000	200,000
Recording Software - Hosting fees	75,000	100,000
Parish Connectivity	1,000	1,000
E-filing	50,000	0
TOTAL DIRECT COST	<u>1,861,000</u>	<u>1,976,000</u>
GRANT PROGRAM @ 30% of Recording Fees	600,000	600,000
ADMINISTRATIVE:		
Advertising	0	0
Amortization	0	100,000
Audit & AUP	6,500	10,000
Attorney's Fees	30,000	30,000
Bank Fees	2,000	2,000
Bonds & Ins.	5,000	5,000
Meeting Expense	2,000	3,000
Professional Services	0	5,000
Promotional Expense	13,000	25,000
Reimb. Assoc.	120,000	120,000
Rent Expense	12,000	12,000
Total Administrative Expenses	<u>190,500</u>	<u>312,000</u>
TOTAL GRANTS AND ADMINISTRATIVE EXPENSE	<u>790,500</u>	<u>912,000</u>
TOTAL COST	<u>2,651,500</u>	<u>2,888,000</u>
EXCESS (DEFICIT) OF REVENUES OVER EXPENSES	<u>\$ (604,900)</u>	<u>\$ (836,000)</u>
Beginning Fund Balance	\$ 6,245,591	\$ 5,640,691
Revenues	2,046,600	2,052,000
Expenditures	2,351,500	2,588,000
Capital Outlay	300,000	300,000
Ending Fund Balance	<u>\$ 5,640,691</u>	<u>\$ 4,804,691</u>