

LOUISIANA CLERKS REMOTE ACCESS AUTHORITY (LCRAA)
12:30PM TUESDAY, AUGUST 9, 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. **Oath of Office:** Attorney Sheri Morris administered the oath of office to the Board members for the new term that began July 1, 2022.
- IV. **Roll Call:** Board members present were: Chairman Rick Arceneaux, Lynn Jones, Melissa Henry, Jill Sessions, Mark Graffeo, and Stephanie Doran. Also present were: Attorney Sheri Morris, Laura Thomas with Antares, Scott Carrington and Chris Williams with i3/Software & Services, Bridget Hanna, Erin Hebert, Jenny Reynolds, Jason Harris, Amy Novotny, Dagmar Hebert, Chris Kershaw, and Davis Silk. ABSENT: David Boneno
- V. **Election of Officers:** The floor was open for nominations for Chairman. Lynn Jones nominated Rick Arceneaux. The nomination was seconded by Mark Graffeo. With no opposition, Rick Arceneaux was elected as Chairman.

The floor was open for nominations for Vice Chairman. Mark Graffeo nominated Lynn Jones. The nomination was seconded by Melissa Henry. With no opposition, Lynn Jones was elected as Vice Chairman.

The floor was open for nominations for Secretary. Lynn Jones nominated Melissa Henry. The nomination was seconded by Mark Graffeo. With no opposition, Melissa Henry was elected as Secretary.

The floor was open for nominations for Treasurer. Lynn Jones nominated Mark Graffeo. The nomination was seconded by Melissa Henry. With no opposition, Mark Graffeo was elected as Treasurer.
- VI. **Appointment of the Grant Committee:** Chairman Rick Arceneaux appointed Lynn Jones and Mark Graffeo to serve on the Grant Committee.
- VII. **Acceptance of Agenda:** A motion was made by Melissa Henry to accept the agenda. Motion was seconded by Mark Graffeo. **MOTION CARRIED.**
- VIII. **Approval of Minutes:** A motion was made by Mark Graffeo to approve the minutes of the meeting held on June 28, 2022. Motion seconded by Lynn Jones. **MOTION CARRIED.**
- IX. **Financial Report:** Chris Kershaw reported as of June 30, 2022, the total FYTD revenue was \$2,040,115 with total portal direct costs \$547,971, grant program cost of \$406,407, administration expenses of \$162,960, leaving net income for the fiscal year of \$922,777 and total assets of \$7,183,186. Chris then presented the financial report for the month end July 31, 2022, revenue was \$183,360 with total portal direct costs \$55,968, grant program cost of \$40,000, administration expenses of \$11,870, leaving net income for the fiscal year of \$75,522

and total assets of \$7,267,733. A motion was made by Lynn Jones to receive the financial report. The motion was seconded by Melissa Henry. **MOTION CARRIED.**

X. Antares Update:

eClerksLA: Laura Thomas reported that 64 parishes have land records, 61 parishes have marriage records and 57 have civil records. There are 12 parishes live with the eRecording module with 2 in process. She reviewed the two change orders that were approved at the last meeting including a portal name search and historical index book search.

Recording Software: The following enhancement change order was approved at the last meeting and is in process for Marriage Updates, Generating Certified Copies and Search updates with Cross References. Laura also introduced a completed enhanced property builder search for Livingston Parish with features for township/range, subdivision, village/town and condo. Livingston Parish will be the first to go live with the search builder but it will be available to all recording software users. There are 13 parishes live with the Recording software and 2 parishes in process.

Laura also displayed a graphic of a new banner used at various events to promote eClerksLA and the Recording Software.

XI. i3/Software & Services

E-Filing – Scott Carrington provided an update on the stand alone eFiling with 9 parishes live. He reviewed the number of filings from the 9 parishes with 83 total Criminal e-filings in July and 2,093 Civil e-filings. He noted the statistics numbers provided do not include rejected filings or government filings. Those filings represent about 6-7% of the total filings. Debbie Hudnall asked if those numbers could be provided.

Case Management & Document Management System- Scott provided an update on the CMS system. 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. Ascension, St. Tammany, Iberia and Calcasieu are in the data securing phase. There was an issue with multiple databases in St. Tammany. Three potential parishes going live in October 2022. They will be bringing in additional resources and parish resources during this implementation. Debbie commented on the importance of the criminal data and the upload of elements to the Supreme Court.

Jury Software - Scott explained that the jury software will be installed at the same time the criminal side of the system is installed. There was discussion on the frequency of when the names are received from the Secretary of State.

Scott also commented on the credit card processing conversion and the processing rate.

XII. Report of Administrative Staff

Remittance Recaps: Debbie presented the report of remittances by parishes and the potential number of future filings decreasing. Previous year average was \$167,000. July 2022's collection was \$174,729. Debbie informed the Board that a previous remittance holiday was given and with the collections being steady, she recommended that the Board consider giving a remittance holiday. The parishes would keep the August 2022 remittance that would typically be received in September. This would help all the Clerks including the larger parishes which don't typically apply for grants. Parishes would still need to submit the report for analysis purposes. A motion was made by Melissa Henry to approve the premium holiday for the report month of August. The motion was seconded by Mark Graffeo.
MOTION CARRIED.

Legislative Update: Debbie reported on two committees that have been established to determine if there are too many judges. The Judicial Structure Committee received two proposals from national court center and JMI. The data collection from the Clerks and possible timesheets for Judges could require software programming changes to the Clerks systems. Debbie also commented on Act 318 regarding converting a paper copy into an electronic copy. There was discussion on the original conveyance record required to be maintained by this legislation.

XIII. Grant Committee Report

Previous Quarter Grant Updates: Chris Kershaw reported there were 11 open grants and 7 more awarded at the previous meeting for a total amount of \$685,071. He explained that status updates are difficult to get. He did not that several have been completed and paid including a grant to St. Martin and an issue with payment on previously started projects. There was discussion on the eFiling grants.

2022 – 2nd Quarter Grant Applications: Mark Graffeo reported that two grant applications had been received for consideration this quarter, St. Martin and East Carroll. The grant committee recommends awarding 2nd quarter grants as listed below:

East Carroll	\$23,320	Scan and Index Marriage Records
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St. Martin withdrew their grant after being notified that the most recent grant they received payment on had been paid in error as the project included in the application had already been started prior to the grant being awarded.

A motion was made by Mark Graffeo to approve the grant applications as recommended by the committee. The motion was seconded by Melissa Henry. **MOTION CARRIED.**

XIV. Attorney

Trademark Update: The trademark is still pending with nothing new to report.

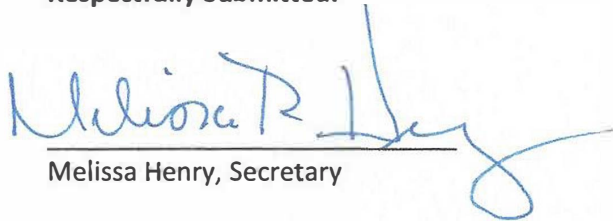
Recording Software Contract: Attorney Sheri Morris reported the draft agreement letters for St. Tammany and Rapides have been prepared and in review with the Association office. Once approved, the letters will be sent to the parishes for their review and approval. It will be necessary to revisit the contract with Antares to include Livingston as the substitute parish, as the terms were approved at the last meeting.

XV. Other Business: None.

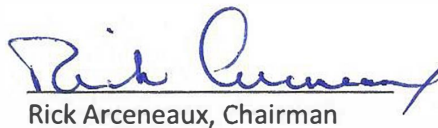
XVI. Announcements: The next meeting scheduled for Tuesday, November 8th but due to General Election Day the meeting has been rescheduled for Wednesday, November 16th at 12:30 pm.

XVII. Adjournment: A motion was made by Mark Graffeo to adjourn. The motion was seconded by Jill Sessions. **MOTION CARRIED.**

Respectfully Submitted:


Melissa Henry, Secretary

Approved:


Rick Arceneaux, Chairman