

LOUISIANA CLERKS REMOTE ACCESS AUTHORITY (LCRAA)
12:30 PM WEDNESDAY, NOVEMBER 16, 2022
BATON ROUGE, LOUISIANA

PROPOSED MINUTES

- I. **Call to Order:** Meeting called to order by Vice Chairman Lynn Jones.
- II. **Invocation and Pledge:** Mark Graffeo gave an opening prayer and Lynn Jones led the Pledge of Allegiance.
- III. **Oath of Office:** Attorney Sheri Morris administered the oath of office to David Boneno whose new term began July 1, 2022.
- IV. **Roll Call:** Board members present were: Vice Chairman Lynn Jones, Melissa Henry, Jill Sessions, Mark Graffeo, David Boneno and Stephanie Doran. Also present were: Attorney Sheri Morris, Laura Thomas with Antares, Scott Carrington with i3/Software & Services, Auditor Michelle Cunningham with Duplantier, Hrapmann, Hogan & Maher, Andy Anders, Sara Halphen, Dagmar Hebert, Chris Kershaw, and Davis Silk. ABSENT: Rick Arceneaux
- V. **Acceptance of Agenda:** A motion was made by Melissa Henry to accept the agenda. Motion was seconded by Mark Graffeo. **MOTION CARRIED.**
- VI. **Approval of Minutes:** A motion was made by Jill Sessions to approve the minutes of the meeting held on August 9, 2022. Motion seconded by Melissa Henry. **MOTION CARRIED.**
- VII. **Audit Reports:**
 1. **Financial Audit Report:** Michelle Cunningham with Duplantier, Hrapmann, Hogan & Maher presented the audit report for the fiscal year ended June 30, 2022. Michelle stated that the financials are fairly presented and LCRAA received the highest and cleanest opinion. She explained an additional management responsibility added this year was the evaluation of whether there are conditions or events that raise substantial doubt about LCRAA's ability to continue as a going concern for one year after the date of the financial statements. 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 \$7,245,266, Total Liabilities were \$33,440 and Total Net Position was \$7,211,826. She noted a decrease in fee receipts from members from 2021 to 2022. The largest increase of expenses was in portal maintenance and connectivity due to the new parishes joining the recording software. Also, rent expense is a new item compared to the last fiscal year. Operating expenses increased from \$456,778 to \$667,473. Michelle reported a total change in net position of \$966,235. She reported on the capitalized assets including software under development and the portal as well as the end of year balance of \$749,071 in board designated grants.
 - 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 Jill Sessions. **MOTION CARRIED.**

2. Statewide Agreed Upon Procedures (AUP) Audit Report: Michelle then presented the AUP report noting that for the last several years the Legislative Auditor had suspended these audits due to the pandemic. However, these procedures had been reinstated for 2022. There was one finding regarding Policies. LCRAA's written sexual harassment policy did not include the annual reporting procedures. Michelle noted that this was a new procedure for the fiscal year.

a. Policy Update: Debbie explained that the Association workplace harassment policy had been updated with the reporting language as per LA R.S. 42:344. Michelle suggested the LCRAA Board adopt that policy. A motion was made by Mark Graffeo to adopt the Association Workplace Harassment policy. The motion was seconded by Melissa Henry. **MOTION CARRIED.** Debbie also informed the Board that the Ethics, Sexual Harassment and Conflicts of Interest Policy affidavit had also been updated to reflect the reporting language and each member will need to sign a revised copy.

A motion was made by Melissa Henry to accept the audit reports as presented for the fiscal year June 30, 2022. The motion was seconded by Stevie Doran. **MOTION CARRIED.**

VIII. Financial Report: Chris Kershaw reported as of October 31, 2022, the total FYTD revenue was \$541,314 with total portal direct costs \$125,088, grant program cost of \$181,140, administration expenses of \$53,304, leaving net income for the fiscal year of \$181,782 and total assets of \$7,393,608. A motion was made by David Boneno to receive the financial report. The motion was seconded by Stevie Doran. **MOTION CARRIED.**

IX. Antares: Laura Thomas provided the statewide portal parish participation statistics: Land Records = 64, Marriage Records = 61, and Civil Records = 57

Laura provided an update on the board approved change orders still in process:

eClerksLA-Portal Name Search – development is complete. Waiting on LCRAA roll out decision.

Recording Software-Enhancements – Includes generating certified copies/cross reference search/marriage license. Put into production August 30, 2022

eClerksLA-Historical Index Book Search – User interface and presentation of data completed and working on refinement of data displayed with Iberia Parish to complete.

eClerksLA – Website Traffic Generation - "About LCRAA" page enhanced with 6 additional pages to help with site FAQ's and Search Engine Optimization of search terms – In production.

Recording Software: Laura reported that there are 13 parishes in production with the recording software. Pointe Coupee has the eRecording portion of the software. St. Charles Parish expected go live date is January 3, 2023 and Antares is working with Livingston Parish to determine a go live date.

Laura explained several future updates due to browser updates and newer version of software tools that require updating LCRAA's software including eRecording updates for future important software security updates associated with Identity Management, and performance enhancements including improving PDF generation

Laura provided the Help Desk and Satisfaction Stats for the last 6 months.

Tokens: Laura stated that Antares and Software & Services are in discussion regarding the token and integration between systems. She explained that when a user already has a subscription for one parish with both different systems, the systems will pass a token between them so the user can utilize the same username and password.

X. i3/Software & Services

E-Filing- Scott Carrington reported that 3 parishes have decided to implement e-filing once they move to the case management system. Vernon, Catahoula, Iberville, and Washington have go live dates in early 2023, while Claiborne and Morehouse will go live in November and December, respectively. There are 9 parishes currently live with e-Filing. Scott provided the stand-alone e-Filing statistics.

Case Management & Document Management System- Scott gave an update on the parishes in process. Calcasieu, St. Tammany and Ascension are at different stages in the data conversion process. Iberia went live with Criminal early November and expected to go live with Civil in January 2023. There are multiple parishes still in the information gathering stage.

Jury Software – No report at this time.

XI. Report of Administrative Staff

- 1. Monthly Remittance:** Debbie Hudnall presented the recap of the monthly parish remittances including the recent premium holiday. Debbie commented on a decrease in the fees received due to a decrease in filings and that is being monitored monthly.
- 2. Legislative Update:** Debbie commented on legislation proposed from the e-Filing committee to make e-Filing mandatory by January 1, 2025. She stated that there are 32 Clerks' offices already e-Filing. Debbie informed the Board of a potential proposal on mandatory letter sized paper to be placed out for public review.

3. **E-Filing Parish Grants:** The Board had previously approved to pay for the cost of e-filing in the parishes that were already Software & Services customers. Debbie reported that both Claiborne and Morehouse will be going live soon.
4. **E-Filing Fees:** 3rd party vendors collect fees for e-filing. For those parishes under the LCRAA contract with Software & Services, the e-Filing fee is \$7.50, with LCRAA receiving \$1.50 for each of the filings. Customers of parishes with Software & Services outside of the LCRAA contract, have a \$5 fee. To provide more uniformity, Debbie brought to the Board a proposal that those parishes increase their fee to \$7.50 and Software & Services has the capability to credit the \$1.50 on the parish's maintenance. Debbie also proposed that the \$1.50 revenue sharing that LCRAA receives, be credited to each parish's maintenance once they go live with the case management system. Jill Sessions commented that there are 5 parishes who are previous customers and will suggest that the fee be increased to \$7.50. A motion was made by Mark Graffeo that the \$1.50 revenue sharing currently received by LCRAA on e-Filings be credited toward the parish maintenance fee once they go live with the case management system. The motion was seconded by Melissa Henry. **MOTON CARRIED.**
5. **E-Filing Mandate:** Report given under legislative update.
6. **Online Remittance Web Portal:** Debbie informed the Board the online remittance for LCRAA on the current web portal is almost complete. Parish's will be able to enter their LCRAA reports online and pay the monthly remittance fee through the web portal.

Recording Software Change Order: Debbie explained that Antares had provided a proposal to update the image viewer for the online side of the recording software including removing the thumbnail view, capability to enlarge the image while viewing and removing the right-click functionality. She commented on the possibility of increased speed of the redaction process as the document is first pulled up. There was discussion regarding redaction in the background. The cost of the change order is \$15,120 and would provide a huge improvement to the recording software. The time frame for completion is approximately 3-4 weeks. A motion was made by David Boneno to approve the change order. The motion was seconded by Stevie Doran. **MOTION CARRIED.**

Debbie explained that Orleans Parish Civil District is the only Clerk's office in the state that does not issue marriage licenses. Vital Records issues marriage licenses in Orleans Parish. The Clerk would like to begin issuing marriage licenses and has reached out to Vital Records and they seemed on board. Both the Clerk and LCRAA had questions but haven't spoken again to Vital Records. Antares had provided a quote of \$8,400 for the marriage software for Orleans Civil. There would be no existing data conversion. David Boneno questioned if there were any statutory limitations for the Clerk to issue marriage licenses. LA R.S. 9:221 may require legislative change. A motion was made by Mark Graffeo to approve the quote for the marriage

license software for Orleans Civil contingent upon all the details and statutory questions being resolved. The motion was seconded by David Boneno. **MOTION CARRIED.**

XII. Grant Committee Report

Previous Quarter Grant Updates: Chris Kershaw provided an update on the open grants including five recently completed and paid grants and six in process grants. Red River had completed their grant and a check had been issued. However, the Clerk called and with an issue and the data may have to be reimported, so the check has been held.

2022 – 3rd Quarter Grant Applications: Mark Graffeo reported that the grant committee had met and reviewed the 4 grant applications submitted for consideration. He informed the Board that St. Landry had applied for a grant to digitize and index historical civil records for a project that the Clerk was also working to get federal grant funding as well. There was discussion regarding historical records on the LCRAA portal outside of the confirmed beginning record date entered by the Clerk.

The Grant committee recommended awarding the following grants:

Plaquemines	\$15,578	Mortgages - Scan
St. Landry	\$25,000	Digitize Civil records
Tangipahoa	\$35,068	Marriage License – Scan and Index
Vermilion	\$72,150	Conveyance Records – Scan and Index
Total	\$147,796	

A motion was made by Mark Graffeo to approve the grant applications as recommended by the committee with an additional requirement for St. Landry Parish to supply a list of instruments that were identified and indexed to the LCRAA staff prior to payment of the grant. The motion was seconded by Jill Sessions. **MOTION CARRIED.**

Mark reported that the funds available to award for the grants this quarter was \$99,759. It was reduced due to the recent premium holiday. A motion was made by Mark Graffeo to amend the budget with an increase in \$50,000 for grants so that the annual budget reflects the additional amount of the grants awarded for the 3rd quarter time frame. The motion was seconded by Stevie Doran. **MOTION CARRIED.**

XIII. Attorney

Trademark Update: Attorney Sheri Morris stated there was no activity and trademark was still in good status.

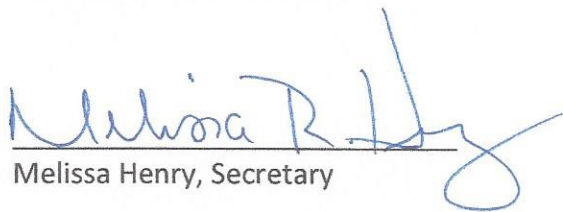
Recording Software Contract: Attorney Sheri Morris reported that both contracts had been drafted. Rapides Parish was currently waiting to hear back from their attorney. Sheri provided a hard copy of the agreement to Melissa Henry for St. Tammany Parish.

XIV. Other Business: None.

XV. Announcements: The next meeting scheduled for Tuesday, February 14, 2023.

XVI. Adjournment: A motion was made by David Boneno to adjourn. The motion was seconded by Jill Sessions. **MOTION CARRIED.**

Respectfully Submitted:


Melissa Henry, Secretary

Approved:


Rick Arceneaux, Chairman