

**LOUISIANA CLERKS REMOTE ACCESS AUTHORITY (LCRAA)**  
**12:30 PM TUESDAY, FEBRUARY 14, 2023**  
**BATON ROUGE, LOUISIANA**

**APPROVED MINUTES**

- I. **Call to Order:** Meeting called to order by Chairman Rick Arceneaux.
- II. **Invocation and Pledge:** Mark Graffeo gave an opening prayer and Lynn Jones led the Pledge of Allegiance.
- III. **Roll Call:** Board members present were Chairman Rick Arceneaux, Lynn Jones, Melissa Henry, Jill Sessions, Mark Graffeo, David Boneno and Stephanie Doran. Also present were Attorney Sheri Morris, Laura Thomas and Barrett Conrad with Antares, Scott Carrington with i3/Software & Services, Sara Halphen, Jenny Reynolds, Dagmar Hebert, Chris Kershaw, and Davis Silk
- IV. **Acceptance of Agenda:** A motion was made by Lynn Jones to accept the agenda. Motion was seconded by Mark Graffeo. **MOTION CARRIED.**
- V. **Approval of Minutes:** A motion was made by Jill Sessions to approve the minutes of the meeting held on November 16, 2022. Motion seconded by Melissa Henry. **MOTION CARRIED.**
- VI. **Financial Report:** Chris Kershaw reported as of January 31, 2023, the total FYTD revenue was \$977,952 with total portal direct costs \$230,767, grant program cost of \$286,470, administration expenses of \$130,997, leaving net income for the fiscal year of \$329,718 and total assets of \$7,555,613. A motion was made by Mark Graffeo to receive the financial report. The motion was seconded by Melissa Henry. **MOTION CARRIED.**
- VII. **Antares:** Laura Thomas introduced Barrett Conrad, new President/CEO of Antares Technology Solutions.
  1. **eClerks LA**
    - a. Portal Name Search – Debbie Hudnall reported that discussions remain ongoing with Antares regarding this search and how to accomplish the goal to provide the extra level of search capabilities considering historical indexing and data issues.
    - b. Image Viewer project completed and moved into production January 2023.
  2. **Recording Software**
    - a. Generating Certified Copies/Cross Reference Search/Marriage License-change order completed
    - b. Historical Index Book Search – Completed Iberia and available to incoming parishes if applicable.

Livingston Parish will be the next to go live and Union Parish's estimated go live date is still to be determined.

3. **E-Recording** – Live and in Process. Pointe Coupee has implemented stand-alone eRecording.
4. **Subscriptions** – Antares continues to work with Scott and the Software & Services team on streamlining the process of those parishes using multiple software programs and the ability to have one log-in for users to access their accounts.
5. **Cybersecurity**- Laura also reported on future updates to LCRAA’s software for newer browser versions, performance enhancements on pdf generation and identity management. She noted that help desk calls increased during the Cott outage. She also informed the Board that Antares had hosted a best practices cybersecurity seminar at the last Clerks Institute. Representatives from Google were there to explain their security tools and data encryption and redundancy in backups for the recording software.

#### VIII. **i3/Software & Services**

1. **Case Management & Document Management System**- Scott Carrington gave an update on the parishes in process and projected timelines out through 2024.
2. **E-Filing**- Scott reported Washington and Vernon have gone live with eFiling. Several additional parishes have expressed interest and a couple want to wait until implementation of the case management software. He provided the number of eFilings for Nov 2,837, Dec 2,602 and Jan 3,365.
3. **Jury Software** – No report at this time.
4. **Cybersecurity**- Scott provided insight into the best practices at Software & Services including upgrades to security infrastructure, auditing and testing of processes, two factor authentications, software rewrites and updates to framework. He noted the two types of data back ups in use including CHRONOS and a local back up functionality.

Debbie Hudnall asked both vendors about certifications and outside assessments regarding their security in light of the recent breach of another vendor.

#### IX. **Report of Administrative Staff**

1. **Monthly Remittance:** Debbie Hudnall presented the recap of the monthly parish remittances. Debbie commented on a decrease in the fees received due to a decrease in filings and continues to be monitored monthly.
2. **Legislative Update:** Debbie commented that she will be monitoring legislation and any effects on LCRAA.

3. **E-Filing Parish Grants:** Debbie reported that \$26,650 of the approved \$100,000 had been paid for e-filing. This total does not include Vernon and Washington that just went live.
4. **Online Remittance Web Portal:** Clerks now can remit their monthly reports and payments online through the web portal.

**X. Grant Committee Report**

**Previous Quarter Grant Updates:** Chris Kershaw provided an update on the open grants including the oldest outstanding grant in Grant Parish, which the Clerk reported would be completed soon.

**2022 – 4<sup>th</sup> Quarter Grant Applications:** Mark Graffeo reported that the grant committee had met and reviewed the 5 grant applications submitted for consideration. He reported that funds available to award for grants this quarter was \$160,000.

The Grant committee recommended awarding the following 4 grants:

Morehouse	\$18,350	Software
Pointe Coupee	\$40,000	Scan and Index Conveyances
St. Helena	\$35,000	Scan and Index Conveyances
St. John	\$21,500	Software <i>*contingent on the monthly maintenance amount</i>
<b>Total</b>	<b>\$114,850</b>	

The Grant Committee recommends the denial of the grant for Franklin Parish upon recommendation of committee to have the new recording software in place prior to the project and then proceeding in increments.

A motion was made by Lynn Jones to approve the grant applications as recommended by the grant committee. The motion was seconded by David Boneno. **MOTION CARRIED.**

**XI. Attorney**

1. **Trademark Update:** Attorney Sheri Morris stated the trademark was approved. She stated it would be up to the Board if they wanted to file the trademark in Louisiana. The trademark will need to be filed for continued use in 2025.

2. **Recording Software Contract**

- a. **St. Tammany-** A proposed draft agreement has been given to Melissa. Terms have been discussed and the draft is in review.

Debbie brought to the Board an issue regarding the grant application. Many applications are received with only one proposal from a vendor. Recently, an application had been submitted with multiple proposals that were significantly different in comparative cost. There was discussion about the possibility of setting the requirement that at least two estimates/proposals

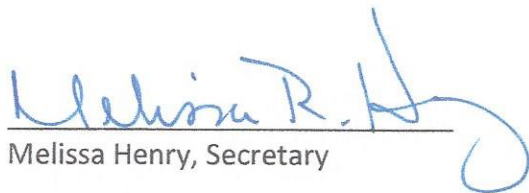
would be required with each grant application. There was discussion about competition between vendors and the prudent due diligence of the Clerk. Attorney Sheri Morris stated that the Board does have the freedom to set the terms of the grant application. A motion was made by Lynn Jones to amend the grant application to require at least 2 proposals to be submitted along with the application. The motion was seconded by Melissa Henry. **MOTION CARRIED.**

- XII. **Other Business:** Debbie Hudnall requested the Board return to Agenda Item "Grant Committee Report – Open Grant Updates – Revised Grant-St. Landry". St. Landry had been awarded a grant last quarter for a scanning project for historical civil records. After further review of his project, he requested the grant award to be amended lower, as he could provide the work in-house at a much less expensive rate. His previous grant was for \$25,000 and he asked that it be lowered to \$8,085. Chairman Arceneaux and Grant Committee member Mark Graffeo reviewed the request and agreed to approve the change and a letter was sent to St. Landry. A motion was made by David Boneno to ratify the amended grant request of \$8,085 for St. Landry. The motion was seconded by Melissa Henry. **MOTION CARRIED.**

There was also discussion on a previously awarded grant for Union Parish. After discussions with the vendor, a compromise could not be reached. A motion was made by Mark Graffeo to rescind grant number 221Q-04 for Union Parish. The motion was seconded by David Boneno. **MOTION CARRIED.**

- XIII. **Announcements:** The next meeting is scheduled for Tuesday, May 9, 2023.
- XIV. **Adjournment:** A motion was made by Lynn Jones to adjourn. The motion was seconded by David Boneno. **MOTION CARRIED.**

Respectfully Submitted:

  
Melissa Henry, Secretary

Approved:

  
Rick Arceneaux, Chairman