

LOUISIANA CLERKS REMOTE ACCESS AUTHORITY (LCRAA)

12:30 PM TUESDAY, MAY 9, 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 led the Pledge of Allegiance.
- III. **Roll Call:** Board members present were Chairman Rick Arceneaux, Melissa Henry, Jill Sessions, Mark Graffeo, and David Boneno. Also present were Attorney Sheri Morris, Barrett Conrad with Antares, Scott Carrington with i3/Software & Services, Erin Hebert, Bridget Hanna, Kim Turlich-Vaughan, Sara Halphen, Jenny Reynolds, Dagmar Hebert, Chris Kershaw, and Davis Silk
- IV. **Acceptance of Agenda:** A motion was made by Mark Graffeo to accept the agenda. Motion was seconded by Jill Sessions. **MOTION CARRIED.**
- V. **Public Comment:** None
- VI. **Approval of Minutes:** A motion was made by Jill Sessions to approve the minutes of the meeting held on February 14, 2023. Motion seconded by Mark Graffeo. **MOTION CARRIED.**
- VII. **Financial Report:** Chris Kershaw reported as of January 31, 2023, the total FYTD revenue was \$1,429,124 with total portal direct costs \$339,627, grant program cost of \$373,004, administration expenses of \$190,597, leaving net income for the fiscal year of \$525,896 and total assets of \$7,738,629. A motion was made by Mark Graffeo to receive the financial report. The motion was seconded by Melissa Henry. **MOTION CARRIED.** Debbie Hudnall explained to the Board the Auditors prefer the grant program and software in progress to be on the cash basis, which means the statements do not show the dollars “earmarked” for grants and projects currently underway.
- VIII. **2024 Budget Proposal (Exhibit A):** Controller Chris Kershaw presented the 2024 budget proposal noting a decrease in the budgeted recording fees amount but a significant increase to interest income. There is also an increase in the direct cost amount for the Case Management and Document Management system as more parishes implement the software. Chris also pointed out an increase in the reimbursement amount to the Association. There has been no increase in the last two years. A motion was made by Melissa Henry to adopt the 2024 budget as presented. The motion was seconded by Jill Sessions. **MOTION CARRIED.**
- IX. **Audit Proposals:** Debbie Hudnall presented two proposals from Duplantier, Hrapmann, Hogan & Maher. The financial audit proposal was for a three-year period with a range of \$5,600-\$7,000. The Agreed Upon Procedures proposal was for a one-year period with a range of \$2,100 to \$2,600. A motion was made by Mark Graffeo to approve the audit proposals as presented. The motion was seconded by Jill Sessions. **MOTION CARRIED.**
- X. **Antares:**
 1. **eClerks LA:** Barrett Conrad reported on the number of parishes with the following records: Land – 64, Marriage-61 and Civil-58. He noted that Orleans Parish’s civil indices are being uploaded in smaller increments.

2. **Recording Software:** St. Charles Parish went live February 1, 2023. Franklin, Pointe Coupee, and Union Parish will be going live in June, July, and August, respectively. Livingston Parish's go live is still to be determined.

Barrett provided an update on Q2 and Q3 Projects and Proposed Change Orders.

- eClerks Single Sign on with Clerk Connect Management Project – currently integrating and testing with Software & Services. Initial roll out to Iberia and St. Landry.
- Change Order – Statewide Portal Fraud Alert - This service would allow you to register up to 5 names per email address to alert if something is recorded with that name. The alert would happen at 8 am. It would be a free service to the user. The change order cost is \$58,600 and monthly support of \$350 per month for the entire state not parish level. This is for the land records only. A motion to approve was made by Mark Graffeo. The motion was seconded by Jill Sessions. **MOTION CARRIED.**
- Change Order – Recording Software Enhancements - This would provide detailed receipts, marriage license support for city or town issues and an online index book for historical marriage licenses. The change order cost is \$10,500. A motion to approve was made by David Boneno. The motion was seconded by Melissa Henry. **MOTION CARRIED.**
- Enhanced Backup Appliance – still in discussions
- Security Audit – working with Google Partner.

He then provided an update on various functionality improvements that were implemented in support of the recording software on eClerksLA and the marriage module.

XI. i3/Software & Services(S&S)

1. **Case Management & Document Management System-** Scott Carrington gave an update on the parishes in process and projected timelines out through 2024. He explained that St. Tammany is in its final data conversion for the Criminal.

Scott further explained that a new project manager has been hired, as well as a business analyst, both whose sole focus is the LCRAA project. Scott explained that the need is in the pre-data conversion process.

Debbie reminded the Board the original contract was signed in October 2021 and while there has been movement on the implementation of e-Filing, there is only one parish that has completed the implementation of the CMS system. She further explained it is a reflection on LCRAA and outside parties are questioning why it is taking so long. Scott explained that tackling the custom software conversions have been more difficult than was projected.

2. **E-Filing-** 19 parishes are currently live and 9 additional parishes are projected to be live by the end of July 2023. Scott also provided a breakdown of the number of eFilings for March and April. Debbie added this would bring the total number of parishes eFiling to 50 by July.
3. **Jury Software** – No report at this time.

XII. 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 provided the Board members with a copy of HB 229 scheduled to be heard in committee that week. She explained the effects of the bill and she has worked with the author for an additional year to make more progress and so the author has said he will voluntarily defer the bill until next year.
3. **Heartland/Pace:** Debbie reported that she is working with Antares and Software & Services so that one credit card processor could be used for online users. There is a cost to make the change but it would only be beneficial to the processing company not to LCRAA. They are looking further into this issue.
4. **eFiling Parish Grants:** Debbie reported 6 parishes have received these grants for a total of \$27,550 of the \$100,000 approved by the Board. Scott noted the cost to implement has been less than previously quoted.
5. **Online Remittance Portal:** There are 54 parishes utilizing the online web portal to remit their monthly LCRAA reports and payments.
6. **Trademark:** A copy of the trademark certificate was included in the board books. Debbie also explained Antares had put together two updated logos for review that include the ® symbol that will need to be updated wherever the logo is placed.
7. **Personal Financial Disclosure:** Debbie reminded the Clerk members as well as non-Clerk members that their personal financial disclosures are due by May 15th. Debbie also reminded the Board about the ethics, sexual harassment, and conflict of interest policy. Board members present signed the form for the year 2023.

XIII. Grant Committee Report

Previous Quarter Grant Updates: Chris Kershaw provided an update on the open grants including the oldest outstanding grant in Winn Parish awaiting vendor invoicing.

2023 – 1st Quarter Grant Applications: Mark Graffeo reported the grant committee had met and reviewed the 3 grant applications submitted for consideration. The grant for Franklin Parish was considered an emergency hardware grant as the Parish was converting to the recording software and their existing hardware was not suitable for the newer software application.

The Grant committee recommended awarding the following 3 grants:

| | | |
|--------------|-----------------|--|
| Franklin | \$13,221 | Hardware |
| Claiborne | \$9,600 | Data Conversion – Unix transition to Windows |
| Winn | \$9,800 | Data Conversion – Unix transition to Windows |
| Total | \$32,621 | |

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

XIV. Attorney

1. Recording Software Contract

a. **St. Tammany-** There is hope to resolve before the next meeting.

XV. Other Business: Debbie commented on HB 321 which provides for a pilot program for Caddo, East Baton Rouge, and Orleans Criminal to provide criminal records online. Debbie has been working with the Attorney General and the Supreme Court and explained the Clerks already upload this information to the Supreme Court on a daily basis.

XVI. Announcements: The next meeting is scheduled for Tuesday, August 8, 2023. Due to qualifying, alternative dates/times will be sent out to the Board members.

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

Respectfully Submitted:


Melissa Henry, Secretary

Approved:

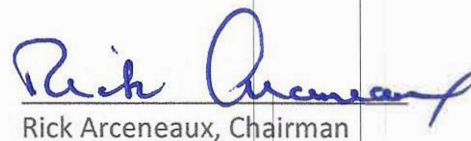

Rick Arceneaux, Chairman

EXHIBIT A

LCRAA

PROPOSED BUDGET (in whole dollars) for the period July 1, 2023 through June 30, 2024

ACTUAL and AMENDED BUDGET (in whole dollars) for the period July 1, 2022 through June 30, 2023

| | 2022-2023 | 2022-2023 | 2023-2024 |
|--|---------------------|---------------------|-----------------------|
| | Adopted Budget | Amended Budget | Proposed Budget |
| REVENUE: | | | |
| Recording Fees | \$ 2,000,000 | \$ 2,000,000 | \$ 1,600,000 |
| Other Income - E-filing | 30,000 | 30,000 | 40,000 |
| Other Income - E-recording | 10,000 | 10,000 | 10,000 |
| Interest | 12,000 | 12,000 | 200,000 |
| TOTAL REVENUE | 2,052,000 | 2,052,000 | 1,850,000 |
| EXPENSES: | | | |
| DIRECT COST | | | |
| Portal - Enhancements, Change Orders and Other Costs | 300,000 | 300,000 | 300,000 |
| Portal - Maintenance | 125,000 | 125,000 | 125,000 |
| Case Management & Document Management | 1,250,000 | 1,250,000 | 2,250,000 |
| Recording Software - Implementation, Integration & Migration | 200,000 | 200,000 | 200,000 |
| Recording Software - Hosting fees | 100,000 | 100,000 | 100,000 |
| Parish Connectivity | 1,000 | 1,000 | 0 |
| E-filing | 0 | 0 | 0 |
| TOTAL DIRECT COST | 1,976,000 | 1,976,000 | 2,975,000 |
| GRANT PROGRAM | 600,000 | 650,000 | 750,000 |
| ADMINISTRATIVE: | | | |
| Advertising | 0 | 0 | 0 |
| Amortization | 100,000 | 100,000 | 100,000 |
| Audit & AUP | 10,000 | 10,000 | 10,000 |
| Attorney's Fees | 30,000 | 30,000 | 30,000 |
| Bank Fees | 2,000 | 2,000 | 4,000 |
| Bonds & Ins. | 5,000 | 5,000 | 4,000 |
| Meeting Expense | 3,000 | 3,000 | 3,000 |
| Professional Services | 5,000 | 5,000 | 5,000 |
| Promotional Expense | 25,000 | 25,000 | 25,000 |
| Reimb. Assoc. | 120,000 | 120,000 | 132,000 |
| Rent Expense | 12,000 | 12,000 | 12,000 |
| Total Administrative Expenses | 312,000 | 312,000 | 325,000 |
| TOTAL GRANTS AND ADMINISTRATIVE EXPENSE | 912,000 | 962,000 | 1,075,000 |
| TOTAL COST | 2,888,000 | 2,938,000 | 4,050,000 |
| EXCESS (DEFICIT) OF REVENUES OVER EXPENSES | \$ (836,000) | \$ (886,000) | \$ (2,200,000) |
| Beginning Fund Balance | \$ 5,640,691 | \$ 5,640,691 | \$ 6,569,463 |
| Revenues | 2,052,000 | 2,052,000 | 1,850,000 |
| Expenditures | 2,588,000 | 2,638,000 | 4,050,000 |
| Capital Outlay | 300,000 | 300,000 | 0 |
| Ending Fund Balance | \$ 4,804,691 | \$ 4,754,691 | \$ 4,369,463 |
| Beginning Fund Balance - Actual at 6/30/2022 | | \$ 6,033,463 | |
| Revenues - Estimated | | 1,766,000 | |
| Expenditures - Estimated | | 1,230,000 | |
| Capital Outlay | | 0 | |
| Ending Fund Balance - Estimated | | \$ 6,569,463 | |