

LOUISIANA CLERKS REMOTE ACCESS AUTHORITY (LCRAA)
12:30 PM TUESDAY, AUGUST 22, 2023
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 led the Pledge of Allegiance.
- III. **Oath of Office:** Rick Arceneaux administered the oath of office to Anne Raymond, new LLTA Commissioner.
- IV. **Roll Call:** Board members present were Chairman Rick Arceneaux, Lynn Jones, Melissa Henry, Jill Sessions, Mark Graffeo, and Anne Raymond. Also present were Attorney Sheri Morris, Laura Thomas and Barrett Conrad with Antares, Scott Carrington with i3/Software & Services, Erin Hebert, Bridget Hanna, Kim Turlich-Vaughan, Jason Harris, David Dart, Robin Hooter, Sara Halphen, Jenny Reynolds, Dagmar Hebert, Chris Kershaw, Davis Silk, Mike Sample with Kofile and Douglas Adams.
- V. **Acceptance of Agenda:** A motion was made by Lynn Jones to accept the agenda. Motion was seconded by Melissa Henry. **MOTION CARRIED.**
- VI. **Public Comment:** None
- VII. **Approval of Minutes:** A motion was made by Mark Graffeo to approve the minutes of the meeting held on May 9, 2023. Motion seconded by Jill Sessions. **MOTION CARRIED.**
- VIII. **Financial Report:** Chris Kershaw reported as of June 30, 2023, the total FYTD revenue was \$1,732,180 with total portal direct costs \$507,448, grant program cost of \$478,074, administration expenses of \$205,852, leaving net income for the fiscal year of \$540,806 and total assets of \$7,789,377. He also reported on the month ended July 31, 2023, the total revenue is \$194,545, with total portal direct costs of \$18,420, grant program cost of \$49,990, administration expenses of \$18,085, leaving net income for the month of July of \$108,050 and total assets of \$7,860,681. A motion was made by Melissa Henry to receive the financial report. The motion was seconded by Mark Graffeo. **MOTION CARRIED.** Debbie Hudnall reminded the Board the fund balance does not consider the 17 signed case management contracts that are outstanding, 3 recording software contracts and grants that are obligated on the outstanding grants.
- IX. **Antares:**
 1. **eClerks LA**
 - a. **Single Log-in/Clerk Connect:** There was discussion regarding the landing pages of Clerk Connect and eClerksLA and confusion over services offered in Clerks offices. Debbie commented on the goal to have single log-in credentials. There has been successful integration and it was rolled out to Iberia. Three other parishes are set to follow.
 - b. **eClerks Alert:** This service launched July 1, 2023, with a total of 744 users and 2,123 names being monitored. Antares has produced a flyer and help guide along with a QR code to make registration easier.

2. **Recording Software:** 15 parishes are in production with Pointe Coupee going live mid-September, followed by Union Parish in early October and Livingston Parish is still to be determined. Laura Thomas reported on the completed software enhancements including detailed receipts, marriage license support and online index books.

Laura also reported on the pdf document processing service enhancement with back-end technology upgrades for improvement in processing and viewing larger size pdf files. Improvements were deployed on August 18th and there has been a noticeable increase in the speed of viewing pdf files.

Antares provided the following change orders for consideration:

- eClerksLA Certified Copy QR Code – This adds a QR code on the document that can be scanned to verify that it is a certified copy. Cost is \$12,000. The motion to approve was made by Melissa Henry. The motion was seconded by Jill Sessions. **MOTION CARRIED.**
- Historical Instrument correction utility – Provide the ability to correct historical records instrument numbers in house. Cost is \$5,000. The motion to approve was made by Melissa Henry and seconded by Mark Graffeo. **MOTION CARRIED.**
- Recording Software/eClerksLA Technology upgrades – Barret Conrad explained the need to upgrade the key components around imaging, system messaging and identity management thus improving the resilience of the system. There have been advancements in technology since 2018 and these upgrades will provide for enhanced security framework. The time frame is approximately 3 months to complete and there would be limitations on any other changes that could be made at the same time. Cost is \$63,113. There was discussion as to whether this should be included as maintenance and the effect on the end user. A motion to approve was made by Mark Graffeo and seconded by Lynn Jones. **MOTION CARRIED.** Mark requested that change orders of this caliber be disseminated prior to the meeting for review.

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

1. **Case Management & Document Management System-** Scott provided the project report and noted that the project team had been updated with several new additions to the team. He explained that Bienville should be live by the end of the year with Jefferson Davis following. Scott provided updates on current projects including Ascension with a go-live date for Civil in early September. Calcasieu is working through data validation. Other parishes in the intake phase and hardware review include Caldwell, Cameron, and Iberville. Iberia Parish is fully complete and handed off to support. There was discussion regarding an issue with redaction and auto redaction. Ascension will take approximately 6 days for her records to run through the redaction program.

2. **E-Filing-** 25 parishes are currently live with eFiling and 4 additional to go live by mid-September. There were 3,787 paid eFilings in the month of July. Debbie also reported that Cott is supposed to have eFiling sometime in September.
3. **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. Debbie commented on a decrease in the fees from the prior year.
2. **Legislative Update:** Debbie reminded the Board of the report required to be filed by January 1, 2024, as required by HR 204 by Rep. Magee. She also reported on a recent Judicial Structure Committee meeting and a presentation of the case management system that Mississippi courts utilize.
3. **Heartland/Pace:** Heartland is the credit card processor for eClerksLA and the recording software. PACE is the software for Software & Services. When the case management system contract was negotiated, Software & Services agreed to reduce the processing fee if the business from eClerksLA and recording software moved to PACE. This switch is more complicated than originally discussed. There are architectural changes and Antares would like to propose a remodel with analysis and redesign changes. There was discussion regarding the credit card companies increasing fees as well. The proposed cost to develop this plan is \$17,500 with the suggestion that LCRAA pay for this development. Scott reminded the Board that the move to PACE was factored in with Software & Services agreement to do the single sign on. A motion was made by Lynn Jones to approve the proposed cost to develop this plan. The motion was seconded by Mark Graffeo. **MOTION CARRIED.**
4. **eFiling Parish Grants:** Debbie reported that \$47,000 of the approved \$100,000 has been paid for parish eFiling grants for existing Software & Services customers.
5. **Online Remittance Portal:** There are 62 parishes utilizing the online web portal to remit their monthly LCRAA reports and payments.
6. **eClerksLA – eFiling Fee:** There was discussion regarding the fee for eFiling and previous discussion on making the fee uniform at \$7.50 for those parishes not under the LCRAA contract with Software & Services providing a maintenance credit of \$1.50 with a possible January 1, 2024, implementation date. Jill Sessions explained her attorney had concerns about the maintenance credit. Attorney Sheri Morris will speak to Jill's attorney. Debbie will bring this to the Clerks only meeting later this week.

XII. Grant Committee Report

Previous Quarter Grant Updates: Chris Kershaw provided an update on the open grants totaling \$432,937.

2023 – 2nd Quarter Grant Applications: Mark Graffeo reported the grant committee had met and reviewed the 4 grant applications submitted for consideration. He explained that 30% of the revenue for the quarter along with any additional funds carried over from the previous quarter is allocated for grants. He further stated that all applicants included multiple proposals as required and it was a helpful tool in reviewing the applications.

The Grant committee recommended awarding the following 4 grants:

East Carroll	\$14,844	Conveyances – Index and Scan	
Iberville	\$18,858	Hardware – Server	
Morehouse	\$57,591	Mortgage & Conveyance – Index and Scan	
Tensas	\$87,660	Marriage – Index & Scan	
Total	\$178,953		

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

XIII. Attorney

1. Recording Software Contract

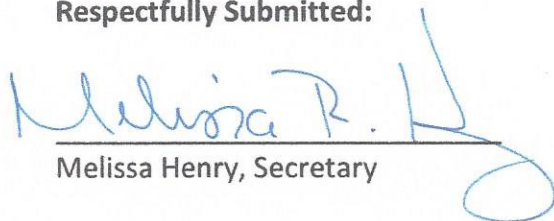
a. **St. Tammany** – No Update at this time.

XIV. Other Business: None.

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

XVI. Adjournment: A motion was made by Lynn Jones to adjourn. The motion was seconded by Mark Graffeo. **MOTION CARRIED.**

Respectfully Submitted:


Melissa Henry, Secretary

Approved:


Rick Arceneaux, Chairman