

**LOUISIANA CLERKS REMOTE ACCESS AUTHORITY (LCRAA)**  
**12:30 PM TUESDAY, NOVEMBER 14, 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. **Roll Call:** Board members present were Chairman Rick Arceneaux, Lynn Jones, Jill Sessions, Mark Graffeo, David Boneno and Anne Raymond. ABSENT: Melissa Henry. Also, present were Attorney Sheri Morris, Laura Thomas and Barrett Conrad with Antares, Scott Carrington with i3/Software & Services, Erin Hebert, Dagmar Hebert, Chris Kershaw, Davis Silk, Mike Sample with Kofile and Michelle Cunningham, auditor.
- IV. **Acceptance of Agenda:** A motion was made by Lynn Jones to accept the agenda. Motion was seconded by Mark Graffeo. **MOTION CARRIED.**
- V. **Public Comment:** None
- VI. **Approval of Minutes:** A motion was made by Anne Raymond to approve the minutes of the meeting held on August 22, 2023. Motion seconded by Lynn Jones. **MOTION CARRIED.**
- VII. **Audit Reports (on file in office):**
  1. **Financial Audit Report:** Michelle Cunningham with Duplantier, Hrapmann, Hogan & Maher presented the audit report for the fiscal year ended June 30, 2023. Michelle stated the financials fairly presented and LCRAA received the highest and cleanest opinion. She stated there were no findings or deficiencies in internal controls and no compliance issues. Total Net Assets were \$7,624,086, increased from 2022. She explained Capital Assets decreased because of a full year of amortization on the portal. Total Operating Revenues were \$1,496,337, decreased from 2022 due to fee holiday granted in September 2022 and decrease in recordings because of interest rates and decreased home sales. Total Operating Expenses increased to \$878,591, due to amortization of the portal. There was an increase in interest income. Software under development is the fraud alert that was released after the close of the fiscal year. There are 13 grants awarded with funds designated of \$516,000.
  2. **Statewide Agreed Upon Procedures (AUP) Audit Report:** Michelle presented the report stating that there were no findings in any of the policies and procedures for the fiscal year.

A motion was made by Jill Sessions to approve the financial audit and the AUP audit as presented by the auditor. The motion was seconded by Mark Graffeo. **MOTION CARRIED.**

Debbie presented the compliance questionnaire for board approval. A motion was made by Mark Graffeo to approve the questionnaire as presented. The motion was seconded by Lynn Jones. **MOTION CARRIED.**
- VIII. **Financial Report:** Chris Kershaw reported as of October 31, 2023, the total FYTD revenue was \$709,960 with total portal direct costs \$170,129, grant program cost of \$128,940, administration expenses of \$87,988, leaving net income for the fiscal year of \$322,903 and total assets of \$7,910,244. A motion was made by Jill Sessions to receive the financial report. The

motion was seconded by David Boneno. **MOTION CARRIED.** There was discussion regarding the grant liability not included on the financial statements and if a restricted fund can be designated to record the grant liability.

Debbie Hudnall presented a remittance fee holiday for the month of November. A motion was made to approve the holiday by Mark Graffeo. The motion was seconded by Jill Sessions. There was discussion on the Board's statutory authority to grant the fee holiday. Attorney Sheri Morris was asked to review compliance with the statute. A motion was made by David Boneno to table the issue. The motion was seconded by Anne Raymond. **MOTION CARRIED.**

**IX. Antares:**

**1. eClerks LA**

- a. **Update:** Laura Thomas provided an update on the parish portal participation and total registered eClerksLA users of 39,925.
- b. **eClerksAlert:** This alert launched July 1, 2023, with 1,297 registered alert users monitoring 3,382 names and 694 notifications sent. Debbie asked the Board for suggestions on how to promote eClerksAlert.

- 2. Recording Software:** There are 17 parishes including two new additions, Pointe Coupee and Union Parish. East Feliciana is set to go live 1<sup>st</sup> quarter 2024 and Livingston Parish is still TBD.

Laura reviewed completed change orders for the Certified QR Code and the Recording software enhancement to correct historical instruments.

- 3. Technology Upgrades Project:** Laura reported the first milestone has been completed and the project is on track for completion in January 2024.
- 4. Heartland/Pace:** Antares is finalizing the assessment and will present the findings and change order to Debbie for review when completed.
- 5. Contracts:** Laura reported the LCRAA contracts with Antares have expired and Antares would like to recommend extending the contracts (portal and recording software) through June 2024 under the same terms. A motion was made by Lynn to extend the existing contracts under the same terms through June 30, 2024. The motion was seconded by Anne Raymond. **MOTION CARRIED.**

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

- 1. Case Management & Document Management System** – Scott Carrington reported data conversions will be done by a separate team from i3 Verticals outside of Software & Services. He commented on recent staff changes and implementation processes with efforts pushed towards more parallel thinking to move faster and deliver better results. He noted those parishes with hardware already in place can move forward, if not, it takes longer to implement. There was discussion regarding the implementation time frames.

2. **E-Filing-** Scott reported on the new parishes in process including Franklin, Terrebonne and St. Charles. The number of eFilings has increased with LCRAA parishes accounting for 65% of the total eFilings across the state. Debbie requested they include the total statewide number for the next meeting.
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. **eFiling Parish Grants:** Debbie stated \$47,000 of the approved \$100,000 had been paid for parish eFiling grants.
3. **DCFS:** Debbie reported to the Board that DCFS wants to eFile child support cases. DCFS selected Green Court as their software provider and reached out about integration with the Clerks' offices. At a recent meeting, Debbie suggested a portal for the interchange of documents. Scott Carrington is meeting with DCFS to discuss, as Software & Services already has an API that can be implemented quickly. There was discussion on what data DCFS wants and what data the Clerks are willing to provide while minimizing the cost to LCRAA.
4. **Criminal Search:** Debbie reminded the Board about legislation last session regarding access to criminal records. The now Governor Elect Landry was pushing for online access to certain criminal records. This was discussed by the Executive Committee at the recent Strategic Planning meeting, and they recommended moving forward with this endeavor. There would be certain criminal data elements that would be available on eClerksLA. One of the big concerns is victim's awareness of the status of a case even though there is a victim's notification program. Debbie asked Antares to prepare a proposal to incorporate the data elements on eClerksLA and had reached out to Caddo and East Baton Rouge Parishes about uploading 10 years of criminal data. This would be free to the public. There would be no deep linking to any documents. There was discussion regarding the free service and possible monetary detriment to the Clerks' offices. The proposal from Antares was for \$95,000 to upload 10 years of data, develop the software, alert system (\$350 maintenance paid by LCRAA) plus annual support fee per parish of \$110 also paid by LCRAA. Debbie commented that this would be presented to the Clerks at the upcoming Clerks Only meeting. She also explained there would likely be additional vendor costs but that is not known at this time. There was discussion regarding expunged records being flagged and removed. David Boneno asked if it would be helpful to get feedback from Governor Elect Landry's team. David suggested a special meeting after feedback from the Clerks and the Governor's team is received. A motion was made by David Boneno to call a special meeting regarding the criminal search proposal after a membership decision by the Clerks and the feedback

from the Governor elect’s office. The motion was seconded by Anne Raymond. **MOTION APPROVED.**

**XII. Grant Committee Report**

1. **Previous Quarter Grant Updates:** Chris Kershaw provided an update on the open grants totaling \$517,022. He also commented on the oldest outstanding grant in Winn Parish and the communication between Avenue and Software & Services regarding the number of books scanned/indexed.
2. **2023 – 3<sup>rd</sup> Quarter Grant Applications:** Mark Graffeo reported the grant committee had met and reviewed the 4 grant applications submitted for consideration. He further stated 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:

Union Parish	\$22,238	Hardware – Server, Computers & Workstations
East Feliciana	\$38,163	Hardware – Server, Computers & Workstations
West Carroll	\$38,142	Mortgage & Conveyance – Index and Scan
Caldwell	\$18,972	Conveyance, Oil & Gas - Index and Scan
<b>Total</b>	<b>\$117,515</b>	

Mark further commented that Bienville Parish had recently installed the new software with Software & Services but was not aware that the accounting package was not included. The software is \$3,700 and the annual license would be paid by the Clerk. The grant committee also recommends approving this grant request.

The total grant approvals would be \$121,215 and there are funds of \$166,856 available for the quarter.

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

3. **Emergency Funding** – Mark Graffeo asked the Board to consider giving the Executive Director approval with Board Chairman approval to provide funds up to a certain dollar amount for types of emergency requests like Bienville. The committee recommended a \$100,000 threshold. Certain timing issues could delay moving forward with the new software implementation based on when the Board meets. There was discussion regarding the appropriate threshold level to approve. A motion was made by Anne Raymond to approve the emergency funding up to \$100,000 by the Executive Director with Board Chairman approval to be ratified by the Board. The motion was seconded by Lynn Jones. **MOTION CARRIED.**

**XIII. Attorney**

**1. Recording Software Contract**

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

**2. eClerksLA-eFiling Fee** – No report at this time.

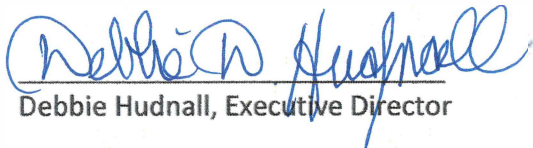
**3. Policy – ADA Meeting Accommodations (Exhibit A)**- Attorney Sheri Morris presented to the Board a policy regarding meeting accommodations for disabled participants to comply with LA R.S. 42:14(E). A motion was made by Mark Graffeo to adopt the policy as presented. The motion was seconded by Anne Raymond. **MOTION CARRIED.**

**XIV. Other Business:** None.

**XV. Announcements:** The next meeting is scheduled for Tuesday, February 13, 2024, but there is a holiday conflict. The Board agreed to reschedule the meeting for Tuesday, February 20, 2024. Chairman Rick Arceneaux also reminded the Board that a special meeting would be called after the Clerks Winter Meetings, possibly the first week of December.

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

**Respectfully Submitted:**

  
Debbie Hudnall, Executive Director

**Approved:**

  
Rick Arceneaux, Chairman

**LOUISIANA CLERKS OF COURT REMOTE ACCESS AUTHORITY  
POLICY FOR REMOTE PARTICIPATION**

**Purpose:**

To comply with La.R.S. 42:14(E) allows any member of the public with a disability recognized by the Americans with Disabilities Act (ADA), or a designated caregiver of such a person, to participate in the meetings of public bodies, including the Louisiana Clerks of Court Remote Access Authority (“LCRAA”), via teleconference or videoconference, if the person requests that accommodation prior to the meeting and complies with the rules, regulations, and procedures adopted by LCRAA for such participation. A list of disabilities recognized by the ADA is available at:

<https://lla/la.gov/resources/legal-assistance/legal-faq>

**Procedures:**

1. LCRAA shall post its agendas on its website at least 24 hours prior to each meeting.
2. Each agenda shall include information requesting remote participation.
3. LCRAA shall maintain on its website <https://www.laclerksofcourt.org/lcraa/remote-participation> a Request for Remote Participation Form (“Form”) and shall provide a copy of the Form via fax, mail or email to anyone who requests the Form via email to [meetings@laclerksofcourt.org](mailto:meetings@laclerksofcourt.org) in writing or requests the Form by contacting LCRAA via phone at: 225-293-1162 or 800-256-6660 (Toll free)
4. If any person with a disability recognized by the ADA, or a caregiver of a person with a disability recognized by the ADA submits a completed Request for Remote Participation to [meetings@laclerksofcourt.org](mailto:meetings@laclerksofcourt.org), a member of LCRAA’s staff will contact the requester with further information on how to participate in the Board meeting remotely.
5. This Policy for Remote Participation and any amendments shall be published as a rule within 12 months of approval by the LCRAA Board.
6. This Policy for Remote Participation shall be available on LCRAA’s website, [https://  
<https://www.laclerksofcourt.org/lcraa/remote-participation>](https://https://www.laclerksofcourt.org/lcraa/remote-participation)