

LOUISIANA CLERKS REMOTE ACCESS AUTHORITY (LCRAA)
12:30 PM TUESDAY, FEBRUARY 20, 2024
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, Melissa Henry, Anne Raymond and David Boneno. Also, present were Kim Turlich-Vaughan, Mike Sample (KOFIL), Annette Fontana, Jason Harris, Erin Hebert, Jenny Reynolds, Sara Halphen, Richard Yancey (Southstone Solutions), Barrett Conrad, Laura Thomas, Scott Carrington Dagmar Hebert, Chris Kershaw, and Davis Silk.
- IV. **Acceptance of Agenda:** A motion was made by Anne Raymond to accept the agenda. Motion was seconded by Lynn Jones. **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 November 14, 2023. Motion seconded by Anne Raymond. **MOTION CARRIED.** A motion was made by Mark Graffeo to approve the minutes of the meeting held on December 12, 2023. Motion seconded by Lynn Jones. **MOTION CARRIED.**
- VII. **Financial Report:** Chris Kershaw reported as of January 31, 2024, the total FYTD revenue was \$1,169,566. He noted interest income in the amount of \$210,057 and total portal direct costs \$329,406, grant program cost of \$205,101, administration expenses of \$144,664, leaving net income for the fiscal year of \$490,395 and total assets of \$8,077,736. A motion was made by Melissa Henry to receive the financial report. The motion was seconded by Mark Graffeo. **MOTION CARRIED.**
- VIII. **Report of Administrative Staff**
 1. **Monthly Remittance:** Debbie Hudnall presented the recap of the monthly parish remittances. Debbie commented on the decline in revenue due to the decrease in recordings.
 2. **eFiling Parish Grants:** Debbie stated \$39,650 of the approved \$100,000 had been paid for parish eFiling grants.
 3. **Emergency Grants:** Debbie reported that \$3,700 for Bienville Parish had had been paid as an emergency funding grant. The Board had previously approved an amount up to \$100,000 for emergency grants.
 4. **DCFS:** Scott Carrington reported that he had met with Greencourt regarding the very specific technical requirements on the project.

- 5. Legislation:** At the last meeting, the Board approved the addition of the adult criminal records to eClerksLA and approved the contract with Antares. The goal was to have the records live by the start of the 2024 Regular Session not knowing that the Governor would be calling a special criminal session. Debbie and several Clerks met with the Governor's staff and discussed 18 amendments to HB 1 including Juvenile records for those crimes of violence. Adult records would be historical back to January 1, 2020, with Juvenile records because of confidentiality being available from the time the law passes and then forward.

i3 Verticals has provided a proposal for the criminal records of \$24,500 plus \$2,550 per parish. Maintenance fee of \$4,000 annually for all customers. There was discussion regarding the contract time frame. Scott noted this would be an addition to the Master Service agreement which is a 3-year period with a potential 6% increase per year after the initial period. A motion was made by Lynn Jones to approve the i3 Verticals proposal as presented. The motion was seconded by Jill Sessions. **MOTION CARRIED.**

Debbie explained the other vendors involved will be submitting proposals.

There was discussion on the addition of the Juvenile records pending the passage of HB 1. Debbie explained that only certain statutes of enumerated violent crimes would be included in the data received into eClerksLA. There was discussion regarding the liability and coverage for LCRAA with the addition of the juvenile records.

Debbie presented a proposal from Antares for the addition of Juvenile criminal records to eClerksLA. The proposal was for \$12,000. Approval would be contingent on the passage of HB 1 with the acknowledgement that any substantive changes would require revisiting the proposal and possibly changes. A motion was made by David Boneno to approve the proposal contingent upon the passage of HB 1. The motion was seconded by Melissa Henry. **MOTION CARRIED.**

Debbie presented a proposal for the Juvenile records from i3 Verticals with the same cost as the adult records of \$24,500 plus \$2,550 per parish as it is added to the portal. The maintenance fee would be included in the adult criminal records. This proposal is subject to the passage of HB 1 without any substantive changes that would necessitate a change order. Debbie noted that LCRAA will also have to get proposals from the other software providers. A motion was made by Mark Graffeo to approve the i3 Verticals proposal as presented. The motion was seconded by Anne Raymond. **MOTION CARRIED.**

Debbie also reported on legislation regarding eFiling and eRecording. There was discussion on the conversion of paper records to electronic records and maintaining the original paper document. Annette Fontana reported on discussions in the task force committee regarding wills, promissory notes, summary judgments, and conveyance records. The committee wants to discuss not keeping the original in perpetuity but for a set retention period in line with prescriptive periods for the specific act filed.

IX. Antares:

1. eClerks LA

- a. Update: Laura Thomas provided an update on the parish portal participation and total registered eClerksLA users of 46,576.
- b. eClerksAlert: Laura reported that the number of users is up 36%.
- c. Criminal Search: Laura reported the scheduled release date is March 4th with alert functionality live at the end of April/beginning of May 2024.
- d. Juvenile Search Proposal – discussed earlier in the meeting.
- e. Elastic Search Proposal – Barrett Conrad presented to the Board a proposal on the elastic search functionality. Google Cloud services is reaching product end of life and to maintain the functionality the technology must be updated. This will require upgrades to all the searches available and the recording software. The total change order is \$39,600 and is projected to take 3 months. There was discussion about what would happen if these updates were not done. Barrett explained that all search functionalities would be broken. Antares would begin this immediately after the criminal search with payments due upon demonstrable milestones and deliverables. A motion was made to approve the elastic search proposal by Mark Graffeo. The motion was seconded by Melissa Henry. **MOTION CARRIED.** Mark requested that Antares provide more education so that Board members can understand the technology with a memo in layman’s terms along with the proposal for clarification.

2. Recording Software: Laura reported that 17 parishes are now online with the software and East Feliciana’s target go live date is June 3, 2024.

3. Technology Upgrades Project: Barrett Conrad explained this project was completed as of February 19, 2024. There were no significant front-end changes and performance improvements in the background will help make future deployments even easier.

4. Heartland/Pace: Debbie stated Antares had completed the review of the possibly change from Heartland (credit card processor for Recording Software) to Pace (credit card processor for i3 Verticals). Antares had discovered that Pace currently did not have ACH acceptance functionality and neither receipt capability. Scott will look into those items but did inform the Board that i3 is in the process of selling Pace and while there is no current buyer lined up i3 will require an exclusive agreement with the purchaser to continue integration with their software.

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

1. Case Management & Document Management System – Scott Carrington reported on concerns regarding the sale of Cott and how that could potentially impact the conversion of those parishes coming on board from Cott.

2. **E-Filing-** Scott presented to the Board a need requested by Calcasieu and Iberia regarding tracking eFilers who are no charge filers. This would be beneficial to all parishes that use the case management system. He presented a cost of \$15,000 to implement this tracking and reporting ability of agencies that are not charged the eFiling fee. A motion was made by Jill Sessions to approve this proposal. The motion was seconded by Melissa Henry. **MOTION CARRIED.**

XI. Grant Committee Report

1. **Previous Quarter Grant Updates:** Chris Kershaw provided an update on the open grants totaling \$583,841.
2. **2023 – 4TH Quarter Grant Applications:** Mark Graffeo reported the grant committee had met and reviewed the 6 grant applications submitted for consideration. Franklin Parish had submitted 2 grant requests and the committee only recommended awarding one of the two Franklin Parish grants and will notify the Clerk to possibly separate the other grant into two smaller projects. The Grant committee recommended awarding the following 5 grants:

Tangipahoa	\$17,505	Hardware – High Volume Scanner
St. Landry	\$17,500	Colonial Data Import
Concordia	\$54,888	Conveyances – Index and Scan
West Baton Rouge	\$ 7,005	Hardware
Franklin	\$19,250	Upgrade from UNIX to Windows
Total	\$116,148	

A motion was made by Lynn Jones to approve the grant applications for Tangipahoa, St. Landry, Concordia and Franklin for a total of \$109,143. The motion was seconded by Melissa Henry. **MOTION CARRIED.**

A motion was made by Lynn Jones to approve the West Baton Rouge grant application for \$7,005. The motion was seconded by Jill Sessions. **MOTION CARRIED.** Mark Graffeo abstained.

The total amount available for this quarter’s grant applications was \$151,925. \$35,777 will be carried forward for the next grant period.

XII. Attorney

1. Recording Software Contract

- a. **St. Tammany** – Attorney Sheri Morris explained this was an unresolved issue to be resolved before the Clerk leaves office.

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

3. I3 Verticals Contract - Attorney Sheri Morris noted that i3 Verticals contract would be coming up for renewal as well as Antares. Both will need to be evaluated in July 2024.

4. **Remittance Discussion** - Attorney Sheri Morris stated that she had reviewed an Attorney General's opinion regarding a fee "set off" as she was researching the Board's ability to grant a remittance holiday. She remained steadfast that LCRAA had the ability to prorate user fees related to the portal as set forth in statute and that the Board considered setting the waiver of the remittance fee months in advance instead of on demand in order to advise the Clerks that it is to offset the costs they experience on a day to day basis. David Boneno asked that Sheri provide a written memo with her findings for the next Board meeting and for the item to be considered at that time.

XIII. **Other Business:** None.

XIV. **Announcements:** The next meeting is scheduled for Tuesday, May 14, 2024, at 12:30 pm.

XV. **Adjournment:** A motion was made by Anne Raymond to adjourn. The motion was seconded by Jill Sessions. **MOTION CARRIED.**

Respectfully Submitted:


Melissa Henry, Secretary

Approved:


Rick Arceneaux, Chairman