

**LOUISIANA CLERKS REMOTE ACCESS AUTHORITY (LCRAA)**  
**12:30 PM TUESDAY, MAY 14, 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, and David Boneno. Also, present were Erin Hebert, David Ditch, Jason Harris, Louis Perret, David Dart and Sara Halphen, Jason Hebert with ClerkNet, Mike Sample with Kofile, Barrett Conrad, Laura Thomas, Scott Carrington, 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 David Boneno. **MOTION CARRIED.**
- V. **Public Comment:** None
- VI. **Approval of Minutes:** A motion was made by Mark Graffeo to approve the minutes of the meeting held on February 20, 2024. Motion seconded by Jill Sessions. **MOTION CARRIED.**
- VII. **Financial Report:** Chris Kershaw reported as of April 30, 2024, the total FYTD revenue was \$1,623,329. He noted interest income in the amount of \$302,062 and total portal direct costs \$512,319, grant program cost of \$265,807, administration expenses of \$205,633, leaving net income for the fiscal year of \$639,570 and total assets of \$8,226,911. A motion was made by David Boneno to receive the financial report. The motion was seconded by Jill Sessions. **MOTION CARRIED.**
- VIII. **2024-2025 Budget Proposal (Exhibit A):** Controller Chris Kershaw presented the 2025 budget proposal noting a decrease in the recording fees revenue but an increase in other income-e-filing. He explained the increase in Total Direct Costs is difficult to estimate with the upcoming proposed projects and contract renewals. He stated that the Administrative Costs would remain the same except with an increase in the reimbursement to the Association from \$11,000 per month to \$12,000 per month. A motion was made by Mark Graffeo to approve the 2024-2025 budget as presented. The motion was seconded by Lynn Jones. **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 58,219. She also commented on the addition of criminal records being added in 3 parishes so far.
    - b. **eClerksAlert:** Laura reported that the number of users is up 25%.
    - c. **Criminal Search Update:** Laura reported that the criminal search is completed and in production. Antares is working with other vendors with the upload of the data elements.
    - d. **Juvenile Search Update:** The juvenile search is completed and in production.

e. Elastic Search Update: The Board had previously approved the elastic search proposal to rewrite the search code to provide a more complete and faster way to search along with an increase in performance. The target for completion is the end of May.

2. **Recording Software:** Laura reported that 17 parishes are now online with the software and East Feliciana's target go live date has been moved to September 3, 2024.
3. **Contract:** The Board had previously approved extending the current contracts with Antares – Portal and Recording Software – through June 30, 2024. Barrett Conrad requested the Board extend the contracts for an additional six (6) months with a 15% increase on Labor only. The last increase was in 2020 on the portal contract. After discussions with staff and Antares, there is possibly a different type of contract framework and different considerations for technology upgrades including hosting and services, the pass-through costs to be separated. Laura Thomas mentioned the possibility of a technology committee. A motion was made by Lynn Jones to extend the contracts for 6 months with the 15% increase in labor. The motion was seconded by Melissa Henry. **MOTION CARRIED.**

Laura Thomas also reported that Cheryl Hambacher is retiring and the parishes had been notified by email. Barrett also stated that Antares is reviewing how support calls are handled and will be looking at systems to put in place to streamline and create more structure with support requests.

#### X. i3 Verticals

1. **Case Management & Document Management System** – Scott Carrington reported on parishes with GRIDS and the data conversion. He commented on the ongoing difficulty with former Cott customers' conversions due to the change in ownership. He stated that they are about 85% in achieving the go live dates through the end of 2024.
2. **E-Filing-** Scott commented on the two parishes waiting until the CMS could be implemented to go live with eFiling. There was discussion regarding a marketing campaign.
3. **Criminal Search Update** - The work on the data format has been completed with Caddo and Lafayette testing imports for the criminal data elements.
4. **Juvenile Search Update** - Debbie Hudnall explained that work has been done to identify the charge codes and the list has been approved by the District Attorney's Association.
5. **Contract** – The CMS contract will be up for renewal in October 2024.

#### XI. Grant Committee Report

1. **Previous Quarter Grant Updates:** Chris Kershaw provided an update on the open grants totaling \$536,584.
2. **2024 – 1<sup>st</sup> Quarter Grant Applications:** Mark Graffeo reported the grant committee had met and reviewed the 3 grant applications submitted for consideration. Mark reminded the Board

that only one grant request per parish would be considered each quarter. Tangipahoa had submitted 2 grants requests for consideration. The Grant committee recommended awarding the following 2 grants:

|              |                  |  |
|--------------|------------------|--|
| Tangipahoa   | \$43,893         | Partial Grant for Scan and Index of Conveyance Records |
| Franklin     | \$ 85,893        | Conveyance – Scan & Index                              |
| <b>Total</b> | <b>\$129,786</b> |  |

A motion was made by Jill Sessions to approve the grant applications for Tangipahoa and Franklin for a total of \$129,786. The motion was seconded by Melissa Henry. **MOTION CARRIED.**

The total amount available for this quarter’s grant applications was \$136,058. \$6,272 will be carried forward for the next grant period.

**XII. Report of Administrative Staff:**

**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.

**eFiling Parish Grants:** Debbie stated \$60,000 of the approved \$100,000 had been paid for parish eFiling grants.

**Emergency Grants:** Debbie reported that \$43,000 had been paid as emergency funding grants. The Board had previously approved an amount up to \$100,000 for emergency grants.

**DCFS:** No update at this time.

**Legislation:** Debbie informed the Board about HB 380 regarding LCRAA. The composition of the LCRAA Board would remain the same along with mandatory e-Filing by January 1, 2026. The filer will be required to redact the personal information. HB 380 is headed to the Senate Floor. SB 75 brought by the law institute and even with several compromises no party is happy with the bill but it is moving forward. There are issues on some documents like original wills will be required to be maintained. Debbie will continue to monitor HB 669 regarding the redacting of personal data for judges and their dependents.

**Cott Systems – Criminal & Juvenile Proposal:** Debbie presented the proposal from Cott which is now ValSoft. There is no fee per parish but a one-time fee for Criminal of \$58,800 and a one-time fee for Juvenile of \$58,800 for 18 parishes. The maintenance would increase from \$4,500 to \$8,400 which would include land, marriage, civil and now criminal and juvenile. After discussion, a motion was made by Lynn Jones to approve the proposal as presented. The motion was seconded by Mark Graffeo. **MOTION CARRIED.**

**ClerkNet – Criminal & Juvenile Proposal:** Debbie presented the proposal from ClerkNet for 3 parishes, 2 of which have juvenile records. The Criminal proposal includes a one-time fee of \$19,500 and \$2,500 per parish. The Juvenile proposal includes a one-time fee of \$14,500 and \$2,500 per parish. The annual maintenance for the three parishes is \$1,500. A motion was made by Mark Graffeo to approve the proposals as presented. The motion was seconded by Jill Sessions. **MOTION CARRIED.**

**XIII. Attorney**

**Contract:** Attorney Sheri Morris explained that her contract is expired and the Attorney General has provided for revised rates for Boards & Commissions. The rates are based on attorney's years of experience. Daigle Fisse & Kessenich have proposed a one-year rate below the attorney general's for the top level attorney at \$300/ per hour. Sheri is the only attorney at the top tier. The paralegal rate remains the same at \$80. The contract is in the attorney general's format. A motion was made by Melissa Henry to approve the attorney contract as presented. The motion was seconded by Lynn Jones. **MOTION CARRIED.**

**XIV. Other Business:**

Debbie reminded the Board members about the ethics and sexual harassment training required to be completed. She also reminded the members of the deadline to file their personal financial disclosures due May 15, 2024. There was discussion regarding the promotion of eClerksLA through public awareness marketing campaign.

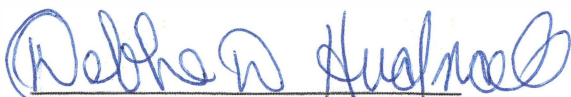
**XV. Announcements**

The next meeting is scheduled for Tuesday, August 13, 2024, at 12:30 pm. Chairman Arceneaux expressed gratitude to the outgoing Board Members: Melissa Henry, Mark Graffeo, Jill Sessions and Anne Raymond.

**XVI. Adjournment:**

A motion was made by David Boneno to adjourn. The motion was seconded by Melissa Henry. **MOTION CARRIED.**

Respectfully Submitted:



Debbie Hudnall, Executive Director

Approved:



Rick Arceneaux, Chairman

## LCRAA

PROPOSED BUDGET (in whole dollars) for the period July 1, 2024 through June 30, 2025

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

|  | 2023-2024                    | 2024-2025                    |
|--|------------------------------|------------------------------|
|  | Actual<br>Budget             | Proposed<br>Budget           |
| <b>REVENUE:</b>  |                              |                              |
| Recording Fees   | \$ 1,600,000                 | \$ 1,400,000                 |
| Other Income - E-filing                                      | 40,000                       | 86,000                       |
| Other Income - E-recording                                   | 10,000                       | 10,000                       |
| Interest   | 200,000                      | 250,000                      |
| <b>TOTAL REVENUE</b>   | <b><u>1,850,000</u></b>      | <b><u>1,746,000</u></b>      |
| <b>EXPENSES:</b>   |                              |                              |
| <b>DIRECT COST</b>   |                              |                              |
| Portal - Enhancements, Change Orders and Other Costs         | 300,000                      | 650,000                      |
| Portal - Maintenance   | 125,000                      | 150,000                      |
| Case Management & Document Management                        | 2,250,000                    | 2,250,000                    |
| Recording Software - Implementation, Integration & Migration | 200,000                      | 200,000                      |
| Recording Software - Hosting fees                            | 100,000                      | 100,000                      |
| Parish Connectivity  | 0                            | 0                            |
| E-filing   | 0                            | 0                            |
| <b>TOTAL DIRECT COST</b>                                     | <b><u>2,975,000</u></b>      | <b><u>3,350,000</u></b>      |
| <b>GRANT PROGRAM</b>   | 750,000                      | 420,000                      |
| <b>ADMINISTRATIVE:</b>                                       |                              |                              |
| Advertising  | 0                            | 0                            |
| Amortization   | 100,000                      | 100,000                      |
| Audit & AUP  | 10,000                       | 10,000                       |
| Attorney's Fees  | 30,000                       | 30,000                       |
| Bank Fees  | 4,000                        | 5,000                        |
| Bonds & Ins.   | 4,000                        | 5,000                        |
| Meeting Expense  | 3,000                        | 3,000                        |
| Professional Services  | 5,000                        | 5,000                        |
| Promotional Expense  | 25,000                       | 25,000                       |
| Reimb. Assoc.  | 132,000                      | 144,000                      |
| Rent Expense   | 12,000                       | 12,000                       |
| Total Administrative Expenses                                | <u>325,000</u>               | <u>339,000</u>               |
| <b>TOTAL GRANTS AND ADMINISTRATIVE EXPENSE</b>               | <b><u>1,075,000</u></b>      | <b><u>759,000</u></b>        |
| <b>TOTAL COST</b>  | <b><u>4,050,000</u></b>      | <b><u>4,109,000</u></b>      |
| <b>EXCESS (DEFICIT) OF REVENUES OVER EXPENSES</b>            | <b><u>\$ (2,200,000)</u></b> | <b><u>\$ (2,363,000)</u></b> |
| <b>Beginning Fund Balance - Actual at 6/30/2023</b>          | <b>\$ 7,587,341</b>          | <b>\$ 5,387,341</b>          |
| <b>Revenues - Estimated</b>                                  | <b>1,850,000</b>             | <b>1,746,000</b>             |
| <b>Expenditures - Estimated</b>                              | <b>4,050,000</b>             | <b>4,109,000</b>             |
| <b>Capital Outlay</b>  | <b>0</b>                     | <b>0</b>                     |
| <b>Ending Fund Balance - Estimated</b>                       | <b><u>\$ 5,387,341</u></b>   | <b><u>\$ 3,024,341</u></b>   |