

LOUISIANA CLERKS REMOTE ACCESS AUTHORITY (LCRAA)
12:30 PM TUESDAY, AUGUST 13, 2024
BATON ROUGE, LOUISIANA

PROPOSED MINUTES

- I. **Call to Order:** Meeting called to order by Chairman Rick Arceneaux.
- II. **Invocation and Pledge:** David Dart gave an opening prayer and led the Pledge of Allegiance.
- III. **Oaths of Office:** Attorney Sheri Morris administered oaths to Rick Arceneaux, Lynn Jones, David Dart and David Ditch.
- IV. **Roll Call:** Board members present were Chairman Rick Arceneaux, Lynn Jones, David Dart, and David Ditch. Also, present were Debbie Hudnall, Kim Turlich-Vaughan, Frank Borne, Mike Sample with Kofile, Barrett Conrad, Laura Thomas, Scott Carrington, Dagmar Hebert, Chris Kershaw, and Davis Silk. **ABSENT:** Louis Perret

Debbie Hudnall commented that Chad Reynolds had been appointed as the new LAILTA commissioner.
- V. **Election of Officers:** A motion to nominate Rick Arceneaux as Chairman was made by Lynn Jones. Motion seconded by David Dart. **MOTION CARRIED.**

A motion to nominate Lynn Jones as Vice-Chairman was made by David Ditch. Motion seconded by David Dart. **MOTION CARRIED.**

A motion to nominate Louis Perret as Secretary/Treasurer was made by David Ditch. Motion seconded by David Dart. **MOTION CARRIED.**
- VI. **Appointment of Grant Committee:** Chairman Rick Arceneaux appointed Lynn Jones and David Dart as the members of the grant committee.
- VII. **Acceptance of Agenda:** A motion was made by David Dart to amend Item 8 to add "Supreme Court Grant" under Report of Administrative Staff. Motion seconded by David Ditch. **MOTION CARRIED.**
- VIII. **Public Comment:** Mike Sample with KoFile brought to the Board's attention a possible issue with Cott import fees on scanning service contracts with third party vendors like KoFile.
- IX. **Approval of Minutes:** A motion was made by Lynn Jones to approve the minutes of the meeting held on May 14, 2024. Motion seconded by David Dart. **MOTION CARRIED.**
- X. **Financial Report:** Chris Kershaw reported as of June 30, 2024, the total FYTD revenue was \$1,947,984. He noted interest income in the amount of \$364,087 and total portal direct costs \$751,378, grant program cost of \$426,767, administration expenses of \$245,303, leaving net income for the fiscal year of \$524,536 and total assets of \$8,152,002. A motion was made by David Dart to receive the financial report. The motion was seconded by David Ditch. **MOTION CARRIED.** Chris reported that the financial report does not disclose the approximate \$634,000 in approved grants that have not yet been completed and paid by June 30, 2024.

XI. Antares:

1. eClerks LA

- a. Update: Laura Thomas provided the total record count as of August 13, 2024.
- b. eClerksAlert: No update given.
- c. Criminal Search Update: Laura provided an update on the addition of criminal records being added in 44 parishes so far.
- d. Juvenile Search Update: Antares is working with Orleans and Jefferson to upload Juvenile records.

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, and St. John go live date is October 1, 2024.

3. Contract: Debbie reported that Attorney Sheri Morris would be reviewing contracts for Antares and i3.

David Dart asked about future plans with upgrades to technology or new enhancements. There was discussion about mortgage certificate enhancements and a technology committee. Davis Silk also mentioned the demonstration in St. Tammany Parish.

X. i3 Verticals

1. Case Management & Document Management System – Scott Carrington reported on a demo St. Tammany Parish with Civil go live potential of March 2025. He also reported that Calcasieu was set to go live on September 9th. David Ditch commented on how smooth things are going in Iberia Parish since implementation. Scott reported that there had been personnel realignments within i3. He stated that Melissa Henry had been hired as a relationship manager. Debbie commented on the need to reach out to West Baton Rouge, who has experiences issues with implementation.

Scott also reported that i3 had a buyer for their non-integrated point of sale payment solutions and is scheduled to close next year.

2. E-Filing- Scott commented that St. Helena would be go living with eFiling on August 23rd.

3. Criminal Search Update - No report.

4. Juvenile Search Update - No report.

5. Contract – Attorney Sheri Morris will be scheduling meetings to discuss pending contracts on civil, criminal and jury case management systems.

David Dart questioned the Cloud based software program availability. Scott stated that it would be potentially available in 2026. Debbie voiced concern as the current CMS contract says it would be available in year 3. There was discussion regarding conversion.

XI. Grant Committee Report

1. **Previous Quarter Grant Updates:** Chris Kershaw provided an update on the open grants totaling \$415,000.

2. **2024 – 2nd Quarter Grant Applications:** Lynn Jones reported that 6 applications had been received for consideration this quarter. He stated the amount allocated for grant awards was \$122,670. The committee recommended awarding 3 grants at 100% and 3 partial grants. He noted that factors considered included office need and funds available in the office. Lynn stated that smaller parishes typically lack funds for these types of projects, and they wouldn't be possible without LCRAA grant funds. The grant committee recommended the following:

East Carroll	\$5,121	Hardware – 4 computers, monitors & scanner
St. Helena	\$21,067	Hardware – Server, 8 Computers, 16 monitors
Tensas	\$41,242	Scanning/indexing - Mortgage and Conveyance records
Plaquemines (partial)	\$10,500	Mortgage Projects within house import
Natchitoches (partial)	\$20,000	Scanning/indexing – Mortgage and Conveyance records
Beauregard (partial)	\$25,000	Scanning/indexing – Conveyance and Oil/Gas Records – suggest Clerk go back and negotiate with vendor on the import fee.
Total	\$122,930	

Lynn Jones noted that the amount recommended exceeded the amount available by \$230. A motion was made by David Dart to approve the grant applications as recommended by the grant committee. The motion was seconded by David Ditch. **MOTION CARRIED.**

Chris Kershaw commented on the high import fees the committee sees on Cott Proposals and that Clerks should negotiate better rates with their vendors.

XII. Report of Administrative Staff:

Monthly Remittance: Debbie Hudnall presented the recap of the monthly parish remittances. Debbie commented that as interest rates decline there may be an increase 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 \$68,616 had been paid as emergency funding grants. The Board had previously approved an amount up to \$100,000 for emergency grants.

DCFS: Debbie stated that DCFS had reached out regarding eFiling child support cases. That capability is now in place, however DCFS wanted a way for Clerks to send information back to them. Debbie suggested a portal. A proposal was received from i3 for approximately \$30,000. It is beneficial for DCFS but not for the clerks. Debbie sent the proposal to DCFS and asked them to cover the cost of that project.

Legislation: Debbie informed the Board that Banker's Association had passed legislation during the recent session to remove themselves from the LCRAA Board of Commissioners. She explained that Act 694 had been passed adding the ability for LCRAA to pay for maintenance and clarification on a split of the funds between Clerks and LCRAA. There is also a mandated date of January 1, 2026, for eFiling. Debbie is concerned if this means integrated eFiling. The criminal legislation that passed during the 2nd Extraordinary Session called for records to be available online. There are now 44 parishes online with criminal records and 1 parish with juvenile.

Authorized Signatory: With Mark Graffeo's retirement, Debbie informed the Board that a new person will need to be authorized as the second signatory for the LCRAA account. Debbie asked that the Board authorize Chris Kershaw as the second signatory. A motion was made by David Dart to authorize Chris Kershaw as the second signatory. Motion was seconded by David Ditch. **MOTION CARRIED.**

Credit Card Policy (on file in office): Debbie presented to the Board a credit card policy as LCRAA had recently been issued a credit card to facilitate payment of the eClerks Alert text messages. The policy is the same as the Association and Retirement. A motion was made by David Dart to approve the credit card policy as presented. Motion seconded by Lynn Jones. **MOTION CARRIED.**

Supreme Court Grant: Debbie informed the Board the Supreme Court had reached out regarding available grant funds. After approval by Chairman Rick Arceneaux, she filed for the grant funds for implementation of criminal case management systems for approximately \$253,000. Debbie commented she would know if LCRAA received the grant in the next couple of weeks.

Debbie brought to the Board possible general grants that could be provided to the Clerks' office through LCRAA. Attorney Sheri Morris commented on looking at different aspects for grants including categories for certain uses. There was discussion regarding Federal legislation for disability access for websites, AI, and future technology integrations. Debbie also informed the Board that i3 Verticals had presented a new software for jury notices and court dates with eCourtDate.

XIII. Attorney

Contract: Attorney Sheri Morris announced there was no pending litigation and that her office would be working on the vendor contracts with Antares and i3 Verticals.

XIV. Other Business:

None.

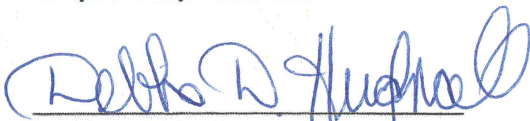
XV. Announcements

The next meeting is scheduled for Tuesday, November 12, 2024, at 12:30 pm.

XVI. Adjournment:

A motion was made by Lynn Jones to adjourn. The motion was seconded by David Dart. **MOTION CARRIED.**

Respectfully Submitted:


Debbie Hudnall, Executive Director

Approved:


Rick Arceneaux, Chairman