

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

PROPOSED MINUTES

- I. **Call to Order:** Meeting called to order by Vice-Chairman Lynn Jones.
- II. **Invocation and Pledge:** Debbie Hudnall gave an opening prayer and Chris Kershaw led the Pledge of Allegiance.
- III. **Oaths of Office:** Attorney Sheri Morris administered oath to Louis Perret.
- IV. **Roll Call:** Board members present were Vice Chairman Lynn Jones, Louis Perret, David Dart, and David Ditch. Also, present were Debbie Hudnall, Erin Hebert, Jeremy Williams, Jill Sessions, Susan Racca, Amanda Gross Thies, Kelly Vernon, Sara Halphen, Jenny Lawrence, Barrett Conrad, Laura Thomas, Scott Carrington, Shawn O'Rourke, Jeff Bourgeois Garret Orgeron, Dagmar Hebert, Chris Kershaw, and Davis Silk. **ABSENT:** Rick Arceneaux and Chad Reynolds.
- V. **Acceptance of Agenda:** A motion was made by David Dart to accept the agenda as presented. Motion seconded by David Ditch. **MOTION CARRIED.**
- VI. **Public Comment:** No comment.
- VII. **Approval of Minutes:** A motion was made by Louis Perret to approve the minutes of the meeting held on August 13, 2024. Motion seconded by David Dart. **MOTION CARRIED.**
- VIII. **Audit Reports (on file in office):**
 1. **Financial Audit Report:** Garrett Orgeron with Duplantier, Hrapmann, Hogan & Maher presented the audit report for the fiscal year ended June 30, 2024. Garrett stated the financials fairly presented and LCRAA received the highest and cleanest opinion. He stated there were no findings or deficiencies in internal controls and no compliance issues. Total Net Assets were \$8,187,155 increased from 2023. Total Operating Revenues were \$1,583,897, an increase from 2023. Total Operating Expenses increased to \$961,528. Total Net Operating Income was \$622,369. There are grants awarded with funds designated of \$627,148.
 2. **Statewide Agreed Upon Procedures (AUP) Audit Report:** Garrett presented the report stating that there were no findings in any of the policies and procedures for the fiscal year. He explained that because there were no findings the Agreed Upon Procedures audit would not have to be done for the next fiscal year.

A motion was made by David Dart to approve the financial audit and the AUP audit as presented by the auditor. The motion was seconded by David Ditch. **MOTION CARRIED.**

Debbie presented the compliance questionnaire for board approval. A motion was made by David Ditch to approve the questionnaire as presented. The motion was seconded by David Dart. **MOTION CARRIED.**

IX. **Financial Report:** Chris Kershaw reported as of October 31, 2024, the total FYTD revenue was \$702,547. He noted interest income in the amount of \$121,220 and total portal direct costs \$277,683, grant program cost of \$374,033, administration expenses of \$97,484, leaving net income for the fiscal year of (\$46,653) and total assets of \$8,082,459. A motion was made by Louis Perret to receive the financial report. The motion was seconded by David Ditch. **MOTION CARRIED.**

X. **Antares:**

1. **eClerks LA:** Laura Thomas stated that there are now 50 parishes with criminal data online.
2. **Recording Software:** Laura reported that 19 parishes are now online with the software. Rapides Parish will be going live with the stand alone eRecording by the end of November.
3. **Contract:** Attorney Sheri Morris reported to the Board that a contract had been drafted using the State of Louisiana Division of Administration template which includes a master services agreement with statements of work to clarify the scope of each contract. The Board had previously approved a 15% increase. There will be two contracts, one for the portal and one for the recording software.

Recording Software Contract

The staff had met with Antares about contract revisions and clarification on maintenance and support. There was discussion regarding Antares meeting the level of support needed for the participating parishes. Laura Thomas explained that Antares would be hiring a full-time staff person for support. Debbie stated that the recording software contract annual cost would be \$67,140 with expected pass-through costs of an additional \$51,225. Parish onboard for set up and configuration would be \$5,000 per parish and \$0.06 per instrument with an estimated total minimum cost per parish of \$10,200.

There was further discussion regarding support, innovation and a possible technology committee to review potential advancements and requests from the participating parishes.

A motion was made by David Ditch to approve the contract for the recording software as presented. The motion was seconded by Louis Perret. **MOTION CARRIED.**

Portal Contract

There was discussion regarding the initial contract and the increased need for support for the public users. Antares has proposed a \$2,000 per month fee for public support for the portal. Lynn Jones questioned the number of inquiries per month. Laura Thomas stated there were approximately 130 inquiries per month. Laura also commented that the 15% increase previously adopted by the Board covers the other changes to the contract with the pass-through cost of hosting. Debbie also reiterated the need to be sure that Antares' new hire would be dedicated to support. A motion was made by Louis Perret to approve the Portal Contract as presented. The motion was seconded by David Dart. **MOTION CARRIED.** There was discussion regarding the import issue when a parish changes vendors. Antares must remove historical data and reimport. There were 10 occurrences last year and Antares proposes a fee of \$990 per occurrence. This is to be discussed further.

X. i3 Verticals

1. **Case Management & Document Management System** – Scott Carrington introduced Shawn O’Rourke, Jeff Bourgeois and Drew Edwards with i3 Verticals. He explained that two new parishes signed contracts. There was discussion regarding implementation and the additional staff needed to support. There was discussion regarding the issues with financial reporting including the trial balance and date range printing issues. Lynn Jones thanked Bossier Parish for their assistance with the implementation.
2. **E-Filing-** Scott commented on the increased e-Filings in the month of October 2024.
3. **Criminal Search Update** - No report.
4. **Juvenile Search Update** - No report.
5. **Contract** – Debbie Hudnall explained the contract expired in October 2024. The staff had met with i3 Verticals. She reported certain deliverables were not delivered as based on the terms of the contract, including the cloud-based system. There were additional costs LCRAA had to pay for servers that would not have been required in the implementation if cloud based had been provided. Debbie also mentioned the additional expense of the bank reconciliation software to provide solutions for the accounting issues in smaller parishes. Scott Carrington explained the cloud-based program will not be ready for at least two years. He commented that he would review the RFP as it pertains to the accounting side of the program and would provide, at no charge, the bank reconciliation component. However, that does not solve the accounting issues. There was discussion on payment of invoices. There was additional discussion on extending the existing contract until June 30, 2025. Attorney Sheri Morris suggested working together to find an adjustment that works for both sides. Scott mentioned prices have increased since the initial contract was signed. David Ditch requested information be sent to the Board members prior to the February meeting regarding the contract negotiation progress. A motion to extend the contract until the February meeting was made by David Ditch. The motion was seconded by David Dart.
MOTION CARRIED.

XI. Grant Committee Report

1. **Previous Quarter Grant Updates:** Report provided in Board Book.
2. **2024 – 2nd Quarter Grant Applications:** Lynn Jones reported that 3 applications had been received for consideration this quarter. He stated the amount allocated for grant awards was \$167,876. The committee recommended awarding 3 grants at 100%.

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Caldwell	\$10,040	Redaction of Civil, Criminal & Non Support
East Carroll	\$14,757	Index and Scan Leases
Madison	\$51,929	Index and Scan Civil Suits
Total	\$76,726	

Lynn Jones noted that the amount recommended was below the total amount available for the quarter. In the prior quarter, the committee approved partial grants for Beauregard, Natchitoches, and Plaquemines. Due to the availability of additional funds, the committee recommends fully funding all three of the partial grants from the previous quarter. The committee also recommends rescinding a previous grant for St. John, as the parish is unable to move forward with the project. These additional approvals, including the St. John rescission, total \$164,387, which remains under the amount available to grant for the quarter.

A motion was made by David Ditch to approve the grant applications as recommended by the grant committee, including the additional grants from the prior quarter and the rescission of St. John. The motion was seconded by David Dart. **MOTION CARRIED.**

XII. Report of Administrative Staff:

Monthly Remittance: Debbie Hudnall presented the recap of the monthly parish remittances.

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 reported that neither she nor Scott Carrington had received any updates from DCFS.

Legislation: Debbie informed the Board that the Legislature was in special session. Proposed legislation will be discussed at the upcoming winter meetings.

XIII. Attorney

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

XIV. Other Business:

None.

XV. Announcements

The next meeting is scheduled for Tuesday, February 11, 2025.

XVI. Adjournment:

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

Respectfully Submitted:



Louis Perret, Secretary/Treasurer

Approved:



Lynin Jones, Vice-Chairman