

**LOUISIANA CLERKS REMOTE ACCESS AUTHORITY (LCRAA)**  
**12:30 PM TUESDAY, FEBRUARY 11, 2025**  
**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:** Chairman Rick Arceneaux administered oath to Chad Reynolds.
- IV. **Roll Call:** Board members present were Chairman Rick Arceneaux, Lynn Jones, Louis Perret, David Dart, David Ditch, and Chad Reynolds. Also present: Debbie Hudnall, Bridget Hanna Barrett Conrad, Laura Thomas, Scott Carrington, Shawn O'Rourke, Daniel Simpson, Katherine Douthitt, Richard Yancey, Dagmar Hebert, Chris Kershaw, and Davis Silk.
- V. **Acceptance of Agenda:** A motion was made by David Dart to accept the agenda as presented. Motion seconded by Lynn Jones. **MOTION CARRIED.**
- VI. **Public Comment:** No comment.
- VII. **Approval of Minutes:** A motion was made by Chad Reynolds to approve the minutes of the meeting held on November 12, 2024. Motion seconded by David Dart. **MOTION CARRIED.**
- VIII. **Financial Report:** Chris Kershaw reported as of January 31, 2025, the total FYTD revenue was \$1,163,084. He noted interest income in the amount of \$204,331 and total portal direct costs \$368,436, grant program cost of \$514,813, administration expenses of \$250,910, leaving net income for the fiscal year of \$28,925 and total assets of \$8,169,656. A motion was made by Lynn Jones to receive the financial report. The motion was seconded by David Dart. **MOTION CARRIED.**
- IX. **Antares:**
  1. **eClerks LA:** Laura Thomas stated that there are now 53 parishes with criminal data online.
  2. **Recording Software:** Laura reported that 19 parishes using the recording software including St. John brought on last quarter. Rapides Parish went live with the stand alone eRecording in early January. Vermilion Parish is in the outboarding process with a go live date as May 5, 2025. Laura reported that the technology committee had met for the first time discussing the enhancements for the recording software, eClerksLA and the state portal. She also explained that updates and improvements in how the Recording Software handles reporting and corrections in the General Ledger had been implemented February 1<sup>st</sup> as part of maintenance and support.

Antares also reported on the new help desk support including a new manager, Rashon Williams. Antares hopes to automate and improve the process to ensure quality assurance. Laura stated there were 222 support tickets in the month of January 2025 with 121 from the eClerksLA contact us link. David Dart requested a phone number for support be made available for the Clerks to use for direct support contact.

**X. i3 Verticals**

- 1. Case Management & Document Management System** – Scott Carrington reported that pre-LCRAA contract there were 20 parishes live with their software and now there are 38 parishes live with 5 parishes in backlog. He also highlighted scope add-ons to the project including the LCRAA Subscription integration, Jury application, Bank Recon, Registry of Court, Law enforcement integrations, DA import challenges and minute customization. He also provided new and additional initiatives including criminal and juvenile data upload to portal, the new LASC Data Broker Project and DCFS CM integration with Green Court.
- 2. E-Filing-** Scott stated that pre LCRAA contract 14 parishes were live with eFiling and now there are 46 parishes live with 2 parishes in backlog, Orleans and Pointe Coupee.
- 3. Criminal Search Update** - No report.
- 4. Juvenile Search Update** - Scott provided an update that within the next quarter this should be completed. Lafourche was a test parish and i3 will reach back out to confirm the test file success and then push out to other user parishes.

Debbie asked to be kept up to date on the progress of the LASC Data Broker Project as the scope of the project has changed. There was discussion regarding integration and record correction.

Scott noted that i3 had changed its internal system of service & support. They are establishing a portal where service tickets can be created and status updates provided along with a chat bot for common help needs.

David Ditch asked about the status of the project for pdf document creation and online availability. Scott said it would be made available soon and Shawn O'Rourke said it would be prospective; however, he could look into the conversion of the older documents.

Scott informed the Board that the web-based jury application would be ready to roll out at the end of the year. It is a cloud based structure that any parish through the LCRAA contract can be converted at no charge, while other clients would have a minimal transition fee.

There was discussion regarding on-going concerns in each parish currently in implementation and those live with issues. Further discussions on redaction processes and available software were discussed also hardware needs for that process. Shawn O'Rourke commented on the resources allocated to the LCRAA project and hopes that everyone sees improvement in the process. He explained that training classes and videos would be forthcoming. There was a consensus of the need for a special meeting to work through the remaining issues and the contract negotiations.

**XI. Technology Committee Report**

Debbie Hudnall reported the committee had met and reviewed the list of items for the recording software. Antares proposed the following change orders based on the discussions of the committee:

Change Order 1: Three enhancements for a proposed cost of \$23,100 including: (1) General improvements to the certified stamp placement and size; (2) Provide more information to customer when purchasing a subscription including all index availability on the portal to

show in the subscription purchase box; (3) Ability to better maintain subscription management.

Change Order 2: Automate and create the mortgage certificate document with a proposed cost of \$59,730. This is a larger scale project but will streamline the creation of the mortgage certificate in the recording software. It could be ready to go as early as the next meeting.

Debbie explained that additional time is needed to review the proposed change orders. The Board will take up the proposals during the special meeting.

## XII. Grant Committee Report

- 1. Previous Quarter Grant Updates:** Chris Kershaw reviewed the outstanding open grants highlighting Morehouse, West Carroll, and Franklin. He noted that Tensas and Plaquemines both had tentative completion dates of March 2025. Plaquemines had an issue with a grossly underestimated number of images.
- 2. 2024 – 4<sup>th</sup> Quarter Grant Applications:** Lynn Jones reported that 10 applications had been received for consideration this quarter. He reminded the Board members that one grant application per parish will be considered per quarter. He stated the amount allocated for grant awards was \$107,149. The committee recommended awarding 4 grants at 100%.

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St. John	\$11,121	Hardware - Computers
Catahoula	\$24,092	Hardware – Server, Computers and Monitors, Installation
LaSalle	\$9,935	Hardware – Computers, Monitors and Installation
St. Helena	\$27,345	Index & Scan – Marriage License and Mortgage Amortization Books
<b>Total</b>	<b>\$72,493</b>	

Lynn Jones noted the amount recommended was below the total amount available for the quarter and the excess funds would be rolled forward for the next quarter. However, the other grant requests were for redaction and software requests, where further discussion is needed about pricing and the availability of alternative options. Grants were not awarded to Vernon (redaction), St. John (software), Catahoula (Index/Scan Mortgage Conveyance) and LaSalle (redaction).

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.**

**XII. Report of Administrative Staff:**

**Monthly Remittance:** Debbie Hudnall presented the recap of the monthly parish remittances noting a decrease in the number of recordings due to the market conditions.

**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. No new emergency grants had been funded since the previous meeting.

**AI – Indexing:** Debbie informed the Board that a vendor, Southstone, had recently approached her about a new software, SimClerk that uses artificial intelligence to index documents. Daniel Simpson, Katherine Douthitt and Richard Yancey presented additional information about the software and stated that it was 96-98% accurate. This software could be used as part of the double-blind index process. Debbie stated that several parishes including Iberia and Ascension had provided some test data and were excited about the results of the software. Both test parishes provided feedback about letting the software index first and then have a person review and approve. There was discussion regarding process changes having this technology. The software lays over existing software. A proposal is being negotiated. Debbie reached out to Antares for a proposal on the cost of utilizing this software for the recording software. Antares presented a proposal to provide a technical review and implementation plan for \$16,500. Barrett Conrad explained that the proposal would be part of the total cost to incorporate the software and was put together quickly due to the timing of the request and the board meeting. Debbie stated it would be necessary to figure out the costs on all sides. Red River is currently using this software and is with the vendor ClerkNet. The Board would like to explore this opportunity further at a special meeting.

**Ethics, Sexual Harassment and Conflicts of Interest Policy –** Debbie reminded the Board members of the requirement to complete the annual ethics and sexual harassment training. She distributed the policy for each member to sign for the current fiscal year.

**eFiling:** Mandatory eFiling is set for January 1, 2026. Debbie reminded the members that standard policies must be established and approved by LCRAA. Association President Louis Perret had appointed a committee to develop the standards and present to the Clerks at the May conference. There was pushback on the date of January 1, 2026, but the Clerks had all agreed to move forward with the mandatory requirement.

**XIII. Attorney**

**Contract:** Attorney Sheri Morris announced there was no pending litigation. She explained that all the provisions with Antares had been worked out and will need to be reduced to writing and signed. Sheri stated that a special meeting should be held to work through the issues with i3 Verticals. A motion was made by David Ditch to extend the contract with i3 Verticals for 60 days. The motion was seconded by David Dart. **MOTION CARRIED.**

**XIV. Other Business:**

Lynn Jones brought to the attention of the Board the possibility of hiring a full-time IT professional at the Association through LCRAA to assist with the more detailed issues as LCRAA has the scope has expanded since inception. Chad Reynolds questioned the benefit of bringing of full-time person versus on a consultant basis. Lynn noted he would like all possible options explored to help benefit LCRAA. A motion was made by Lynn Jones to explore the possible options of hiring an IT professional. The motion was seconded by David Dart. **MOTION CARRIED.**

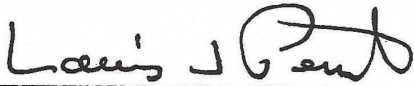
**XV. Announcements**

The next meeting is scheduled for Tuesday, May 13, 2025, but it conflicts with the Clerks' state conference. Possible dates for the special meeting and the next regular meeting will be sent out.

**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:**



Rick Arceneaux, Chairman