

LOUISIANA CLERKS REMOTE ACCESS AUTHORITY (LCRAA)

12:30 pm TUESDAY, NOVEMBER 5, 2019

**10202 Jefferson Highway, Building A
Baton Rouge, Louisiana**

PROPOSED MINUTES

- I. **Call to Order:** Meeting called to order by Chairman Rick Arceneaux.

- II. **Invocation and Pledge of Allegiance**

- III. **Roll Call:** Board members present were: Chairman Rick Arceneaux, Lynn Jones, Mark Graffeo, Jeff Skidmore and Mary Holmes. Also present were: Debbie Hudnall, Attorney Sheri Morris, Laura Thomas and Cheryl Hambacher with Antares, Auditors Michelle Cunningham and Terri Kitto, Chris Kershaw, Davis Silk, and Dagmar Hebert.

Absent: Melissa Henry and David Boneno

- IV. **Acceptance of Agenda:** A motion was made by Jeff Skidmore to approve the agenda. Motion was seconded by Mark Graffeo. **MOTION CARRIED.**

- V. **Approval of Minutes:** A motion was made by Lynn Jones to approve the minutes of the meeting held on August 12, 2019. Motion seconded by Jeff Skidmore. **MOTION CARRIED.**

- VI. **Antares Update:**
 1. **Portal Update:** Laura Thomas reported that the Faceted Search approved at the last meeting had been completed and implemented on the portal. There is a special notification regarding the use of certain web browsers for optimal performance of faceted search function on the portal's homepage.

 2. **Recording Software Update:** Cheryl Hambacher reported that Ascension Parish is testing the functionality of the recording software since their data has been migrated into the new system. The Parish staff is working on additional training and forecasting a go-live date. Debbie Hudnall mentioned a delay in testing due to the elections. Rapides Parish has reviewed the implementation plan with Antares and is assembling the data required to begin the migration. Cheryl stated that Antares holds weekly conference calls with all the test parishes. The E-Recording major functionality has been developed but has been put on hold while the focus is directed on completing the software and implementing in the test parishes.

Cheryl then provided a presentation of the online access public interface to the recording software. Debbie noted the name "e-vault LA" and how this name encompasses both the portal, public access for recording, e-filing, and e-recording. There would be one single log-in and password with all monies still flowing to the clerks. Cheryl continued the presentation with the start of a vision for the future "one stop shop" including a shopping cart integration and additional name search moving towards the goal of a consolidated, seamless experience for those doing business across the state. There was discussion as to the Clerks' direction moving forward with this type of access. Lynn Jones noted that this should be discussed at the

upcoming December Clerks' Only meeting to determine how the Clerks' want to proceed. Mark Graffeo stated that having the test parishes explaining their experience with the software would be a great motivation for other Clerks to get excited about the new software. There was discussion regarding the timing of implementation with offices already in contracts with other vendors and the possible option of a focus group.

VII. Financial Report:

1. **Audit Report (on file in office):** Michelle Cunningham and Terri Kitto with Duplantier, Hrapmann, Hogan and Maher presented the audit report for the fiscal year ended June 30, 2019. Michelle stated that the financials are fairly presented and LCRAA received the highest and cleanest opinion. She stated that there were no findings or deficiencies in internal controls and no compliance issues. Terri provided an overview of the audited financial statements noting the retention payable due to the recording software project, an increase in legal expense due to the RFP and increases in interest income and grants. Michelle noted the outflow of cash but explained how it relates to fixed assets that are listed on the balance sheet and will be capitalized.

Michelle reviewed the Statewide Agreed Upon Procedures and noted one area that had to be tested – Disaster Recovery. There were no findings reported.

A motion was made by Mark Graffeo to accept the audit report as presented for the fiscal year ended June 30, 2019. The motion was seconded by Jeff Skidmore.

MOTION CARRIED.

- a. Compliance Questionnaire – Debbie Hudnall presented the compliance questionnaire as required. A motion was made by Lynn Jones to approve the questionnaire as presented. Motion was seconded by Mark Graffeo. **MOTION CARRIED.**

2. **Financials:** Chris Kershaw reported as of October 31, 2019, the total FYTD revenue was \$575,682 with total direct portal cost of \$276,763, grant program cost of \$75,160, administration expenses of \$35,778, leaving net income for the fiscal year of \$187,981 and total assets of \$4,092,046. Chris commented on the retention payable as it relates to the recording software project with Antares. Debbie stated that the payments to Antares are shown as an expense on the financials and auditors show this as a capitalized asset making an entry to show this adjustment. There was a motion to receive the financial report by Mary Holmes. The motion was seconded by Jeff Skidmore. **MOTION CARRIED.**

VIII. Report of Administrative Staff

1. **Participating Parishes** – Debbie reported that Avoyelles Parish has joined the portal. Cheryl commented on the data import from Avoyelles Parish over approximately 550,000 records with only 21 errors.

2. **E-Filing Update** – Debbie informed the Board that 26 parishes had signed the participation agreement. She noted that 3 parishes were already under contract with Tyler and that one of those parishes had transitioned under the LCRAA e-filing. Debbie provided flyers to the Board for e-filing. She explained that there may be court rules that need to be adopted and Attorney Sheri Morris is reviewing those rules. Debbie stated that Cott is currently working on the integration for e-filing with their software and hope other vendors would be willing to work with Tyler. She also noted that it might be a good idea to start with one agency, such as DCFS with child support to bring them on board with e-filing.

Debbie informed the Board that she and Davis would be demonstrating the new faceted search at the upcoming LAILTA Conference in New Orleans on November 12th. At this time, Cheryl demonstrated the new faceted search for all the Board members.

IX. Grant Committee Report

1. **Previous Quarters Grant Updates** – Chris Kershaw provided an update on the status of the previous quarter grants.

Tensas	Completed August 2019 under the amount awarded – the excess funds have been added to current quarter available funds.
St. Bernard	Grant funds returned and will reapply if needed.
LaSalle	In Process
Iberville	In Process
West Carroll	In Process
Calcasieu	Projected completion date of January 2020
Madison	In Process
Union	In Process
Vernon	Projected completion date of December 2019
Cameron	No update provided at this time.

There were no current updates available on the following parishes who received grants at the last meeting: St. Mary, Catahoula, St. John and Richland.

2. **2019 – 3rd Quarter Grant Applications:** Mark Graffeo reported that the grant committee received 8 grant applications totaling \$618,049. The committee recommended awarding 3 grants for a total amount awarded of \$198,000. Chris reported that the funds available for grants was \$195,542.

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The grant committee recommended the following grant applications for approval:

Beauregard	\$ 43,500	Partial Grant for indexing of Mortgages and Conveyances
Natchitoches	\$ 31,000	Partial Grant for redaction of Conveyances
Tensas	\$ 123,500	Mortgages and Conveyances
TOTAL	\$ 198,000	

Mark informed the Board of the parishes not recommended to receive a grant award: East Carroll (marriage records), Sabine – 2 grants (redaction), Iberia (redaction), Natchitoches (redaction).

A motion was made by Mary Holmes to approve the grant committee's recommendation for the following parishes: Beauregard, Natchitoches, and Tensas; and to approve the increase in grant funds available by \$2,458 to \$198,000. The motion was seconded by Lynn Jones. **MOTION CARRIED.**

X. Other Business:

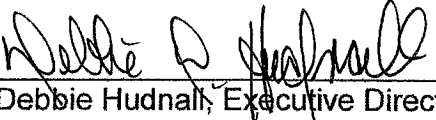
1. New Projects – Debbie stated that there is no update at this time on Case Management or Criminal Search projects

XI. Announcements: The next meeting will be Tuesday, February 11, 2020. However, this date conflicts with the Clerks Institute. Notice will be sent once another date is selected.

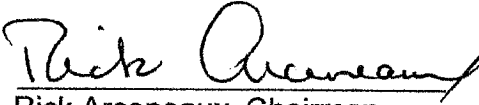
At this time, Mark Graffeo brought an issue to the Board's attention regarding one of the software vendors, Software & Services. The original contract provided for the functionality of the deep linking process on the portal site by each vendor. Initially the deep linking for at least one parish using Software & Services was working and then was taken down. Debbie also commented on her work to set up a meeting with Software & Services to discuss the issues. Software & Services has still yet to meet with her to do so. Debbie has also not remitted the monthly maintenance fee and has informed Software & Services she will gladly pay when they have complied with the contract. Debbie has also reached out to several of their larger parish clients asking them to reach out to the vendor. After discussion, it was recommended that Attorney Sheri Morris draft a letter to Software & Services seeking a resolution and that the parish Clerks also be sent a copy of the letter.

XII. Adjournment: A motion was made by Lynn Jones to adjourn. The motion was seconded by Mary Holmes. **MOTION CARRIED.**

Respectfully Submitted:


Debbie Hudnall, Executive Director

Approved:


Rick Arceneaux, Chairman