

**LOUISIANA CLERKS REMOTE ACCESS AUTHORITY (LCRAA)**

**12:30 pm TUESDAY, FEBRUARY 12, 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, Melissa Henry, Jeff Skidmore and Ronny Champlin. Also present were: Debbie Hudnall, Shane LeBlanc, Attorney Sheri Morris, Laura Thomas and Cheryl Hambacher with Antares, Chris Kershaw, Davis Silk, and Dagmar Hebert.  
  
Absent: David Boneno
  
- IV. **Acceptance of Agenda:** A motion was made by Mark Graffeo to approve the agenda. Motion was seconded by Ronny Champlin. **MOTION CARRIED.**
  
- V. **Approval of Minutes:** A motion was made by Lynn Jones to approve the minutes of the meetings held on November 13, 2018 and January 15-16, 2019. Motion seconded by Jeff Skidmore. **MOTION CARRIED.**
  
- VI. **Antares Update:** Laura Thomas reported on comparative statistics from the previous year versus current time period, including the addition of several parishes and increase in land records, as well as, the introduction of civil records. She reported that more than half of the registered users are in Louisiana. Ronny Champlin questioned how "active" users were distinguished from "registered" users. Cheryl Hambacher explained that it is based on when the last log-in and search was initiated by the user.

Cheryl provided an update on the Recording Software. The research and documentation phase spanned from September 2018 through January 2019 with meetings to review processes and system needs, while the team of developers began the work on the architectural framework. Development of the functionality began January 2019. Cheryl demonstrated the software to the test parishes in January and has received feedback. Cheryl stated that the projected completion date is June 2019.

Debbie Hudnall added that the development process has been extremely thorough with weekly conference calls including all the test parish participants. She commented that the software is very user friendly and knows the Clerks will be very pleased. She stated that Ascension Parish will be the first test parish to implement the software.

There was discussion on the implementation of the software for all the other clerks. Chairman Arceneaux thanked Antares for their work on this project.

**VII. Financial Report:**

Chris Kershaw reported as of January 31, 2019 total FYTD revenue of \$869,423 with total direct portal cost of \$342,860, grant program cost of \$333,478, administration expenses of \$78,728, leaving net income for the fiscal year of \$114,357 and total assets of \$3,798,429. He further commented on the retention payable for the recording software. He reported that the largest expense is the reimbursement to the Association however interest income is almost identical to that expense. He stated that there were no grants paid in January 2019. Actual revenue is running a bit less than the budgeted revenue number.

A motion was made by Jeff Skidmore to receive the financial report as presented. Motion was seconded by Melissa Henry. **MOTION CARRIED.**

**VIII. Report of Administrative Staff**

1. **Participating Parishes** - Debbie Hudnall reported on a decrease in receipts for the month of January, that reflects the December report, which customarily is a lower month than others.
2. **Civil/Probate Update** – Debbie stated that there is no still contract with Software & Services, even though some Clerks have signed the amendment for the Civil records.

**IX. Grant Committee Report**

**1. Previous Quarters Grant Updates**

- a. Tensas – approved in 4<sup>th</sup> qtr. 2016 – should be completed soon.
- b. Natchitoches - nearing completion – estimated date of March 2019.
- c. Iberia - Conversion is completed. Need to finish the import.
- d. Caldwell –completion at the end of February 2019.
- e. West Baton Rouge – waiting on final vendor invoice.
- f. Terrebonne – waiting on final vendor invoice.
- g. St. Bernard – no update provided.
- h. Vermillion – tentative completion is set for March 2019.

The grants awarded at the previous meeting including Webster, Tangipahoa, LaSalle, Iberville and West Carroll do not have an update at this time.

2. **2018 – 4<sup>th</sup> Quarter Grant Applications:** Mark Graffeo reported that the grant committee received 4 grant applications totaling \$115,831. The committee recommended awarding a partial grant to 1 of the 4 applicants in the amount of \$7,500. Chris reported that there are approximately \$129,000 in grant funds available.

The grant committee recommended the following grant application for approval:

Red River	\$7,500	Partial Grant – Hardware
TOTAL	\$7,500	

Mark informed the Board of the parishes not recommended to receive a grant award: Calcasieu (redaction) and St. Martin (2 applications – scanners).

There was discussion regarding St. Martin's request for scanners and other options available. There was further discussion regarding redaction and Calcasieu's grant request including what redaction capabilities are available through the current vendor. A motion was made by Jeff Skidmore to approve the grant committee's recommendation awarding Red River a partial grant of \$7,500 and to reserve for the next quarter the balance of grants funds available from the current quarter along with the deferment of Calcasieu's grant request until the next cycle. The motion was seconded by Ronny Champlin. **MOTION CARRIED.**

- X. **E-Filing/Selection of Vendor:** Debbie Hudnall stated that at the January 15-16, 2019 meeting, the Board had directed both she and Sheri Morris to contact two of the vendors who submitted proposals for further information: Tyler Technologies and ImageSoft. The additional information requested from Tyler Technologies had to do with the judges' que and negotiation of fees. Tyler Technologies responded that their platform does include a judges' que and they were willing to adjust fee and further, begin the rebate back to LCRAA even with those parishes already in contract with Tyler. The additional information requested from ImageSoft had to do with the fee for the judges' que being included in their quote and the additional fee to be returned to LCRAA. ImageSoft was willing to add the additional fee to rebate to LCRAA.

There was discussion regarding current parishes utilizing Tyler Technologies and customer service issues. Debbie also reported that she reached out to several other states who use both vendors. There was further discussion regarding the payment platform, variance in travel expenses, contract exclusivity and the implementation timeline of each vendor along with experience on a statewide level.

The Board then revisited the evaluation criteria that were assigned during the previous interview process in January. After discussion, a motion was made by Mark Graffeo to award the E-Filing contract to Tyler Technologies. The motion was seconded by Jeff Skidmore. **MOTION CARRIED.** Melissa Henry abstained.

XI. **Other Business:**

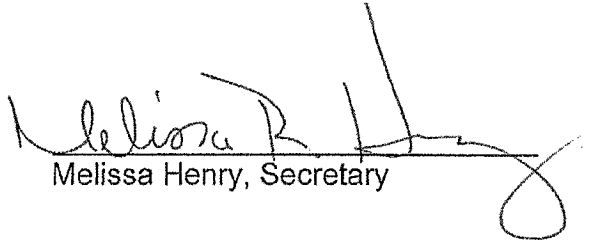
1. New Projects – Debbie stated that there is no update at this time on Case Management or Criminal Search projects

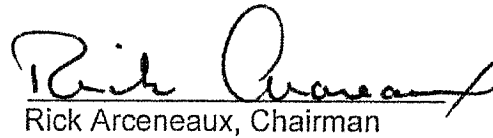
XII. **Announcements:** The next meeting will be Tuesday, May 14, 2019.

XIII. **Adjournment:** A motion was made by Mark Graffeo to adjourn. The motion was seconded by Lynn Jones. **MOTION CARRIED.**

Respectfully Submitted:

Approved:

  
Melissa Henry, Secretary

  
Rick Arceneaux, Chairman