

LOUISIANA CLERKS REMOTE ACCESS AUTHORITY (LCRAA)

12:30 PM Thursday, November 9, 2017

10202 Jefferson Highway, Building A
Baton Rouge, Louisiana

APPROVED MINUTES

- I. **Call to Order:** Meeting called to order by Chairman Rick Arceneaux.
- II. **Invocation and Pledge of Allegiance:** Mark Graffeo gave the invocation and Rick led the Pledge of Allegiance.
- III. **Roll Call:** Board members present were: Chairman Rick Arceneaux, Mark Graffeo, Melissa Henry, Lynn Jones, Tom Sullivan and Mary Holmes. Also present were: Debbie Hudnall, Attorney Sheri Morris, Auditors Michelle Cunningham and Terri Kito, Laura Thomas, Chris Kershaw, Davis Silk, and Dagmar Hebert.
- IV. **Acceptance of Agenda:** Motion was made by Mary Holmes to accept the agenda as presented. Motion was seconded by Mark Graffeo. **MOTION CARRIED.**
- V. **Approval of Minutes:** Motion was made by Tom Sullivan to approve the minutes of the September 7, 2017 meeting. Motion seconded by Lynn Jones. **MOTION CARRIED.**
- VI. **Antares Update:** Laura Thomas reported on the performance improvements that were recently implemented to optimize search results with quicker response times. She stated that there were 50 active parishes with approximately 24 million land records and 1.3 million marriage records. She informed the Board on an issue with the wording of the password reset email and that Antares is looking at different language to address that issue. Antares continues to work with vendors on certain parishes who have issues with the data/records import. Pointe Coupee is the most recent parish to join LCRAA. There was discussion regarding Richland Parish and their vendor. Debbie Hudnall stated that she would reach out to the Clerk for an update. There was discussion regarding those parishes who do not participate in LCRAA.

Laura further updated the Board on the addition of the Civil Records. Antares has put together the vendor documentation to modify the import/export specifications and is currently working with test data awaiting the vendors to provide the data to the portal.

Antares is also working on the Board's request to increase traffic to the portal by adding key word searches and utilizing Google analytics. Antares is working with a consultant to move forward with this project.

VII. **Financial Report:**

Audit: Michelle Cunningham and Terri Kito with Duplantier, Hrapmann, Hogan and Maher presented the independent auditor's report for the fiscal year ending June 30, 2017. Michelle reviewed the auditor's and management's responsibilities and compliance with GASB and governmental audit standards. She reported that LCRAA received the highest and cleanest audit opinion. The financial statements are materially stated and in compliance with GASB. She reported an increase in the net position with total net assets just over \$3 million. She commented on the increase in non-operating expenses over the prior year due to the increase in grants awarded.

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Mary Holmes questioned the amount in Accounts Receivable. Chris Kershaw explained the amount is what is expected to be received by LCRAA from the Parish's monthly remittance. The adjustment is only done at year end to bring the financial statements in line with the accrual method of accounting. Michelle reviewed the Statement of Cash Flows with the addition of \$1.2 million to the cash balance. She reported on the cash equivalents in LAMP and the schedule of portal amortization. She further reported on compliance with laws and regulations and internal controls. There was no non-compliance found and no significant deficiencies in internal controls.

Michelle continued with the Agreed Upon Procedures (AUP) audit that was dictated by the Legislative Auditor. She stated there were set procedures required to be done and based on the small size of LCRAA, the staff did an excellent job in implementing the policies and procedures before the audit. There was discussion regarding the mandate of the AUPs.

Michelle reported the following: (1) Cash Receipts – Adequate procedures in place; however, the policy needs to be clarified including more detail on the procedure in place. (2) Ethics – The written policy in place did not include a signature verification that all employees and public servants serving on the Board have received, read and complied with the ethics policy. (3) Completeness of Collections – While there are adequate procedures in place, the policy needs to include in more details the process in place. (4) Disbursements – The same person processing the disbursements should not be the same person who enters new vendors into the accounting system. Michelle stated that she did not see a way to alter that for LCRAA due to the size of the staff. She did state that there are compensating controls over disbursements currently in place.

A motion was made by Mark Graffeo to accept the Financial Audit and Agreed Upon Procedures audit for the fiscal year ended June 30, 2017. Motion was seconded by Mary Holmes. **MOTION CARRIED.**

Debbie presented the compliance questionnaire required by the Legislative Auditor which is inclusive to all governmental entities. A motion was made by Tom Sullivan to approve the compliance questionnaire. Motion was seconded by Mark Graffeo. **MOTION CARRIED.**

A motion was made by Mark Graffeo to allow Debbie to draft management's response to the findings on the Agreed Upon Procedures audit. Motion was seconded by Melissa Henry. **MOTION CARRIED.**

Chris Kershaw provided the Board with the Ethics Policy and requested that they review and sign to be in compliance.

Financials: Chris Kershaw reported as of October 31, 2017 total FYTD revenue of \$481,635 with total portal direct cost of \$41,570, grant program cost of \$156,934, administration expenses of \$38,292, leaving net income for the fiscal year of \$244,839 and total assets of \$3,305,684. Motion by Melissa Henry to receive the financial report. Motion seconded by Mark Graffeo. **MOTION CARRIED.**

VIII. Report of Administrative Staff:

1. Participating Parishes: Debbie presented the participating parishes' summary report for the fiscal year ending June 30, 2017 and the first four months of the current year, along with a colored coded map of the participating parishes and a comparative graph of monthly remittances by fiscal year. She pointed out to the Board receipts for the month of September recordings were down. She stated that the deep linking function of the portal was still not working for all parishes. She reminded the Board that the deep linking was part of the original contract signed with the vendors.

2. Update: (i) Marriage License: Debbie advised that Davis Silk had worked with several parishes to bring their marriage records online but was unsure as to why the remaining parishes did not have those records live.

(ii) Redaction: Debbie reported that she was still waiting on a quote for redaction. She stated that Software & Services has an automatic redaction service for its clients, but it was not utilized because it is not 100% accurate. She commented on the possibility of Cott's ability for automatic redaction.

(iii) Criminal: Debbie stated that progress was being made and President Rick Arceneaux would be introducing an idea to all the Clerks at the upcoming Clerks Only meeting regarding criminal records.

(iv) Civil: Debbie updated the Board that Antares had completed the import/file specifications. Debbie has contacted the vendors and has received one proposal from Cott, but is still waiting on proposals from the other vendors. She has not yet reached out to the in-house vendors at this time. A motion was made by Tom Sullivan to authorize Debbie Hudnall and Attorney Sheri Morris to receive and negotiate the vendor contracts with the Chairman's approval on the Civil Record import. Motion was seconded by Lynn Jones. **MOTION CARRIED.**

Debbie presented a change order from Antares in the amount of \$15,000 with no additional annual support fee to expand the search criteria to allow for a search without a name, expanded date range limited to one parish at a time with a maximum 30 day search limitation for an all parish search. A motion was made by Mark Graffeo to approve the change order as presented. Motion was seconded by Melissa Henry. **MOTION CARRIED.**

IX. Grant Committee Report:

(1) Previous Quarters Grant Update: Chris Kershaw reviewed the prior quarter grants by each quarter.

(2) 2017 – 3rd Quarter Grant Applications: Mark Graffeo reported that the grant committee received 7 grant applications totaling \$122,043. The committee recommended awarding grants to 6 of the 7 applicants in the amount of \$116,363.

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Mark reviewed the budgeted amount of \$74,000 for the 3rd quarter and made a motion to increase the budget amount from \$74,000 to \$116,363 for this quarter. Motion was seconded by Melissa Henry. **MOTION CARRIED.**

Mark Graffeo moved to approve the following 6 grant applications:

Caldwell	\$ 10,958	Scanning, Indexing and Redaction Conveyance and Oil & Gas Records
Natchitoches	\$ 41,700	Scanning, Indexing and Redaction Conveyance Records
St. Martin	\$ 9,575	Imaging and Indexing Marriage Licenses
Plaquemines	\$ 3,000	Indexing of Conveyance Records
East Feliciana	\$ 36,030	Imaging, Indexing and Redaction of Marriage Licenses
Webster	\$ 15,100	Hardware and Software – Domain Server, Battery-backup and indexing station
TOTAL	\$116,363	

Motion was seconded by Lynn Jones. **MOTION CARRIED.**

Mark reviewed the grant application that was not approved for Iberville Parish as they have a grant outstanding from a previous quarter.

There was an update given on the outstanding disputed grant from St. Helena Parish. After discussion with the vendor it appears to be a registry number issue. LCRAA has not made the final payment on this grant but had previously issued a payment before the errors were discovered. The check was originally written in October 2016. The auditors have reversed the check and have added the amount into Accounts Payable on the financial statements.

Other Business

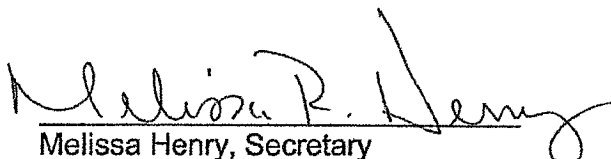
1. Promotion of LCRAA: Debbie and Davis will attend the LAILTA conference in New Orleans. Debbie reported that she has been invited to speak at the LLTA conference in December.

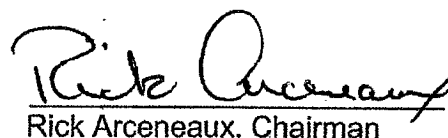
X. Announcements: None.

XI. Adjournment: Motion by Tom Sullivan to adjourn. Seconded by Mark Graffeo. **MOTION CARRIED.**

Respectfully Submitted:

Approved:


Melissa Henry, Secretary


Rick Arceneaux, Chairman