

LOUISIANA CLERKS REMOTE ACCESS AUTHORITY (LCRAA)

12:30 PM Thursday, September 7, 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. **Oath of Office:** Chairman Arceneaux administered the Oath of Office to Mary Holmes as Commissioner representing the Louisiana Land Title Association for 2017-2018.
- IV. **Roll Call:** Board members present were: Chairman Rick Arceneaux, Mark Graffeo, Melissa Henry, Lynn Jones, David Boneno and Mary Holmes. Also present were: Debbie Hudnall, Robin Hooter, Attorney Sheri Morris, Laura Thomas, Chris Kershaw, Davis Silk, and Dagmar Hebert.
- V. **Election of Vice-Chairman:** Mark Graffeo nominated Lynn Jones to serve as Vice-Chairman. Motion was seconded by Mary Holmes. **MOTION CARRIED.**
- VI. **Acceptance of Agenda:** Motion was made by Melissa Henry to accept the agenda as presented. Motion was seconded by Mark Graffeo. **MOTION CARRIED.**
- VII. **Approval of Minutes:** Motion was made by Mark Graffeo to approve the minutes of the May 9, 2017 meeting. Motion seconded by Lynn Jones. **MOTION CARRIED.**
- VIII. **Antares Update:** Debbie Hudnall commented on the excellent job that Antares does administering the LCRAA portal. Laura Thomas reported that there were 49 active parishes on LCRAA with over 23.7 million land records and over 1.3 million marriage records. She reported on the number of searches and "contact us" emails and registered users. She also reported on the remaining participating parishes that are not active on the portal. Laura stated that a maintenance release of the database would be pushed out next week to improve performance and improve response time on wide range searches. She will notify Debbie when that is completed. Mark asked for further information on the statistic "average return results" under the land records with Laura stating she would confirm with her office and advise the Board at the next meeting.

Mark Graffeo brought to the Board's attention a specific request from a local title attorney who had asked for the ability to search by a certain specific date range without having to enter a name. There was discussion regarding allowing a more advance search option and the need to have certain parameters including requiring a certain parish and limited date range of 30 days. Mary questioned the need to accommodate a specific request. Debbie stated that the idea is to make the portal as user friendly as possible. Laura will prepare a proposal for the Board regarding this search optimization change.

IX. Financial Report: Chris Kershaw reported as of August 31, 2017 total FYTD revenue of \$259,811 with total portal direct cost of \$17,374, grant program cost of (\$1,000), administration expenses of \$19,028, leaving net income for the fiscal year of \$224,409 and total assets of \$3,190,131. Motion by Melissa Henry to receive the financial report. Motion seconded by Mary Holmes. **MOTION CARRIED.**

X. 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 two 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. One new participant parish, Pointe Coupee, has been added since the last Board meeting. Debbie stated that she had reached out to several of the non-participating parishes. There was discussion regarding the remaining non-participating parishes.

2. Update: (i) Marriage License: There was discussion regarding the remaining active parishes who were with a particular vendor where no contract on marriage license was negotiated.

(ii) Redaction: Debbie reported that she had received a proposal on a redaction program, however Debbie would be meeting with the vendor to discuss some corrections on the proposal. She commented that LCRAA is looking into possibly purchasing software to provide to the participating parishes. David Boneno asked if participation in LCRAA could be mandated by legislation and further stated that the benefit of the portal is having greater participation. The redaction package could be an incentive for non-participating parishes in the future if the Board would decide to move further with the project.

(iii) Criminal: Debbie reported that she is still researching this item and will continue to report back to the Board.

(iv) Civil: Debbie presented a proposal to the Board for the addition of Civil Filing indices with a project cost of \$30,000 and an additional \$100 per participating parish per year support fee increase. Debbie stated that this proposal does not include any additional vendor costs. There was discussion on the available date range for quick searches for the Civil addition and the need to keep consistent between the search tabs. Mary asked for the targeted completion date. Laura stated that it was internally projected at 6 weeks but depends on the vendor's export. There was discussion regarding how civil and probate suits are classified and the need to ensure that the vendors know the different category types and how to classify them when completing the export. A motion was made by Mark Graffeo to accept the proposal as presented and to authorize Debbie Hudnall and Attorney Sheri Morris to contract with the individual vendors up to a cost no more than \$4,000 per vendor. Motion was seconded by David Boneno. **MOTION CARRIED.**

Debbie reported on LCRAA's participation as a vendor at the recent Clerks conference and upcoming events where LCRAA can participate as a vendor including conferences for the Bankers Association, LLTA and LAILTA.

XI. Grant Committee Report:

(1) Previous Quarters Grant Update: Chris Kershaw reviewed the prior quarter grants by each quarter. Chris updated the Board on a previously awarded partial grant for Beauregard and the Clerk's hesitancy to proceed with the project due to the vendor requirement to pay the same initial cost if done in different increments than the originally awarded grant proposal. There was discussion regarding the possibility of the Clerk paying a portion of the amount if additional grant funds were awarded. Debbie stated that the Clerk is willing to pay a portion. There was discussion regarding the need across the State and being proportionate to the needs statewide. There was also discussion regarding the percentage available for grants if additional funds should be made available based on the yearly income.

A motion was made by Mark Graffeo to amend the agenda to add the item regarding Beauregard Parish's grant application that was submitted in the previous quarter because additional information regarding financial feasibility was not available during the last meeting. Motion was seconded by Lynn Jones. **MOTION CARRIED.** A motion was made by Lynn Jones to approve an additional \$50,000 grant for Beauregard with the condition that the Clerk pay the remaining balance of \$35,600. Motion was seconded by Melissa Henry. **MOTION CARRIED.**

(2) 2017 – 2nd quarter Grant Applications: Mark Graffeo reported that the grant committee received 10 grant applications from 8 parishes totaling \$370,384. The committee recommended awarding grants to 4 of the 8 applicants in the amount of \$107,934.

Mark Graffeo moved to approve the following 4 grant applications:

Concordia	\$ 31,570	Scanning and Indexing Marriage Records
Iberville	\$ 40,169	Scanning, Indexing, Redaction Conveyance Records
Madison	\$ 21,195	Indexing Marriage Records
Red River	\$ 15,000	Imaging Marriage Records

Motion seconded by Mary Holmes. **MOTION CARRIED.**

Mark reviewed the grant applications that were not approved: East Carroll, Iberville (2 additional requests), Sabine, Plaquemines, and West Carroll.

XII. Other Business

1. Proposed Project: Robin Hooter, Clerk of Court Rapides Parish presented to the Board the idea of developing software for all of the Clerks across the state. She stated that her office has their own software and an in-house programmer and does not use a third party vendor. She believes this would be advantageous to the Clerks with best practices as well as better service to the public. There was discussion about the need to bring uniformity and other parishes offering software in the past. Rick thanked Robin for bringing the idea to the Board and stated that it would be revisited during the

upcoming Strategic Planning Session of the Association Executive Committee. David Boneno questioned if the LCRAA Board had the authority to develop this type of software. Sheri Morris stated that the scope of the project would need to be defined and then reviewed along with the statute. There was further discussion regarding Antares review of the software offered by one of the parishes in the past and Sheri commented that any company interested in possibly bidding on the project in the future should not be utilized for any preliminary review of the software.

2. Promotion of LCRAA: David Boneno asked about the need to increase website optimization for LCRAA on Internet searches. He mentioned concern on the length of the website name and perhaps shortening the web address.

At this time, David Boneno made a motion to amend the agenda to allow for the discussion to increase the allocated amount for grants for the 2nd quarter of 2017. Motion seconded by Mark Graffeo. **MOTION CARRIED.**

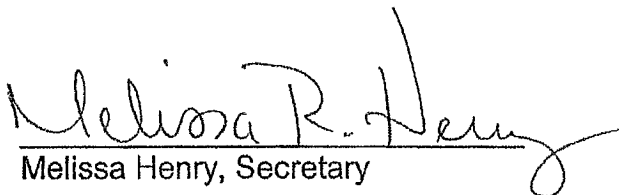
Mark Graffeo made a motion to increase the amount allowed for grants for the 2nd quarter of 2017 to \$157,934. Motion was seconded by Melissa Henry. **MOTION CARRIED.**

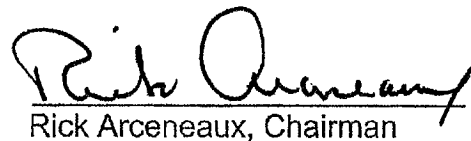
XIII. Announcements: None.

XIV. Adjournment: Motion by Lynn Jones to adjourn. Seconded by Mark Graffeo. **MOTION CARRIED.**

Respectfully Submitted:

Approved:


Melissa Henry, Secretary


Rick Arceneaux, Chairman