

LOUISIANA CLERKS REMOTE ACCESS AUTHORITY (LCRAA)

12:30 PM Thursday, November 17, 2016

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 Arceneaux led the Pledge of Allegiance.
- III. **Roll Call:** Board members present were: Chairman Rick Arceneaux, Mark Graffeo, Melissa Henry, Lynn Jones, and Ronny Champlin. Also present were: Debbie Hudnall, Attorney Sheri Morris, Laura Thomas, Joe Gendron with Louisiana Bankers Association, David Ditch, Auditors Michelle Cunningham and Terri Kito, Chris Kershaw, Davis Silk, and Dagmar Hebert.
- IV. **Acceptance of Agenda:** Mark Graffeo moved to accept the agenda for November 17, 2016. Motion seconded by Lynn Jones. **MOTION CARRIED.**
- V. **Approval of Minutes:** Motion was made by Lynn Jones to approve the minutes of the September 15, 2016 meeting. Motion seconded by Melissa Henry. **MOTION CARRIED.**
- VI. **Antares Update:** Laura Thomas reported on the status of the reimport of records with the unique identifier for parishes with Cott Systems. She also commented on the maintenance items on the administrator's dashboard and several modifications including the total number of searches. Antares continues to work with Debbie Hudnall to improve the search functionality of the marriage records. She reported there had been 112 unique "contact-us" inquiries on the portal. Chairman Rick Arceneaux thanked Antares for their help in assisting the provider Harris(Delta) with bringing their participating parishes online.
- VII. **Financial Report:**
 1. **Audit Report:** Michelle Cunningham and Terri Kito with Duplaniter, Hrapmann, Hogan and Maher presented the independent auditor's report for the fiscal year ending June 30, 2016. Michelle reviewed the auditor's and management's responsibilities and compliance with GASB and governmental auditor 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 that total assets increased, portal development costs increased including amortization. The amount restricted for grants and net income were just under \$1.2 million for the fiscal year end. She reviewed the cash flows and supplementary information, along with internal controls found with no inefficiencies. Motion was made by Mark Graffeo to accept the audit report as presented. Motion seconded by Lynn Jones. **MOTION CARRIED.**

Debbie Hudnall presented the compliance questionnaire required by the Legislative Auditor which is inclusive to all governmental entities. Melissa Henry asked to review the questionnaire. Motion was made by Mark Graffeo to approve the compliance questionnaire. Motion was seconded by Melissa Henry. **MOTION CARRIED.**

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2. Financials: Chris Kershaw reported as of October 31, 2016 total FYTD revenue of \$554,026 with total portal direct cost of \$39,101, grant program cost of \$149,391 and total expenses of \$174,840, leaving net income for the fiscal year of \$340,085 and total assets of \$2,524,378. Motion by Lynn Jones to receive financial report. Motion seconded by Mark Graffeo. **MOTION CARRIED.**

VIII. Report of Administrative Staff:

1. Participating Parishes: Debbie reported that there were now 53 parishes participating with Jackson Parish being the most recent to join LCRAA. As of the meeting date, there were 32 parishes with data loaded but not active marriage licenses.

2. Update: (i) Marriage License: Debbie reported on the contracts with Antares and the vendors for marriage license records. The final contract with Harris(Delta) will need to be negotiated for marriage licenses records.

Debbie further reported on an issue that was discovered during the import of the marriage license data and the need for an additional "name" field, for "name prior to marriage". This will require a change in the software on Antares side and Laura commented that a quote is being prepared to make this modification. She estimates the modification to the web interface and web import documentation for the vendors would be no more than \$5,000. Debbie also stated that she will need to negotiate with the vendors to make this correction. Lynn questioned how many vendors would be involved. Debbie stated it would be the in-house vendors, Cott, Software & Services, GRIDS, Harris(Delta). Motion was made by Lynn Jones to authorize the Executive Director and Attorney to negotiate the contract with Antares with a cap of \$5,000 and to negotiate contracts with the vendors, including in-house vendors with a cap of \$1,500 per vendor for the modification of the marriage license additional name field. Motion was seconded by Melissa Henry. **MOTION CARRIED.**

(ii) Redaction: Debbie updated the Board on the request from the prior Board Meeting to research redaction software. Debbie reached out to several vendors and requested additional time to research further possible options. There was discussion regarding the completeness of any redaction software and the cost savings that could be possible for LCRAA. Debbie will follow up with the vendors and present proposals at the next meeting.

(iii) Criminal: Debbie reported that she had spoken with a Gallagher Insurance representative on their specific needs. She is still researching this item and will continue to report back to the Board.

Debbie commented on the change in the remittance fees and those parishes who had not yet changed their programming to adjust for the change in the user fee remitted to LCRAA.

IX. Grant Committee Report: Chris Kershaw reviewed the prior quarter grants by each quarter.

Mark Graffeo reported that the grant committee received 11 grant requests totaling \$324,479. Based on 20% of 3rd quarter revenues, there was \$86,000 of funds available for grants, although in previous quarters, the Board had increased the amount of funds available.

The committee recommended awarding grants to 2 of the 11 applicants in the amount of \$24,411.

There was discussion regarding the previous grant awarded to West Carroll Parish. The Clerk had not moved forward with the grant but had received a second proposal for a complete software package. There was further discussion regarding the amount that was previously awarded and the additional amount needed to move forward with the new proposal that does include a more affordable monthly maintenance fee. Debbie commented that this was the first Clerk to request a software package. Debbie stated that West Carroll had not submitted an application but had submitted a new proposal. Attorney Sheri Morris commented that the quote received was expired and attempts had been made to reach out to the vendor about an extension were not successful. Debbie questioned if the updated proposal could be submitted as a supplement to the original grant. Sheri stated that the updated proposal could be submitted as a supplement.

Mark stated that it was necessary for LCRAA to evaluate the status of the short term goal of the 30 year record range for all Clerks on the portal. Ronny Champlin commented on the Clerks requesting grants in phases.

Debbie brought to the Board's attention about the year requirement to apply for a grant and how that affects the Clerks who subsequently joined LCRAA upon becoming Clerks specifically, Claiborne and Tensas Parish. The grant guidelines require one year of participation before a parish can apply for a grant. Debbie asked that the Board consider waiving this requirement for those 2 parishes. Sheri Morris commented that the Board adopted the rules concerning grants and can amend them at any time. Motion by Lynn to amend the agenda to include amendments to grant requirements. Motion seconded by Melissa Henry. **MOTION CARRIED.**

Motion was made by Mark Graffeo to waive the year requirement for Claiborne and Tensas as it applies to grant applications. Motion seconded by Ronny Champlin. **MOTION CARRIED.** The Board further recommended that parishes apply and others would be considered on a case by case basis.

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Mark Graffeo moved to accept the grant committee's recommendation and approve the following 2 grant applications:

Bienville	\$18,350	Imaging, Indexing and Redaction
Sabine	\$ 6,061	Three (3) computer workstations (partial grant)

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

Motion was made by Mark Graffeo to approve a supplemental grant of up to \$25,000 in addition to the previous grant for West Carroll of \$36,750, contingent upon receiving a confirmed proposal from the vendor. Motion was seconded by Lynn Jones. **MOTION CARRIED.**

Mark reviewed the grant applications that were not approved: St. Charles, St. Martin, Concordia, Webster, East Carroll, Iberville, Madison, Natchitoches and St. Helena. These were not approved due to the requested scope of the projects outside of the 30 year records goal, unfinished grants and lump sum proposals that did not itemize the line items, including date ranges and number of pages.

Mark updated the Board on the previously awarded grant to St. Helena. There were inconsistencies with the final invoice received. The grant committee met with the Clerk and vendors. It had been overlooked that some of the images needed to be given a specific file number to link to the index item. The final invoice was less than the quote provided with original grant proposal. St. Helena had submitted a grant application for the current quarter to fix the issue. It was determined the vendor could resolve the issue without the need for any additional funds and within the funds provided for in the original grant.

Mark further commented on the need to include the specific date range of records on the grant application. Mark Graffeo moved that the grant application be amended to require the specific date range and number of pages being considered for approval. Motion was seconded by Melissa Henry. **MOTION CARRIED.**

X. Other Business

1. Promotion of LCRAA: Debbie updated the Board on the successful participation of LCRAA at the LAILTA conference. Ronny Champlin commented that it was a pleasure to have LCRAA represented, as at least half of the attendees were unaware of the portal and it was very educational for the group as a whole. He encouraged LCRAA to participate at the 2017 spring conference in Marksville.

Debbie Hudnall reported that David Boneno had requested that LCRAA attend the LBA Counsel on December 8-9 in New Orleans, LA. Ronny commented on the LALTA's upcoming conference, but Debbie stated that it conflicted with the Clerk's Board Meetings scheduled for the same date and time.

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Debbie also mentioned the possibility of attending an event of the Bar Association and would look into that as well.

2. Additional Projects: Debbie requested the Board approve initiating the start of research into adding Civil records to the portal. Lynn questioned about the e-filing committee that the Association President was to appoint. Debbie commented that the committee had been appointed, however she was waiting for the final two members, one from the Bar Association and one other member to be appointed. Notice of the committee and meeting will be sent once that is finalized. Lynn questioned about the financial ability of LCRAA in regards to e-filing. Further research is necessary about the possibility of a page listing the specific links for filing for each parish. Lynn commented on the uniform filing possibility with LCRAA.

Motion was made by Lynn Jones to authorize the Executive Director to explore the addition of civil suits to LCRAA. Motion was seconded by Mark Graffeo. **MOTION CARRIED.**

- XI. Announcements:** Debbie announced the meeting dates for 2017 with the next meeting scheduled for Tuesday, February 14, 2017 at 12:30 pm.
- XII. Adjournment:** Motion by Mark Graffeo to adjourn. Seconded by Lynn Jones. **MOTION CARRIED.**

Respectfully Submitted:

Approved:


Melissa Henry, Secretary


Rick Arceneaux, Chairman