

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

**12:30 PM Tuesday, February 14, 2017**

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

**PROPOSED MINUTES**

- I. **Call to Order:** Meeting called to order by Chairman Rick Arceneaux.
- II. **Oath of Office:** Sheri Morris administered the Oath of Office to David Boneno.
- III. **Invocation and Pledge of Allegiance:** Mark Graffeo gave the invocation and Rick Arceneaux led the Pledge of Allegiance.
- IV. **Roll Call:** Board members present were: Chairman Rick Arceneaux, Mark Graffeo, Melissa Henry, Lynn Jones, Tom Sullivan, David Boneno and Ronny Champlin. Also present were: Debbie Hudnall, Attorney Sheri Morris, Cheryl Hambacher, Kim Turlich-Vaughan, Chris Kershaw, Davis Silk, and Dagmar Hebert.
- V. **Acceptance of Agenda:** Tom Sullivan moved to amend the agenda Item X to add "Emergency Situation and other delegation authority." Motion seconded by Mark Graffeo. **MOTION CARRIED.**
- VI. **Approval of Minutes:** Motion was made by Tom Sullivan to approve the minutes of the November 17, 2016 meeting. Motion seconded by Melissa Henry. **MOTION CARRIED.**
- VII. **Antares Update:** Cheryl Hambacher reported that there were 23.5 million land records with 81.5 million names and 806 marriage records in the system. She commented on some performance issues during searches. Antares will be doing some updates to enhance performance in the next 4-6 weeks. She reported on the number of searches each month: 3,200 in November, 2,400 in December, 2,900 in January and 1,400 for the beginning of February. There were approximately 20 "Contact Us" emails with log-in and password issues. Responses are done by the end of the day. Tom Sullivan questioned the location of users and if it can be determined if they are out-of-state. David Boneno asked about "bots". Cheryl commented that nothing had been observed as infiltration. Ronny Champlin noted that he had used the portal and noticed the deep linking did not appear to be working. Debbie commented on the status of the deep link and that there will need to be follow up with the vendors. Cheryl stated that the vendors are usually very responsive. Tom asked both David and Ronnie if their respective organizations observed that this may be the only online access in many of the smaller, rural parishes.
- VIII. **Financial Report:**

Chris Kershaw reported as of January 31, 2017 total FYTD revenue of \$889,862 with total portal direct cost of \$80,295, grant program cost of \$203,528, administration expenses of \$49,346, leaving net income for the fiscal year of \$556,693 and total assets of \$2,720,832. Debbie commented on the additional interest earned with the investment into LAMP. Motion by Tom Sullivan to receive financial report. Motion seconded by David Boneno. **MOTION CARRIED.**

**IX. Report of Administrative Staff:**

**1. Participating Parishes:** Debbie reported that several parishes were in the process of changing software vendors and the possibility of additional fees. There was discussion regarding the parishes who are not participating in LCRAA. David Boneno suggested meeting one-on-one with each Clerk. Lynn Jones suggested bringing feedback from portal users conveying the good response to the portal. David Boneno moved that Debbie and a Board member make personal appointments with the non-participating Clerks and update the Board on the progress. Motion was seconded by Ronny Champlin. **MOTION CARRIED.**

**2. Update: (i) Marriage License:** Debbie updated the Board on the issue with the need for extra space for additional names. Antares will be pushing out an update and will verify that the data is up-to-date.

**(ii) Redaction:** Debbie further updated the Board on the research of redaction software possibilities. She reported that several of the vendors did not feel comfortable with the automated redaction process. There was discussion on redaction law and federal regulations.

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

**(iv) Civil:** Debbie stated that research on this item had not yet started and no proposal had been requested from Antares. Debbie would like to see the deep linking finalized before moving further.

**X. Grant Committee Report:**

**(1) Previous Quarter Grant Updates:** Chris Kershaw reviewed the prior quarter grants by each quarter.

**(2) 2016 – 4<sup>th</sup> quarter Grant Applications:** Mark Graffeo reported that the grant committee received 14 grant requests totaling \$668,000. Based on 20% of 4<sup>th</sup> quarter revenues, there was \$105,000 of funds available for grants including previous quarter funds that were not awarded, although in previous quarters, the Board had increased the amount of funds available.

The committee recommended awarding grants to 5 of the 14 applicants in the amount of \$181,319.50.

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Mark Graffeo moved to increase the funds available for the 4<sup>th</sup> quarter grants to \$181,319.50, to accept the grant committee's recommendation and approve the following 5 grant applications:

|             |                |   |
|-------------|----------------|---|
| Claiborne   | \$32,000       | Server and conveyance/mortgage index and imaging              |
| Grant       | \$24,243       | Server  |
| Plaquemines | \$ 4,000       | Additional fund to complete previous project – In-House Staff |
| Tensas      | Up to \$60,000 | Hardware, Recording and Civil Software package (partial)      |
| Richland    | \$61,076.50    | Hardware and Software (partial)                               |

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

Mark reviewed the grant applications that were not approved: Caddo, Concordia, Iberville, East Carroll, Madison, Natchitoches, St. Martin (two applications) and Red River.

Lynn Jones asked the Board about a situation in his parish to purchase historical land records (1911 and prior) from an abstracting company who obtained them in the 1940s and are considered the official record. He wanted to know if this would be an eligible consideration for a grant. Debbie commented that LCRAA's current goal is to have all parishes online with 30 years of records. Ronny Champlin stated he didn't think purchasing the records was in line with the goal of LCRAA, but that there might be other legislative options or state archives approach to obtain the records.

**(3) Emergency Situation and other delegation authority:** Tom Sullivan brought to the Board the possibility of Board authorizing the grant committee to approve funds in emergency situations. David mentioned the possibility of the LCRAA offering a cloud type back-up. Sheri Morris provided further information on an organization that provides a similar procedure for emergency funds. There was discussion regarding the definition of emergency, monetary limits, funds set aside for emergencies and public bid laws.

Debbie commented on the extensive time it takes to review the grant applications. Sheri suggested having specific grant application themes for each quarter. There was discussion regarding the possibility of the Board authorizing the grant committee to award funds without Board approval to a certain limit. Rick Arceneaux suggested that Debbie and Sheri research guidelines and parameters/framework on emergency situations and report back to the Board.

David commented on the actual need in emergency situations and office functionality. There was further discussion on functionality and the service LCRAA provides.

**XI. Other Business**

**1. Promotion of LCRAA:** Debbie reported on LCRAA's participation at the LBA Banker's Counsel in December and BRITA in January. There was discussion on possible future attendance at the Spring LAILTA conference, Bar Association and Real Estate conferences.

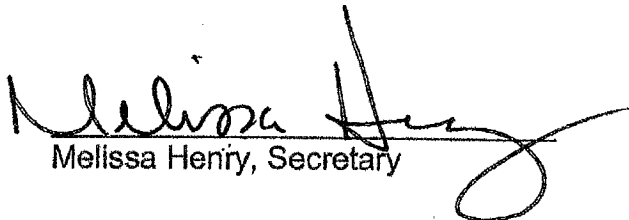
**2. Additional Projects:** No report at this time.

**XII. Announcements:** Debbie reported that the next meeting will be May 9, 2017.

**XIII. Adjournment:** Motion by Tom Sullivan to adjourn. Seconded by David Boneno.  
**MOTION CARRIED.**

Respectfully Submitted:

Approved:

  
Melissa Henry, Secretary

  
Rick Arceneaux, Chairman