

**APPROVED MINUTES**

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

**12:30 PM Tuesday, May 10, 2016**

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

**MINUTES**

- I. **Call to Order:** Meeting called to order by Chairman Gary Loftin.
- II. **Invocation and Pledge of Allegiance:** Dagmar Hebert gave the invocation and Gary Loftin lead the Pledge of Allegiance.
- III. **Roll Call:** Board members present were: Chairman Gary Loftin, Rick Arceneaux, Mark Graffeo, Malise Prieto, Mary Holmes, Tom Sullivan and David Boneno. Also present were: Debbie Hudnall, Attorney Sheri Morris, Laura Thomas, Chris Kershaw and Dagmar Hebert.
- IV. **Acceptance of Agenda:** Mark Graffeo moved to accept the agenda for May 10, 2016. Motion seconded by Rick Arceneaux. **MOTION CARRIED.**
- V. **Approval of Minutes:** Motion was made by Rick Arceneaux to approve the minutes of the February 2, 2016 meeting. Motion seconded by Tom Sullivan. **MOTION CARRIED.**
- VI. **Antares Update:** Laura Thomas reported that there are 37 activated parishes on the portal. There are now a total of 50 parishes participating in LCRAA. Antares and Debbie are working with the remaining parishes and their vendors to onboard those parishes to the portal. Laura reported that 17 million indices and 72 million names are accessible on the portal. There are 590 unique log-ins including 185 attorneys, 230 other and 120 unspecified. Antares continues to work with Venyu on performance tuning of the site. Gary questioned how the addition of new data to the portal will be handled by the server support host Venyu. Laura commented on the potential expense of the hosting with Venyu as the data on the portal expands. Malise Prieto questioned the promotion of the portal. Laura responded that Antares was ready to promote the portal along with the Clerks. Mark asked about the nightly upload process and if any parishes were having issues. Laura commented on one parish issue but it had been resolved.

Laura updated the Board on the status of the Marriage License implementation, commenting that Antares is progressing with this implementation and user acceptance testing was scheduled to begin this week. Antares is updating the import specification document and explained possible suggestions for the landing page of the portal to accommodate the new marriage license search ability.

**Import Process Change Proposal** – Tom Sullivan commented on the issue with Iberville Parish and repeating registry numbers. Cott is capturing a unique identifier and has provided a proposal of \$9,510 to change the software to include the unique identifier to resolve the issue with the Cott participating parishes. Debbie commented further on a duplicate registry number found in Terrebonne Parish.

DB

Antares presented change order #042016 which provides for the new field for the unique identifier for Cott parishes. The estimated completion time is 3 weeks with a cost of \$4,000.

There was further discussion on the possibility of this same issue occurring with the other vendors and how to approach the issue with the vendors.

Motion by Rick Arceneaux to approve the Cott proposal. Motion seconded by Tom Sullivan. **MOTION CARRIED.**

Motion by Mark Graffeo to approve Antares Change Order #042016. Motion seconded by Rick Arceneaux. **MOTION CARRIED.**

Debbie Hudnall reported on the status of working with the last two vendors to bring the remaining parishes onboard to the Portal.

Mary Holmes questioned if the Portal itself had a unique identifier on the back end. Laura will confirm with Cheryl Hambacher and advise the Board.

Mark reported to the Board on a request brought by an individual about expanding search criteria to allow for a date range only search. Debbie commented that this was also sent to the Contact Us email. There was discussion regarding expanding the search parameters. Mary commented on the specific nature of this request and the limitation of the portal. Laura will research further with Cheryl regarding the possibility of expanding the search parameters to have only a date range option without a name requirement.

There was discussion regarding the section/township/range field.

- VII. Financial Report:** Chris Kershaw reported as of April 30, 2016 total revenue of \$1,199,256 with total portal direct cost of \$247,345, grant program cost of \$216,988 and total expenses of \$283,314, leaving net income for the fiscal year of \$668,597 and total assets of \$1,882,580. Mary Holmes moved to receive the financial reports as presented. Motion seconded by Tom Sullivan. **MOTION CARRIED.**

**Budget Proposal:** Chris Kershaw presented an amended budget for the fiscal year 2015-2016 and a proposed budget for fiscal year 2016-2017. There was discussion regarding the opinion of the auditor that LCRAA does not have to advertise the budget. Attorney Sheri Morris' recommended that both the amended and proposed budget should be advertised. Malise then questioned about the return of user fees to the parish and Sheri Morris commented that the law does allow for the return of user fees to the member on a prorated share. Chris requested that the approval of the budgets be postponed until after the report of the grant committee.

- VIII. Report of Administrative Staff:** Debbie reported to the Board that the new incoming Clerks will have to sign new participation agreements. Attorney Sheri Morris will draft the new agreement to incorporate the marriage license amendment. This document will need to be signed as of July 1, 2106 when the Clerks' term begins.

DB

**Louisiana Clerks Remote Access Authority  
Board of Commissioners Meeting, May 10, 2016  
Page 3**

Debbie informed the Board about the Contact Us emails that have been received and that the Association staff, along with Antares is diligent in responding to the emails.

She further reported on the addition of two new parishes as of May 1, 2016, St. Mary and Tensas. There are 50 participating parishes as of May 1, 2016. David Boneno asked what the LBA may be able to do to encourage those parishes that have not yet joined. Debbie commented on the possibility that the remaining parishes are waiting for all of the issues to be sorted out before joining.

**IX. Grant Committee Report:** Chris Kershaw reviewed the status of the 2015 3<sup>rd</sup> and 4<sup>th</sup> quarter grants.

Tom Sullivan reported that 10 applications were received totaling \$274,948. He stated that there was \$68,501 of funds available to be awarded based on 20% of the 1<sup>st</sup> quarter revenues.

There was discussion regarding how the Clerks' term of office and completion of a grant project was considered in the recommendation. Debbie brought up discussion on the public bid laws and how this affects the grant application proposals. Sheri stated that the grant application should be amended to include information regarding the public bid laws. Malise Prieto moved that the grant application be amended to include instructions as to public bid law compliance and that applicant needs to submit proper documentation as to that compliance. Motion seconded by Rick Arceneaux. **MOTION CARRIED.**

It was recommended that the grants awarded at this meeting should be notified about the public bid compliance and the proper documentation required if applicable.

The committee recommends awarding grants to 8 of the 10 applicants in the amount of \$ 171,205.

Malise Prieto moved to approve the grant award for Jefferson Davis Parish in the amount of \$20,664 for Imaging and redaction services. Motion seconded by David Boneno. **MOTION CARRIED.** Rick Arceneaux abstained.

Mark Graffeo moved to approve the following 6 grant applications totaling \$113,791:

Concordia	\$14,845	Imaging and redacting
Madison	\$20,150	Imaging, indexing and redacting
Plaquemines	\$13,540	Correcting double imaging scanning (contingent upon completion prior to end of current Clerks term)
Red River	\$13,200	Redaction
St. Helena	\$26,056	Imaging and redaction
St. Martin	\$26,000	Imaging

Motion seconded by Tom Sullivan. **MOTION CARRIED.**

DB

**Louisiana Clerks Remote Access Authority  
Board of Commissioners Meeting, May 10, 2016  
Page 4**

Mary Holmes and Rick Arceneaux left the meeting. A quorum was still in affect with 5 of the 7 members still in attendance.

Tom Sullivan moved to approve a grant for West Carroll Parish in the amount up to \$36,750 for the procurement of an integrated records management application contingent upon meeting the minimum hardware and bandwidth requirements and subject to procurement law requirements. Motion seconded by Malise Prieto. **MOTION CARRIED.**

The remaining two applicants should be notified that their grants would require the Clerk to enter into a contract beyond their term of office which is not allowed by law and that the grant application could be resubmitted by the incoming Clerk for consideration during the next quarter.

- X. **Other Business:** Malise Prieto moved to increase the budgeted dollars available for grant awards to \$171,205 for the 2016 1st quarter grants and to approve the amended budget for the fiscal year 2015-2016. Motion seconded by Mark Graffeo. **MOTION CARRIED.**

Tom Sullivan moved to approve the proposed budget for the fiscal year 2016-2017. Motion seconded by David Boneno. **MOTION CARRIED.**

David Boneno moved that both the amended budget for 2015-2016 and the proposed budget for 2016-2017 be advertised as recommended by Attorney Sheri Morris. Motion seconded by Mark Graffeo. **MOTION CARRIED.**

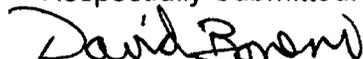
Debbie presented the audit proposal for the fiscal year end June 30, 2016 from Duplantier, Hrapmann, Hogan & Maher in the amount of \$3,950-\$4,320. Motion by Tom Sullivan to approve the audit proposal. Motion seconded by David Boneno. **MOTION CARRIED.**

Chairman Loftin requested that promotion of the LCRAA portal be added to the agenda for the August meeting.

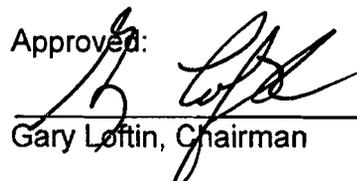
Chairman Loftin and Malise Prieto announced that this was their last meeting serving on the LCRAA Board as they will be retiring July 1, 2016. The Board thanked them for their service.

- XI. **Announcements:** Debbie announced that the next meeting will be held on Tuesday, August 9, 2016.
- XII. **Adjournment:** Motion by Mark Graffeo to adjourn. Seconded by David Boneno. **MOTION CARRIED.**

Respectfully Submitted:

  
\_\_\_\_\_  
David Boneno, Secretary  
5-13-16

Approved:

  
\_\_\_\_\_  
Gary Loftin, Chairman