

LOUISIANA CLERKS REMOTE ACCESS AUTHORITY (LCRAA)

1:00 pm TUESDAY, FEBRUARY 11, 2020

DoubleTree by Hilton 1521 W. Pinhook Road
Lafayette, Louisiana

PROPOSED MINUTES

- I. **Call to Order:** Meeting called to order by Chairman Rick Arceneaux.
- II. **Invocation and Pledge of Allegiance**
- III. **Roll Call:** Board members present were: Chairman Rick Arceneaux, Lynn Jones, Mark Graffeo, Jeff Skidmore, Melissa Henry, Mary Holmes, and David Boneno. Also present were: Dodi Eubanks, Gina Perrin, Cindy Meador, Debbie Hudnall, Attorney Sheri Morris, Laura Thomas with Antares, and Chris Kershaw.
- IV. **Acceptance of Agenda:** A motion was made by Jeff Skidmore to approve the agenda. Motion was seconded by Mark Graffeo. **MOTION CARRIED.**
- V. **Approval of Minutes:** A motion was made by Jeff Skidmore to approve the minutes of the meeting held on November 5, 2019. Motion seconded by Mark Graffeo. **MOTION CARRIED.**
- VI. **Antares Update:**
 1. **Portal Update:** Statistics were provided with total records available, registered users and searches. Increase in civil indices available. Faceted Search is working at quick speed and there has been wording adding regarding the best Internet browser to utilize.
 2. **Recording Software Update:** Laura Thomas provided an update on the recording software including both the in-office functionality and the online public access. At the previous meeting there was discussion regarding an interim solution for the online access, however, it was agreed to move forward with the final solution for the online access, eVaultLA. She also provided the Board with the new eVaultLA logo and a sample initial landing page for the new online access. Laura explained that there would be one log-in. Debbie further explained how parishes with different software programs and how this online access will allow for one subscription even with multiple software programs. There was discussion regarding the payment to the recording vendor. This landing page provides a link to access to each parish's own site. David Boneno asked if all 64 parishes would be linked on this landing page and Debbie responded that all Parishes would be listed with links. There was discussion regarding the flow through of payments for the services directly to the parishes through a 3rd party processor. Portal will not hold credit card information. There was additional discussion on how the subscription process works for those parishes participating in the recording software and those who are not participating. Melissa Henry asked about the security of the Clerks' data. Laura reviewed Antares security measures related to the public access site. Laura provided a current timeline of the parish implementation in Ascension, Rapides and St. Tammany including the online access. They are estimating Ascension's go-live date to be in March.

VII. Financial Report:

1. **Financials:** Chris Kershaw reported as of January 31, 2020, the total FYTD revenue was \$949,501 with total direct portal cost of \$484,850, grant program cost of \$153,857, administration expenses of \$66,969, leaving net income for the fiscal year of \$243,825 and total assets of \$4,605,433. Chris reported an off-balance sheet item of grant commitments of approx. \$560,000. He also reported that the first revenue sharing from Tyler Technologies had been received in the amount of \$120, but was not included on the financial statements. There was a motion to receive the financial report by David Boneno. The motion was seconded by Jeff Skidmore. **MOTION CARRIED.**

VIII. Report of Administrative Staff

1. **Participating Parishes** – Debbie reported that Acadia Parish will be joining LCRAA effective March 1, 2020. Debbie informed the Board that Orleans Parish has signed up but is in process with an issue regarding how they handle mortgage cancelations. There was discussion regarding the remaining parishes who do not participate.
2. **E-Filing Update** – Debbie informed the Board that several parishes are online with Tyler Technologies and accepting e-filing. Lynn mentioned Calcasieu Parish has done the preliminary testing and is soon to go live. There was discussion as to when the document is considered filed and local rulings. She also explained to the Board that Cott has finished the integration with their software and working with individual parishes.
3. **Renewal of Portal Contract** – Laura commented that the original contract from 2015 is up for renewal with Antares proposing a 10% increase in portal hosting and maintenance & support. This item will be taken up at the next meeting.
4. **Elections** – LCRAA members will be elected by the Clerks in March for the next term. Debbie reminded the Board the participation agreement provides the recommendation for the make-up of the Clerk members.
5. **Marketing Update** – Debbie and Davis demonstrated the faceted search at the recent BRITA meeting.
6. **Report to Legislature** – Debbie informed the Board that this report is due soon and will include those parishes who are not participating, as well as, the information available through the portal.

IX. Grant Committee Report

1. **Previous Quarters Grant Updates** – Chris Kershaw provided an update on the status of the previous quarter grants.

| | |
|-----------------|------------------------------------|
| a. Iberville | Projected completion February 2020 |
| b. West Carroll | Work in progress |
| c. Calcasieu | Projected completion February 2020 |
| d. Madison | Exhibit C received |
| e. Vernon | Projected completion February 2020 |
| f. Cameron | Projected completion February 2020 |
| g. St. Mary | Projected completion February 2020 |

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|-----------------|--|
| h. Catahoula | 80% complete |
| i. Richland | In process – waiting for vendor update |
| j. Natchitoches | In early stages of project |
| k. Beauregard | In early stages of project |
| l. Tensas | In early stages of project |

2. **2019 – 4th Quarter Grant Applications:** Mark Graffeo reported that the grant committee received 9 grant applications totaling \$485,892. The committee recommended awarding 3 grants and 3 partial grants for a total amount awarded of \$135,841. Mark reported that the funds available for grants was \$111,653.

The grant committee recommended the following grant applications for approval:

| | | |
|---------------|------------------|--|
| Tangipahoa | \$11,000 | Partial – Marriage Records – Scan, Index, Redact |
| Union | \$17,745 | Civil Name Index Repair |
| LaSalle | \$38,873 | Conveyance Records – Index and Redact |
| St. Helena | \$45,223 | Mortgage & Conveyance Records – Scan, Index, Redact from 2014-1995 |
| Pointe Coupee | \$9,000 | Partial – Redaction |
| Grant | \$14,000 | Partial – Mortgage & Conveyance – Scan, Index, Redact |
| TOTAL | \$135,841 | |

Mark informed the Board of the parishes not recommended to receive a grant award: Grant (Hardware), East Carroll (Marriage Records – Scan and Index), Iberia (Redaction)

A motion was made by Lynn Jones to approve the increase in grant funds available by \$24,188 to \$135,841. The motion was seconded by Melissa Henry. **MOTION CARRIED.**

The Grant Committee also brought to the Board the proposal to limit each parish to submit one grant per quarter. There was discussion regarding the process of quarterly grant requests submissions. A motion was made by Lynn Jones to limit the grant applications to one per parish per quarter. The motion was seconded by Mary Holmes. **MOTION CARRIED.**

There was discussion regarding pending grants and the time frame of when a project begins and then completed, as well as, the possibility of rescinding grants.

A motion was made by Mark Graffeo to approve the grant committee’s recommendation for a total of \$135,841 for the following parishes: Tangipahoa, Union, LaSalle, St. Helena, Pointe Coupee and Grant. The motion was seconded by David Boneno. **MOTION CARRIED.**

Debbie requested that the Board return to the Item VIII, 3. Renewal of Portal Contract. She informed the Board that Antares has maintained the portal hosting currently at \$14,376 per year for the last five years. Antares has proposed an increase of 10% guaranteed for a three-year term. The new cost would be \$15,804. Debbie also explained for maintenance and support LCRAA is currently paying \$1,100 per parish per year and Antares has proposed an increase to \$1,200 per parish per year. Debbie noted the addition of information on the portal since inception including marriage and civil records.

A motion was made by Lynn Jones to approve the renewal of the Antares contract effective March 1, 2020 for portal hosting and maintenance/support as presented for the three-year term. The motion was seconded by Jeff Skidmore. **MOTION CARRIED.**

X. Other Business:

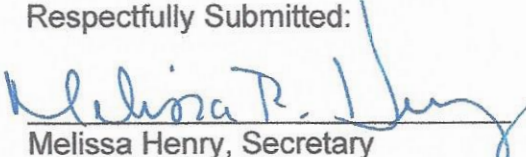
1. New Projects:

- a. Case Management – No update
- b. Criminal Search – No update
- c. Electronic Bulletin Board – Debbie explained to the Board that David Boneno had brought the idea of an electronic bulletin board. She mentioned that his idea was in line with proposed legislation regarding emergency closures the Clerks were propositioning this session. David commented on the bankers' want to utilize electronic technology to make processes more efficient and reaching a larger audience, i.e. foreclosures. He commented on the posting of legal notices on the bulletin board and the potential of what it could be used for regarding public notices, etc. Dodi Eubanks commented that her office utilizes an application that send notifications and suggested something like that statewide would be an excellent idea. There was discussion regarding publications in the newspapers. There was also discussion regarding subscriptions and the alerts you would like to receive. Laura Thomas explained that this electronic bulletin board could come underneath the eVaultLA with specific templates for the various notices. Laura explained the changes that would need to take place in order to develop this bulletin board. Phase 1 would be development of the bulletin board at a cost of \$30,000. Phase 2 would be the subscription notifications at a cost of \$20,000. David questioned the ability to google search of a public page and find the individual notices posted. There was discussion regarding legislation that may be required. There was also discussion about receiving notifications via text message as well.

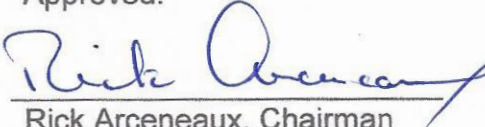
XI. Announcements: The next meeting will be Tuesday, May 12, 2020.

XII. Adjournment: A motion was made by David Boneno to adjourn. The motion was seconded by Mark Graffeo. **MOTION CARRIED.**

Respectfully Submitted:


Melissa Henry, Secretary

Approved:


Rick Arceneaux, Chairman