

LOUISIANA CLERKS REMOTE ACCESS AUTHORITY (LCRAA)

10:00 am WEDNESDAY, APRIL 22, 2020

Conducted via Videoconference

PROPOSED MINUTES

- I. **Call to Order:** Meeting called to order by Chairman Rick Arceneaux.
- II. **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 Susan Racca, Kim Turlich-Vaughan, Connie Desselle, Cindy Meador, Debbie Hudnall, Attorney Sheri Morris, Laura Thomas with Antares, and Chris Kershaw.
- III. **Acceptance of Agenda:** A motion was made by Jeff Skidmore to approve the agenda. Motion was seconded by Mark Graffeo. **MOTION CARRIED.**
- IV. **Antares Update:**
 1. **Recording Software Update** – Laura Thomas provided an update on eVaultLA. Ascension Parish is scheduled to go live on May 1st with the recording software. Antares has put together a quick user guide for eVaultLA. Rapides is in-line to be the next. She also explained that Antares can plan for demonstrations.
 2. **UCC Change Order** - Laura then presented the first change order for the recording software regarding UCC's, modifying the current workflow to account for change in intake procedures and assigning a UCC number. The UCC can be scanned and the system will generate a pdf the Clerk can use for the processing with the Secretary of State. The total change order cost is \$20,650, with a \$0.50 per UCC per Parish for Maintenance and Support, which goes into effect when the Parish is in production. After discussion, a motion was made by Mary Holmes to approve the change order as presented. The motion was seconded by Lynn Jones. **MOTION CARRIED.**
- V. **Financial Report:**
 1. **Financials:** Chris Kershaw reported as of March 31, 2020, the total FYTD revenue was \$1,193,920 with total direct portal cost of \$541,212, grant program cost of \$195,550, administration expenses of \$81,441, leaving net income for the fiscal year of \$375,717 and total assets of \$4,737,325. Chris reported an off-balance sheet item of grant commitments of approx. \$650,000. There was a motion to receive the financial report by Jeff Skidmore. The motion was seconded by Melissa Henry. **MOTION CARRIED.** He also informed the Board that preliminary work on the next fiscal year budget has started and the uncertainty of future recordings due to the current situation statewide.
- VI. **Report of Administrative Staff**
 1. **Participating Parishes** – Debbie Hudnall stated that Acadia Parish had joined LCRAA effective March 1st and that their indices had been uploaded to the portal. She also noted that both Lincoln and Morehouse have also joined effective April 1, 2020. There are only 2 parishes remaining to join: Ouachita and St. Landry. Debbie also informed the Board that the average number of recordings has decreased.

2. **E-Filing** – Debbie then reported on the additional parishes coming on board with e-filing with Tyler Technologies and that Cott has gone live with the software integration in Union to be followed by Plaquemines, Livingston and Tangipahoa. There would likely be an increase in e-filing due to the current situation.
 - a. **State Tax Appeal Court** - Debbie reported to the Board that she had been contacted by the attorney for the State Tax Appeal Court inquiring about joining the e-Filing software for the suits that are filed with the Taxing Board of Appeals. Debbie explained that there would be no additional cost but a potential revenue stream for LCRAA. Another case type would be created in the e-Filing system. The LCRAA Board would need to enter into an intergovernmental agreement with the State Tax Appeal Court. There was discussion regarding having those records available through the portal and the potential associated costs with doing so. The current request is to have the link for e-Filing through Tyler. After discussion, a motion was made by Lynn Jones to authorize the attorney to draft an intergovernmental agreement with the State Tax Appeal Court to incorporate service for e-Filing with Tyler Technologies. The motion was seconded by Melissa Henry. **MOTION CARRIED.**

3. **E-Recording**- Currently parishes utilize 3rd party vendors for e-Recording and those vendors collect a fee from the submitter. With Ascension Parish scheduled to go-live with the recording software on May 1st and E-Recording on June 1st, Debbie explained that there needs to be a discussion regarding an E-Recording fee. Debbie had contacted several Clerks and spoke with Attorney Sheri Morris and developed a possible fee and split structure for a \$3.00 total fee to E-Record, which would be paid by the submitter. Of that \$1.00 would be remitted to the Clerk, \$1.00 to Antares for support & maintenance and \$1.00 given as a credit to the Parish for each E-Recording applied to the monthly maintenance fee for the recording software. There was discussion regarding the proposed fee structure in comparison to the current 3rd party vendors. There was further discussion regarding the portion paid to Antares in addition to the cost already being paid for the development of the software. David Boneno commented on the need for a cap on the Antares' portion as the usage and volume increases. There was discussion of the need to have this in place for Ascension's go-live date. Debbie explained that these fees are not collected by the Clerk, but Antares would collect and handle the accounting and maintenance. Rick Arceneaux noted it also depends on the number of Clerks who choose to move to the recording software. There was discussion as to the mandated deadline for Clerks to be capable to E-Record and then re-evaluate after 6 months. A motion was made by Jeff Skidmore to approve the E-Recording fee and distribution structure as presented effective June 1, 2020 to be reviewed after a period of 2 years. The motion was seconded by David Boneno. **MOTION CARRIED.**

On behalf of her Association, Mary Holmes expressed appreciation to the Clerks for stepping up during this current COVID-19 situation to continue their operations and service to the public.

4. **Fees Discussion** – Debbie expressed to the Board concern over the current COVID-19 situation and the affect on Clerks' offices financially. She explained that many offices are struggling. After speaking with many Clerks, she has written a letter to the Governor to ask that Clerks be considered for any relief that may be provided by State/Federal funds. In order to help Clerks during this current time, she would like to recommend to the Board that the \$2.50 fee remitted by each parish to LCRAA be waived for one month. This would be the amount LCRAA would have collected in May for April recordings. Debbie stated that this number could potentially be less than the average normally collected if the number of recordings has decreased. After discussion, a motion was made by Mary Holmes to waive the LCRAA fee of \$2.50 submitted by each parish but each parish would continue to file the report for the month of April 2020. The motion was seconded by Jeff Skidmore. **MOTION CARRIED.**

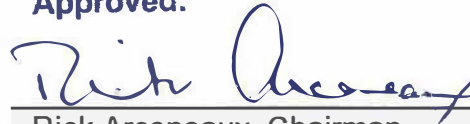
VII. **Announcements:** The next meeting will be Tuesday, May 12, 2020. There was discussion as to the possibility that this meeting should be rescheduled. Debbie noted that one grant application had been received so far but the deadline was April 30, 2020. The Association office will keep everyone notified of any changes to the meeting date.

VIII. **Adjournment:** A motion was made by Lynn Jones to adjourn. The motion was seconded by Melissa Henry. **MOTION CARRIED.**

Respectfully Submitted:


Melissa Henry, Secretary

Approved:


Rick Arceneaux, Chairman