

LOUISIANA CLERKS REMOTE ACCESS AUTHORITY (LCRAA)

10:00 am TUESDAY, MAY 12, 2020

Conducted via Video Conference

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, and Mary Holmes. Also present were: Kim Turlich-Vaughan Cindy Meador, Attorney Sheri Morris, Laura Thomas with Antares, Dagmar Hebert, Davis Silk and Chris Kershaw. ABSENT: David Boneno
- III. **Acceptance of Agenda:** A motion was made by Lynn Jones to approve the agenda. Motion was seconded by Melissa Henry. **MOTION CARRIED.**
- IV. **Approval of Minutes:** A motion was made by Mark Graffeo to approve the minutes of the meeting held on February 11, 2020. Motion seconded by Mary Holmes. **MOTION CARRIED.** A motion was made by Mark Graffeo to approve the minutes of the meeting held on April 22, 2020. Motion was seconded by Lynn Jones. **MOTION CARRIED.**
- V. **Antares Update:**
 1. **Portal Update:** Laura Thomas stated that Lincoln and Morehouse Parishes are now online. Antares continues to work with Orleans Parish's vendor to bring them online. She reported that Davis continues to help them with data clean up.
 2. **Recording Software Update:** Laura reported to the Board that Ascension Parish had gone live on May 1st with the recording software. She reported that they will apply the lessons learned with the first go live to subsequent parishes. There have been a few RS bugs/issues reported. She further reported on eVaultLA and the migration of Ascension's current subscription holders. Antares assisted Ascension in providing support to their customers with the new system.

Laura informed the Board that Rapides Parish had the payment process account created. She said that the index data and images have been imported and Antares is currently address one outstanding issue to correct. The target go live date for Rapides is July 1st. Laura further reported that St. Tammany's target go live date is September 1st. They are working with the parish on the configuration of the parish production site and the beginning of the migration efforts.

Laura reported that the e-recording piece is in development and testing. There was further discussion regarding eVaultLA and the user check-out experience being cumbersome. Antares is planning to make some tweaks to the process to enhance the user experience.
- VI. **Financial Report:**
 1. **Financials:** Chris Kershaw reported as of April 30,2020 the total FYTD revenue was \$1,322,324 with total direct portal cost of \$582,554, grant program cost of \$224,670, administration expenses of \$90,071, leaving net income for the fiscal year of \$425,029 and total assets of \$4,786,638. There was a motion to receive the financial

report by Jeff Skidmore. The motion was seconded by Lynn Jones. **MOTION CARRIED.**

2. **Audit Proposal:** Chris Kershaw presented to the Board a three-year audit proposal from Duplantier, Hrapmann, Hogan & Maher with a maximum audit fee of \$5,600/year. A motion to approve the proposal as presented was made by Jeff Skidmore. The motion was seconded by Mark Graffeo. **MOTION CARRIED.**
3. **Budget Proposal (Exhibit A):** Chris Kershaw then presented to the Board the proposed budget for fiscal year 2020-2021, including the prior year actual and amended budgets. All revenues and expenses are budgeted the exact same as the previous fiscal year except for the reimbursement to the Association, with a proposed increase from \$84,000 to \$120,000. Chris explained that increase reflects the additional work by the Association staff and expenses. There was discussion as to how that figure is calculated. A motion was made by Mark Graffeo to adopt the 2020-2021 Budget as presented. The motion was seconded by Lynn Jones. **MOTION CARRIED.**

VII. Report of Administrative Staff

1. **Participating Parishes:** Chris reported that Lincoln and Morehouse were now participating parishes. Also, a verbal commitment had been received from St. Landry Parish. The only remaining parish not participating is Ouachita.
2. **E-Filing Update:** In process with Tyler Technologies.
3. **E-Recording:** Update given during Antares update.
4. **eVaultLA – Trademark:** A copy of the eVaultLA logo was included in the Board books. Attorney Sheri Morris explained that her firm does not handle trademarks but that she had reached out to the firm, Baker Donaldson, and received a quote of a one-time fee up to \$5,000 for the trademark. She explained that it would be registered with the US Trademark office, as registering with just the State of Louisiana, does not offer the same protection. A motion was made by Jeff Skidmore to approve the proposal of the one-time fee of up to \$5,000 for the trademark of the eVaultLA logo. The motion was seconded by Mary Holmes. **MOTION CARRIED.** Mary Holmes suggested that the logo also be registered with the State of Louisiana.
5. **Personal Financial Disclosure** – Chris Kershaw reminded the Board members that their personal financial disclosures are due by May 15th.
6. **Legislation** – Chris updated the Board on HB 404 regarding the electronic bulletin board had moved through the House and was now in the Senate. Attorney Sheri Morris provided additional information on proposed drafted amendments that would be introduced on the Senate side.

VIII. Grant Committee Report

1. **Previous Quarter Grant Updates:** Chris Kershaw reported that Cameron, St. Mary and Union's grants had all been completed and paid. He had not reached out to the other parishes due to the current COVID-19 situation.

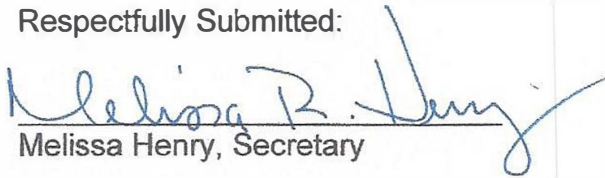
2. **2020 – 1st Quarter Grant Applications:** Mark Graffeo reported that the grant committee received 1 grant application from East Carroll Parish for approximately \$50,000 for marriage license scanning and indexing back to 1832. The committee had reached out to the Clerk to find out where the parish was for the mortgage and conveyance records. The Clerk explained that the mortgage records were not indexed prior to 2010. The Clerk agreed to withdraw the current grant and reapply in the quarter based on the committee's recommendation that she consider a different grant possibly for mortgage records next time. Chris Kershaw stated that the funds allocated for grants for the quarter would be rolled forward to the next grant period.

IX. **Other Business:** None.

X. **Announcements:** The next meeting will be Tuesday, August 11, 2020.

XI. **Adjournment:** A motion was made by Jeff Skidmore to adjourn. The motion was seconded by Lynn Jones. **MOTION CARRIED.**

Respectfully Submitted:


Melissa Henry, Secretary

Approved:


Rick Arceneaux, Chairman

LCRAA
 BUDGET (in whole dollars)
 FOR THE PERIOD JULY 1, 2020 THROUGH JUNE 30, 2021 with comparative data for prior year

	2019-2020 Original Adopted Budget	2019-2020 2/11/2020 Amended Budget	2020-2021 Proposed Budget
REVENUE:			
Recording Fees	\$ 1,400,000	\$ 1,400,000	\$ 1,400,000
Interest	70,000	70,000	70,000
Other Income - E-filing	10,000	10,000	10,000
TOTAL REVENUE	1,480,000	1,480,000	1,480,000
EXPENSES:			
PORTAL COST			
Design	300,000	300,000	300,000
Implementation, Intregation & Migration	310,000	310,000	310,000
Maintenance	100,000	100,000	100,000
Parish Connectivity	50,000	50,000	50,000
Professional Services	100,000	100,000	100,000
Hosting fees	30,000	30,000	30,000
Revenue Sharing Expense	5,000	5,000	5,000
TOTAL PORTAL COST	895,000	895,000	895,000
GRANT PROGRAM	420,000	446,646	420,000
ADMINISTRATIVE:			
Advertising	0	0	0
Audit	6,500	6,500	6,500
Attorney's Fees	30,000	30,000	30,000
Bank Fees	2,000	2,000	2,000
Bonds & Ins.	5,000	5,000	5,000
Meeting Expense	2,000	2,000	2,000
Postage	0	0	0
Printing	0	0	0
Promotional Expense	25,000	25,000	25,000
Reimb. Assoc.	84,000	84,000	120,000
Total Administrative Expenses	154,500	154,500	190,500
TOTAL GRANTS AND ADMINISTRATIVE EXPENSE	574,500	601,146	610,500
TOTAL COST	1,469,500	1,496,146	1,505,500
EXCESS OF REVENUES OVER EXPENSES	\$ 10,500	\$ (16,146)	\$ (25,500)
Beginning Fund Balance	\$ 3,875,151	\$ 4,322,997	\$ 4,306,851
Revenues	1,480,000	1,480,000	1,480,000
Expenditures	1,169,500	1,196,146	1,205,500
Capital Outlay	300,000	300,000	300,000
Ending Fund Balance	\$ 3,885,651	\$ 4,306,851	\$ 4,281,351