

# LOUISIANA CLERKS REMOTE ACCESS AUTHORITY (LCRAA)

10:00 am TUESDAY, AUGUST 11, 2020

Conducted by Video Conference

due to the Public Health Emergency declared in response to the threat presented by COVID 19-Meeting

## PROPOSED MINUTES

- I. **Call to Order:** Meeting called to order by Chairman Rick Arceneaux.
- II. **Administration of Oath of Office:** Attorney Sheri Morris administered the oath of office to Rick Arceneaux, Mark Graffeo, Lynn Jones, Jeff Skidmore, Melissa Henry and David Boneno. The LAILTA appointee has not yet been communicated to LCRAA.
- III. **Roll Call:** Board members present were: Chairman Rick Arceneaux, Lynn Jones, Mark Graffeo, Jeff Skidmore, Melissa Henry, and David Boneno. Also present were: Erin Hebert, Connie Desselle, Dana Benson, Arthur Morrell, Andy Anders, Carey Daste and Ashley Coco with Commerce Title, Attorney Sheri Morris, Laura Thomas with Antares, Dagmar Hebert, Davis Silk and Chris Kershaw.
- IV. **Election of Officers:** A motion was made by Jeff Skidmore that the following be nominated and elected as officers of LCRAA: Rick Arceneaux-Chairman, Lynn Jones-Vice Chairman, Melissa Henry-Secretary, Mark Graffeo-Treasurer. The motion was seconded by David Boneno. **MOTION CARRIED.**
- V. **Acceptance of Agenda:** A motion was made by Lynn Jones to approve the agenda. Motion was seconded by Melissa Henry. **MOTION CARRIED.**
- VI. **Approval of Minutes:** A motion was made by Mark Graffeo to approve the minutes of the meeting held on May 12, 2020. Motion seconded by Lynn Jones. **MOTION CARRIED.**
- VII. **Antares Update:**
  1. **Portal Update:** Laura Thomas stated that Ouachita and St. Landry had joined LCRAA as of July 1, 2020. All parishes are now participants. Orleans Civil is working with their internal staff to finalize the data uploads to LCRAA.
  2. **Recording Software Update:** Laura reported that Ascension Parish has been live since May 1, 2020. Antares is working to reimport some data. She reported that a demonstration to Jefferson Davis Parish had taken place and East Baton Rouge Parish would be participating in a demonstration on August 18<sup>th</sup>.
  3. **E-Recording:** Laura stated that the development effort is underway and expected to be finished by the end of August with implementation scheduled for September.
  4. **eVaultLA:** Laura reported that there are 601 registered users and provided a map of the geographical location of those users. All subscriptions are for Ascension Parish. Rapides is now set up as a merchant with the credit card processing vendor. Laura commented that the E-Recording functionality will be for those parishes who are using the LCRAA Recording software.

**VIII. Financial Report:**

1. **Financials:** Chris Kershaw reported as of June 30,2020 (provided to the auditors) the total FYTD revenue was \$1,428,713 with total direct portal cost of \$739,851, grant program cost of \$320,217, administration expenses of \$111,463, leaving net income for the fiscal year of \$257,182 and total assets of \$4,705,278. He then presented the financials for the month of July 2020 with revenues of \$159,523, with total direct portal cost of \$925, \$0 for the grant program, administrative expenses of \$11,301, for a net income of \$142,297 and total assets of \$4,839,683. There was a motion to receive the financial report by Mark Graffeo. The motion was seconded by Jeff Skidmore.  
**MOTION CARRIED.**

**IX. Report of Administrative Staff**

1. **Participating Parishes:** Debbie Hudnall reported that Ouachita and St. Landry had joined effective July 1, 2020 and Orleans Civil is still in the process of uploading data. She noted that the Board had approved a fee waiver for the month of May that totaled \$96,000.
2. **E-Filing Update:** She reported the number of e-Filings has steadily increased each quarter and to date LCRAA has received \$2,634 as a revenue share with Tyler Technologies.
  - a. **Cott Systems Contract Amendment:** Debbie presented to the Board an Amendment to the agreement with Cott for the integration of e-filing with Tyler Technologies into their software. The original contract has been completed and paid, however there was additional work required to integrate the case types for 9 parishes. This amendment is for an additional \$500/parish for that additional work. A motion was made by Lynn Jones to approve the Cott amendment as presented. The motion was seconded by Jeff Skidmore.  
**MOTION CARRIED.**
3. **Electronic Bulletin Board – Act 264:** Debbie reported that Act 264 became effective August 1, 2020 which provides for the ability to post emergency closures on an online electronic bulletin board. Debbie has spoken to Antares about the creation of this bulletin board on eVaultLA; however, the Association Executive Board is meeting for strategic planning meeting later in the month and would like to discuss the possibilities before finalizing agreement with Antares. She also commented on discussion with David Boneno regarding the legislation and opportunities to expand the notices available. She explained that temporarily a bulletin board would be created on the Association website and linked to eVaultLA. She also explained that the legislation clarifies when a pleading or filing is deemed filed when submitted electronically.

Debbie brought to the Board's attention that each parish's website is listed on eVaultLA.

Attorney Sheri Morris reported no current update on the trademark of LCRAA, which is being handled by a different law firm.

**X. Grant Committee Report**

1. **Previous Quarter Grant Updates:** Chris Kershaw provided updates on the following parishes with previously awarded grants: West Carroll, Calcasieu, Vernon, Richland, Beauregard, Tensas, Tangipahoa, and LaSalle. Chris brought to the Board's attention West Carroll's grant which is from the 3<sup>rd</sup> quarter of 2018. The Clerk had contacted the Association office regarding an issue with the work completed by the vendor and errors. The vendor has promised that the work completed is 80% accurate. The grant committee is concerned about awarding this vendor any additional grants as there has been previous substandard work from this same vendor. The vendor is pushing the parish to accept the work as completed. Attorney Sheri Morris stated that the parish should not accept the work as completed as 80% is not acceptable. There was discussion about other vendors who do the same type of work. There was further discussion about vendor who receives the parish grant work and subcontracting to outside sources. Sheri explained that the LCRAA grant application can include a provision that either subcontractors must be disclosed or that they are prohibited. There was also discussion about setting a quality control standard and having an audit procedure for review of completed projects establishing a percentage of accuracy for payment of the grant to the Parish. Attorney Sheri Morris asked to review the contract from the West Carroll vendor and samples of the errors found before sending a letter to the vendor regarding the issue with the work product.
  
2. **2020 – 2nd Quarter Grant Applications:** Mark Graffeo reported that the grant committee received 3 grant applications as listed below:

East Carroll	\$ 42,606	Scan and Index Mortgage Records
Union	\$ 41,035	Conversion of Original Index Books to Regular Index Fields
Winn	\$109,819	Indexing, Imaging and Redaction of Conveyance Books and Import Fee
Total	\$193,460	

Mark commented that the committee agreed that all the grant projects were legitimate but the issue with that particular vendor caused some concern on the West Carroll grant. The committee would like to see some assurances on the percentage of accuracy before the grant is paid. Rick Arceneaux stated that the grants should be approved with a contingency subject to 95% indexing accuracy subject to Clerk's indexing audit. A motion was made by Mark Graffeo to approve the grants in the amount of \$193,460 and include the language contingent upon 95% indexing accuracy subject to Clerk's indexing audit. The motion was seconded by Jeff Skidmore. **MOTION CARRIED.**

Chairman Rick Arceneaux thanked the grant committee and Association staff for their work on the grants.

**XI. Other Business:** None.


XII. **Announcements:** The next meeting will be Tuesday, November 10, 2020.

XIII. **Adjournment:** A motion was made by Jeff Skidmore to adjourn. The motion was seconded by Mark Graffeo. **MOTION CARRIED.**

Respectfully Submitted:

  
Melissa Henry, Secretary

Approved:

  
Rick Arceneaux, Chairman