

APPROVED MINUTES

LOUISIANA CLERKS REMOTE ACCESS AUTHORITY (LCRAA)

12:30 PM Tuesday, February 2, 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:** Jason Harris gave the invocation and Rick Arceneaux lead the Pledge of Allegiance.
- III. **Roll Call:** Board members present were: Chairman Gary Loftin, Rick Arceneaux, Mark Graffeo, Malise Prieto, Mary Holmes and Tom Sullivan. Also present were: Debbie Hudnall, Chris Kershaw, Attorney Sheri Morris, Laura Thomas, Kim Turlich-Vaughan, Carol Roberts, and Jason Harris.
- IV. **Acceptance of Agenda:** Rick Arceneaux moved to amend the agenda, Item number VIII, to allow for discussion on the election of officers. Motion seconded by Mark Graffeo. **MOTION CARRIED.**
- V. **Approval of Minutes:** Motion was made by Tom Sullivan to approve the minutes of the November 10, 2015 meeting. Motion seconded by Rick Arceneaux. **MOTION CARRIED.**
- VI. **Antares Update:** Laura Thomas informed the Board of a structural change with Antares and their previous partnership with Ram Ware. She also reported that she presented the portal to the LA Bankers Association. She informed the Board that 15 of the 45 parishes are set up and activated in the system. 11 of the 15 are live for record searches. Antares continues to work with the vendors to bring the remaining parishes online. She commented that there are over 6.8 million records now available online. Antares has increased storage space of the portal to maximize search performance. Laura further commented on the site usage and statistics. Tom Sullivan commented on the email the parish receives regarding the upload and its success or if there are any errors.

Laura presented three change orders to the Board:

(1) Record Available begin date (Change Order #0202016-3) – provides Clerk to manually enter beginning date of records available for search on the Clerk Administration Page. Antares anticipates a three week timeline to complete with a cost of \$8,615. Debbie commented that she has requested the vendors cease uploading records until this fix can implemented to prevent any further issues. Motion was made by Malise Prieto to approve Change Order #0202016-3. Motion was seconded by Mark Graffeo. **MOTION CARRIED.**

(2) Mobile Device (8" Screens) and Portal Enhancements (Change Order #02022016-2)- provides for display on tablet devices. This does not include smart phones. Also provides for enhancement on the capture and display of import errors, adds record count per index per parish to the LCRAA Parish admin page, and removes the caching to make activation and records available immediately without time delay. Antares

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anticipates a four week timeline to complete with a cost of \$12,780. Mary Holmes questioned if there were any security features regarding log-ins on multiple devices. Motion was made by Tom Sullivan to approve Change Order #02022016-2. Motion seconded by Rick Arceneaux. **MOTION CARRIED.**

(3) Marriage License Enhancements (Change Order # 02022016) – provides for addition of Marriage License support and enhancements to the portal to provide the marriage license indices only. Antares will have to update schema to accommodate required fields, import document, process and search. Antares anticipates an eight week timeline to complete with a cost of \$25,000 and an increase support fee of \$100 per participating parish per year. There was discussion regarding the date range search criteria. Chairman Loftin asked the Attorney regarding the current Participation Agreement and what affect the Marriage License enhancement will have on the agreement. Attorney Sheri Morris commented that the current agreement only includes conveyance and mortgages, but does contain a provision to modify the agreement. There was discussion regarding an amendment and minimum number of participants for this enhancement. Motion by Tom Sullivan to authorize an addendum to the Participation Agreement to allow for Clerks to add Marriage License indices to the LCRAA site and upon receiving the signed addendum of two-thirds of current participants, the staff is authorized to execute Change Order #02022016. Motion seconded by Mary Holmes. **MOTION CARRIED.**

- VII. Financial Report:** Chris Kershaw reported as of January 31, 2016, total revenue of \$849,347 with total portal direct cost of \$137,854, grant program cost of \$72,559 and total expenses of \$121,990, leaving net income for the fiscal year of \$589,503 and total assets of \$1,643,260. Rick Arceneaux moved to receive the financial reports. Motion seconded by Mark Graffeo. **MOTION CARRIED.**

Dual Signature Requirement: Mark Graffeo commented on the current \$2,500 dual signature requirement. There was discussion regarding the dollar amount and requirement. Tom Sullivan moved the dual signature requirement be increased to \$10,000. Motion seconded by Mark Graffeo. **MOTION CARRIED.** Two Nay Votes – Holmes and Prieto.

Non-Clerk Reimbursements: Debbie Hudnall presented a sample expense form for non-Clerk Board members to be reimbursed for expenses associated with attending the Board meetings. There was discussion regarding a proposed policy. Motion by Tom Sullivan to allow for non-clerk member reimbursement of expenses in accordance with the State travel policy. Motion seconded by Mark Graffeo. **MOTION CARRIED.** Mary Holmes abstained.

- VIII. Report of Administrative Staff:** Debbie commented on the addition of three new parishes to LCRAA: Claiborne, Rapides and Terrebonne. The current participant number is 48 parishes. Debbie reported on the ongoing work to get all the participating parishes online. Mark asked about the status of those parishes who do not have records online and Debbie commented on the next phase of adding the deep link. Debbie read to the Board several of the Contact Us emails that have been received.

Debbie informed the Board regarding the Election of the Commissioners. The current term for Clerk members expire June 30, 2016, as well as Mary Holmes. The Clerk

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Commissioners have to be elected by the LCRAA participants. There was discussion as to the nomination of candidates, as well as, when and where the election should be held. The Board directed Debbie to send out an email notification to the LCRAA participants regarding the election to be held upon adjournment of the Clerks Only Meeting during the 2016 Clerks Conference and the deadline to submit nominations.

IX. Grant Committee Report: Chris Kershaw reviewed the status of the 3rd quarter grants awarded.

Tom Sullivan reviewed the criteria the Grant committee considers when reviewing the applications received. There were 15 applications received totaling \$360,375. He stated that there was \$7,426 of carry over funds from the previous quarter and \$68,501 based on 20% of the 4th quarter revenues. The Grant committee recommended increasing the percentage of funds available to distribute for Grants from 20% to 40%. Tom Sullivan moved that the percentage of funds available to distribute for grants be increased from 20% to 40% for this quarter only. Motion seconded by Mary Holmes.
MOTION CARRIED.

The committee reviewed the 15 applications received during an open meeting the previous day and recommended awarding grant funds to 8 of the 15 parishes.

The committee recommended awarding \$144,429 in grants for the 4th quarter.

Tom Sullivan moved to approve the grant award of \$15,000 for St. Tammany Parish. Seconded by Mark Graffeo. **MOTION CARRIED.** Malise Prieto abstained.

Mark Graffeo moved to approve the following 7 grant applications totaling \$129,429:

Beauregard	\$ 17,375
East Carroll	\$ 14,019
Iberville	\$ 32,633
LaSalle	\$ 27,890
Union	\$ 4,012
Washington	\$ 30,500
West Feliciana	\$ 3,000

Motion seconded by Rick Arceneaux. **MOTION CARRIED.**

Chairman Loftin had to leave the meeting and turned the meeting over to Vice Chairman Rick Arceneaux.

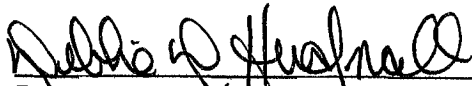
Mark Graffeo further encouraged LCRAA participants to apply for grants in order that more records can be made available on line through a certain date statewide. There was further discussion regarding criteria and maintaining the applications that were not approved on file to be considered during the next quarter with the requirement to update financial statement information. Debbie will send letters to those who were not

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approved notifying them of the updated financial statement requirement for next quarter. Debbie also informed the Board of how grant award payments will be distributed.

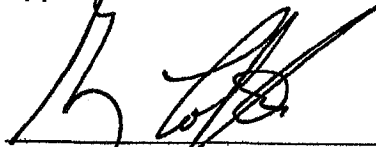
- X. Other Business:** None
- XI. Announcements:** Debbie announced that the next meeting will be held on Tuesday, May 10, 2016.
- XII. Adjournment:** Motion by Mark Graffeo to adjourn. Seconded by Mary Holmes.
MOTION CARRIED.

Respectfully Submitted:



Debbie D. Hudnall, Executive Director

Approved:



Gary Loftin, Chairman