

LOUISIANA CLERKS REMOTE ACCESS AUTHORITY (LCRAA)

12:30 PM Tuesday, February 20, 2018

**10202 Jefferson Highway, Building A
Baton Rouge, Louisiana**

APPROVED MINUTES

- I. **Call to Order:** Meeting called to order by Chairman Rick Arceneaux.
- II. **Invocation and Pledge of Allegiance:** Mark Graffeo gave the invocation and Rick Arceneaux led the Pledge of Allegiance.
- III. **Roll Call:** Board members present were: Chairman Rick Arceneaux, Mark Graffeo, Lynn Jones, Tom Sullivan, David Boneno and Mary Holmes. Also present were: Debbie Hudnall, Attorney Sheri Morris, Cheryl Hambacher, Chris Kershaw, Davis Silk, and Dagmar Hebert.
- IV. **Acceptance of Agenda:** Motion was made by Mary Holmes to accept the agenda as presented. Motion was seconded by Mark Graffeo. **MOTION CARRIED.**
- V. **Approval of Minutes:** Motion was made by Mark Graffeo to approve the minutes of the November 9, 2017 meeting. Motion seconded by David Boneno. **MOTION CARRIED.**
- VI. **Antares Update:** Cheryl Hambacher reported on an increase of portal log-ins for the month of January, showing steady growth of the portal. She also reported that there was fewer contact us emails with issues. She provided an update on the civil records change order with Antares reaching out to the vendors on the import. Debbie reported that an agreement could not be reached with Software & Services on the Civil records. Cheryl reported on the implementation of the advanced search functionality. Both the Civil record import and the advanced search will be ready for testing soon. Cheryl reported on the password reset frequency and after discussion the Board requested that the password reset should not be removed. Cheryl also commented on appreciative feedback received from users through the contact us emails.

Promotion of LCRAA: Cheryl introduced Matt Preuett, a marketing executive with Antares and presented the Board with a change order regarding marketing and promotion of the portal. Matt then gave a presentation explaining to the Board the tracking ability of Google Analytics and ad campaigns. There was discussion regarding how to pinpoint the target audience of the portal. Motion was made by Mark Graffeo to accept the change order with a maximum cost of \$12,500. Motion seconded by Lynn Jones. **MOTION CARRIED.** David Boneno asked if status reports would be provided. Matt stated that a status report would be provided every 2 weeks.
- VII. **Financial Report:** Chris Kershaw reported as of January 2018 total FYTD revenue of \$792,921 with total portal direct cost of \$61,663, grant program cost of \$271,341, administration expenses of \$60,567, leaving net income for the fiscal year of \$399,350 and total assets of \$3,479,711. Motion by Tom Sullivan to receive the financial report. Motion seconded by Mark Graffeo. **MOTION CARRIED.**

VIII. Report of Administrative Staff:

1. Approval of Attorney: Debbie Hudnall informed the Board that Attorney Sheri Morris is no longer with Roedel Parsons. She is now with the firm Daigle, Fisse, Kessenich with an office located on Bluebonnet Blvd. Due to the fact that LCRAA is a governmental entity, the attorney contract has to be reviewed and approved by the Attorney General. Sheri commented on a change in the cancellation terms with an immediate effect no longer requiring a 30 day notice. She is waiting on the required wording to update the contract for LCRAA. Mary Holmes asked about the termination of the contract with the prior law firm. Motion by Tom Sullivan to retain Sheri Morris with the law firm of Daigle, Fisse and Kessenich and approval of the appropriate contract and resolution as provided by Attorney Sheri Morris. Motion was seconded by Lynn Jones. **MOTION CARRIED.**

2. Participating Parishes: Debbie reported that several of the original participating parishes are now online or will soon be online including West Carroll and Richland.

IX. Grant Committee Report:

(1) Previous Quarters Grant Update: Chris Kershaw provided an updated for each outstanding previous quarter grant.

a. Concordia: Payment of 90% has been made, however the parish has submitted another grant requesting additional funds to complete the project started in the original grant.

b. Red River: Grant has been completed since agenda was finalized.

c. Richland: Parish was awarded a \$61,000 grant in February 2017. There has been no payments made on the grant and an update was received that the project is moving along and close to being completed.

d. St. Helena: There were issues with data. The original check was issued for payment but never sent. The auditors required a reversal of the check on the books. The grant committee recommends that the grant be rescinded.

e. Tensas: There has been a partial payment; However, the vendor and clerk are in a stale mate. The grant committee recommends that the grant be rescinded.

f. West Carroll: The grant is approximately 90% complete with a balance of \$34,000. Clerk states that the project should be completed in March.

Tom Sullivan commented on a trend with a particular vendor not doing due diligence on estimating a project and then requesting new grants to complete projects from previously awarded grants. Attorney Sheri Morris commented on sending a letter to those parishes with unresolved grants providing a time period to resolve the grant, requiring them to respond and notify the vendor involved that if the grant is not resolved in that given time period, the grant would be revoked. A motion was made by David Boneno to authorize Attorney Sheri Morris to prepare and send a letter to St. Helena Parish and Tensas Parish advising that they have 30 days to resolve their outstanding grants or the grants will be revoked for failure to complete timely. Motion was seconded by Tom Sullivan. **MOTION CARRIED.**

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(2) 2017 – 4TH Quarter Grant Applications: Tom Sullivan reported that the grant committee received 7 grant applications totaling \$332,859. The committee recommended awarding grants to 4 of the 7 applicants in the amount of \$106,300.

There was discussion on the increase in grant applications for redaction services and that many of the software vendors have the technology in their software for redaction.

The Grant Committee recommended the following 4 grant applications for approval:

Tangipahoa	\$ 23,200	Imaging and Redaction of Marriage Licenses
Washington	\$ 5,250	Redaction of Marriage Licenses
Iberia	\$ 64,100	Indexing of Conveyance Records
Sabine (partial)	\$ 13,750	Redaction of Mortgage and Conveyance Records
TOTAL	\$106,300	

Tom reviewed the remaining 3 grants: (1) Concordia was not recommended for approval because the parish has an outstanding grant that is not yet completed.

(2) East Carroll's grant request was not approved to correct data from a previously paid grant. (3) Vermilion was not recommended based on the need for further clarification of the project.

Motion was made by Mark Graffeo to approve the grant committee's recommendation to award the grants to Tangipahoa, Washington, Iberia and Sabine (partial) for a total of \$106,300. Motion was seconded by David Boneno. **MOTION CARRIED.**

A motion was made by Tom Sullivan to increase the amount of grant funds available for the 4th quarter from \$65,920 to \$106,300. Motion was seconded by Lynn Jones. **MOTION CARRIED.**

There was further discussion regarding Concordia's grant request being more like a change order to their outstanding grant. A motion was made by Mark Graffeo to send letter to Concordia to explain that the amount due on the outstanding grant will not be paid until proof it is completed and that no additional grants will be awarded pending the resolution of the outstanding grant. Motion was seconded by Lynn Jones. **MOTION CARRIED.**

The Board requested that the vendor's be copied on the letters sent to the parishes with unresolved grants.

(3) Grant Program: Chris Kershaw presented a change to the grant application form page 5 requesting additional certification that the Clerk has completed all sections of the application and attached the proper documentation. A motion was made by David Boneno to approve the revisions to the grant application. Motion was seconded by Tom Sullivan. **MOTION CARRIED.**

Mark asked if there was a way to standardize the imaging and redaction costs that the LCRAA grants could provide for. Sheri stated that you could request a vendor's cost and have LCRAA select preferred vendors. There was discussion regarding the different vendor agreements for imaging services and the charging of higher import fees to use an alternate vendor for imaging services. There was a request by the Board to gather the information received from the grant applications regarding those vendor fees.

Other Business

1. New Projects:

(a) Recording Software RFP - Debbie presented to the Board that the Jefferson Parish Clerk has offered to provide LCRAA with his recording software package along with the e-recording module. Debbie stated that there are many Clerks that are interested in this and that a site visit was made to Jefferson Parish to observe the software. Attorney Sheri Morris recommended that an RFP be issued because the software would need modifications, maintenance and support. There was discussion regarding the uniformity of practices. There was further discussion regarding the law governing LCRAA and how this could be incorporated, as well as, the e-recording requirement established in the previous year's recording fee legislation. Discussion continued on the need to define the project including a "base" model version and three parishes who have volunteered to be test parishes. A motion was made by Lynn Jones to authorize Attorney Sheri Morris to draft an RFP regarding the development, modification and support of the e-recording software and for LCRAA to cover the administrative and advertising costs for the RFP. Motion was seconded by Tom Sullivan. **MOTION CARRIED.**

(b) Intergovernmental Agreement – Jefferson Parish Clerk – Debbie explained that the software cannot be provided for free from the Jefferson Parish Clerk's office and that LCRAA should enter into an intergovernmental agreement with them possibly providing space at the Association office in the event of an emergency and/or a waiver of the LCRAA remittance fee for a period of time for the software. LCRAA should be entitled to modify the software and they would offer the modifications to Jefferson Parish. A motion was made by Mark Graffeo to have Attorney Sheri Morris draft the Intergovernmental agreement with Jefferson Parish Clerk. Motion was seconded by Mary Holmes. **MOTION CARRIED.**

(c) E-Filing Intergovernmental Agreement – Orleans Parish Civil Clerk – Debbie reported that a committee had been appointed by the Legislature during the previous legislative session to research E-Filing. Lynn Jones is the Chairman of the committee and it has met several times. The committee has reviewed several e-filing software programs including Orleans Parish. Clerk Dale Atkins has offered to give the software to LCRAA. Debbie would like to get this agreement in place as soon as possible. Sheri has drafted the agreement providing use of the Association office in the event of an emergency and waiver of LCRAA remittance fee for a period of time. LCRAA should be entitled to modify the software and they would offer any modifications made by LCRAA to the Orleans Parish Civil Clerk.

A motion was made by Lynn Jones to enter into the agreement with the Orleans Parish Civil Clerk. Motion was seconded by Tom Sullivan. **MOTION CARRIED.**

(d) Case Management – There was discussion regarding the case management software also offered by the Jefferson Parish Clerk and that Lynn Jones has offered the case management software developed in his office and would provide a demonstration in the coming weeks.

(e) Criminal Search – Debbie brought to the Board's attention the requirement of Clerks' offices to send cases and dispositions to the Supreme Court including 10 data elements that are reported to NICS and the State Police for criminal background checks for firearm purchases. There are current vendors i.e. Lexis Nexis who are already paying different Clerks' offices for this data. Debbie presented the idea that Clerks could provide these 10 data elements to LCRAA and it could be a revenue source for LCRAA to provide this information for a fee and then could be dispersed back to the Clerks based on the number of records provided. She explained that there was a company currently doing something similar with state contracts. Attorney Sheri Morris is researching as to whether or not an RFP would be required. There was discussion regarding exploring this opportunity. A motion was made by Lynn Jones to forward with the ability to incorporate the 10 data elements searchable through the LCRAA Portal. Motion was seconded by Mark Graffeo. **MOTION CARRIED.**

X. Announcements:

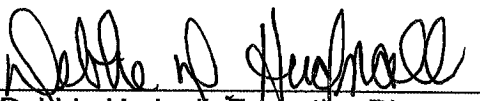
(1) Future Meetings: The next meeting scheduled for May 8, 2018 will be cancelled as it conflicts with the annual Clerks Conference. Proposed future meeting dates will be emailed to the Board Members.


(2) Election of Board: Debbie reminded the Board that the election for the 5 clerk members of LCRAA will be held at the upcoming May conference.

XI. Adjournment: Motion by Mark Graffeo to adjourn. Seconded by Tom Sullivan. **MOTION CARRIED.**

Respectfully Submitted:

Approved:


Debbie Hudnal, Executive Director


Rick Arceneaux, Chairman