

LOUISIANA CLERKS REMOTE ACCESS AUTHORITY (LCRAA)

12:30 pm TUESDAY, AUGUST 13, 2019

**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**

- III. **Roll Call:** Board members present were: Chairman Rick Arceneaux, Lynn Jones, Mark Graffeo, Melissa Henry, and Mary Holmes. Also present were: Debbie Hudnall, Attorney Sheri Morris, Laura Thomas and Cheryl Hambacher with Antares, Cindy Meador, Davis Silk, and Dagmar Hebert.

Absent: Jeff Skidmore and David Boneno

- IV. **Oath of Office:** Rick Arceneaux administered the Oath of Office to Mary Holmes.

- V. **Acceptance of Agenda:** A motion was made by Lynn Jones to approve the agenda. Motion was seconded by Mark Graffeo. **MOTION CARRIED.**

- VI. **Approval of Minutes:** A motion was made by Mark Graffeo to approve the minutes of the meeting held on May 14, 2019. Motion seconded by Lynn Jones. **MOTION CARRIED.**

- VII. **Antares Update:**
 1. **Portal Update:** Cheryl Hambacher provided an update on the portal including an update of parishes coming on board and upload issues. She commented on the increase in out-of-state users. Laura Thomas introduced an enhancement to the search functionality of the portal called a faceted search. Cheryl commented on the updated technology used to drive this search function and presented to the Board a sample mock-up of the search landing page. There was discussion regarding the facets and search parameters, the ability to set favorites and the difference between the current search functionality and the broader range of information the faceted search can provide quickly. Laura presented a three phase work order with a cost of \$27,000 and no change to the monthly maintenance fee paid to Antares. There was additional discussion on the layout of the final search landing page. Cheryl stated that the timeline has not yet been developed for the project but that a final view of the search page would be provided for approval prior to implementation. A motion was made by Lynn Jones to accept the change order for the faceted search enhancement. The motion was seconded by Melissa Henry. **MOTION CARRIED.**

 2. **Recording Software Update:** Laura reported on the recording software development schedule with the core application scheduled to be completed by August 9th, e-Recording development by September 2019 and the planning process for the data migration beginning September 2019 for Ascension Parish. She commented on the flexibility of the implementation schedule. Laura commented

further on the security policy and disaster recovery along with the newer technology used on the Google platform.

VIII. Financial Report:

1. **Financials:** Debbie Hudnall reported as of June 30, 2019, the total FYTD revenue was \$1,496,708 with total direct portal cost of \$596,902, grant program cost of \$570,568, administration expenses of \$136,141, leaving net income for the fiscal year of \$193,097 and total assets of \$3,890,149. Debbie also commented on the increase in interest income. She further reported as of July 31, 2019, the total FYTD revenue \$159,753, with total direct portal cost of \$36,339, grant program cost of \$50,000, administration expenses of \$8,723, leaving a net income for the first month beginning the fiscal year of \$64,691. She noted that it was a timing difference in the receipt of two parishes monthly remittances that reflected the increase in the fees received in July. There was a motion to receive the financial report by Mary Holmes. The motion was seconded by Melissa Henry. **MOTION CARRIED.**

Debbie provided further information in regards to the Budget Act and LCRAA. The fund's auditors confirmed that LCRAA does not fall under the guidelines of the Budget Act.

IX. Report of Administrative Staff

1. **Participating Parishes** – Debbie reported that Avoyelles Parish plans to join at the end of year. She also stated that St. Landry Parish expressed an interest in the e-filing but is not a current participant of LCRAA.
2. **E-Filing Update** – Debbie informed the Board that 19 parishes had signed the participation agreement. Debbie stated Calcasieu Parish is assisting with developing the standard document types. Tyler Technologies is continuing the development of this project.
3. **Civil and Probate** - Debbie stated that two additional parishes now had the Civil indices online through the portal.
4. **Marriage Record Update** – No update at this time.

X. Grant Committee Report

1. **Previous Quarters Grant Updates** – In Chris Kershaw's absence, Debbie Hudnall and Davis Silk provided the following updates available on the previous quarter grants:

Tensas	Expected go-live date August 11th/12th
Calcasieu	In progress – working with Cott
Cameron	Within 30 days of completion

There were no current updates available on the following parishes: St. Bernard, LaSalle, Iberville, West Carroll, Madison, Union, and Vernon.

2. **2019 – 2nd Quarter Grant Applications:** Mark Graffeo reported that the grant committee received 9 grant applications totaling \$331,312. The committee recommended awarding 4 grants for a total amount awarded of \$115,437. Debbie reported that there are approximately \$103,295 in grant funds available.

The grant committee recommended the following grant applications for approval:

St. Mary	\$ 38,260	Scan, Redact, Index Conveyances
Catahoula	\$ 17,697	Hardware
St. John	\$ 9,300	Website and Document Linking
Richland	\$ 50,180	Scanning and Redaction Conveyances
TOTAL	\$115,437	

Mark informed the Board of the parishes not recommended to receive a grant award: East Carroll (marriage records), Sabine – 2 grants (redaction), Terrebonne (indexing and redaction), and Beauregard (indexing).

A motion was made by Lynn Jones to approve the grant committee's recommendation for the following parishes: St. Mary, Catahoula, St. John and Richland; and to approve the increase in grant funds available to \$115,437. The motion was seconded by Mark Holmes. **MOTION CARRIED.**

XI. Other Business:

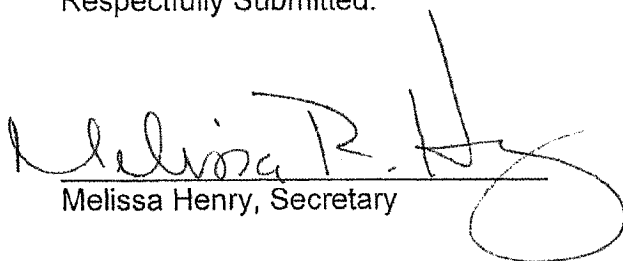
1. New Projects – Debbie stated that there is no update at this time on Case Management or Criminal Search projects

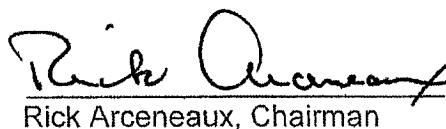
XII. Announcements: The next meeting will be Tuesday, November 12, 2019.

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

Respectfully Submitted:

Approved:


Melissa Henry, Secretary


Rick Arceneaux, Chairman