

**LOUISIANA CLERKS REMOTE ACCESS AUTHORITY (LCRAA)**

**12:30 pm TUESDAY, NOVEMBER 13, 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**
- III. **Oath of Office:** Chairman Arceneaux administered the oath of office to David Boneno.
- IV. **Roll Call:** Board members present were: Chairman Rick Arceneaux, Lynn Jones, and Ronny Champlin and David Boneno. Also present were: Debbie Hudnall, Attorney Sheri Morris, Laura Thomas and Cheryl Hambacher with Antares, Auditor Terri Kitto, Chris Kershaw, Davis Silk, and Dagmar Hebert.  
  
Absent: Mark Graffeo, Melissa Henry, Tom Sullivan
- V. **Acceptance of Agenda:** A motion was made by Ronny Champlin to approve the agenda. Motion was seconded by Lynn Jones. **MOTION CARRIED.**
- VI. **Approval of Minutes:** A motion was made by Lynn Jones to approve the minutes of the meetings held on August 14, 2018. Motion seconded by Ronny Champlin. **MOTION CARRIED.**
- VII. **Antares Update**
  1. **Recording Software Update:** Cheryl Hambacher reported that six of the deliverables have been approved with several in progress. She is projecting that all twelve documents will be completed by mid-December. She explained the functionality and security technology. She commented on the progress of the team of four developers. Debbie Hudnall also commented on the weekly phone conferences and the input from participating parishes.
  2. **Portal Update:** Laura Thomas reported on the 12 parishes online with civil records. Antares is still working with Cott to bring more parishes online. Cott provided Antares with a list of parishes choosing not to participate with Civil indices. Debbie also reported that there is still no contract with Software & Services for the Civil records. There was discussion regarding the deep linking and how the parish day rate will function with the addition of civil records. Laura also reported on the increase in users and the search optimization.
- VIII. **Financial Report:**
  1. **Audit Report (on file in office):** Terri Kitto with Duplantier, Hrapmann, Hogan and Maher presented the audit report for fiscal year ended June 30, 2018. She stated that the financials are fairly presented and LCRAA received the highest and cleanest opinion. She stated that there were no findings or deficiencies in internal controls and no compliance issues. She also reported on the on the Agreed upon Procedures audit as required by the Legislative Auditor. She stated that the auditors were required to audit only those with findings from the previous audit in

regards to policies and procedures. Terri stated that there were no findings for the fiscal year ended June 30, 2018.

A motion was made by David Boneno to accept audit report as presented for the fiscal year ended June 30, 2018. The motion was seconded by Ronny Champlin. **MOTION CARRIED.**

- a. Compliance Questionnaire – Debbie Hudnall presented the compliance questionnaire as required. A motion was made by Lynn Jones to approve the questionnaire as presented. Motion was seconded by David Boneno. **MOTION CARRIED.**

2. **Financials** Chris Kershaw reported as of October 30, 2018 total FYTD revenue of \$517,696 with total direct portal cost of \$172,384, grant program cost of \$229,680, administration expenses of \$45,961, leaving net income for the fiscal year of \$69,671 and total assets of \$3,746,244. He further commented on the retention payable of \$5,000 for the recording software. He stated that the financial statements are now conformed to how the audited statements do not reflect the amount of grants awarded but not yet paid. That amount is \$461,000 but will not be listed as a payable on the balance sheet. Debbie brought to the Board's attention the increase in the interest income due to the LAMP investments.

A motion was made by Ronny Champlin to receive the financial report as presented. Motion was seconded by David Boneno. **MOTION CARRIED.**

#### **IX. Report of Administrative Staff**

1. **Participating Parishes** - Debbie Hudnall reported on the addition of Desoto, Jefferson and Lafayette as of August 1, 2018. She also reminded the Board of the legislation requiring mandatory participation by 2020.
2. **Civil/Probate Update** - Debbie stated that this update had been given during the Antares update.
3. **Upcoming vacancy** - Debbie informed the Board that Tom Sullivan would be retiring December 31<sup>st</sup> and a new clerk member from a medium sized parish will need to be elected to complete the term. At the upcoming Clerks Only meeting in November, an election will be held.

#### **X. Grant Committee Report**

##### **1. Previous Quarters Grant Updates**

- a. Tensas – updated go live date of 12/17/18
- b. Natchitoches - Vendor will be finished by November 2018
- c. Iberia - Vendor is re-indexing instruments
- d. St. Mary – preparing reimbursement paperwork to submit
- e. St. James – nearing completion.
- f. Webster – full upload within next two weeks

Grants awarded at previous meeting including Caldwell, East Carroll, West Baton Rouge, Terrebonne, St. Bernard and Vermilion do not have an update at this time.

2. **2018 – 3<sup>rd</sup> Quarter Grant Applications:** Chris Kershaw reported that the grant committee received 8 grant applications totaling \$279,682. The committee recommended awarding grants to 5 of the 8 applicants in the amount of \$119,157. Chris reported that there are \$115,831 in grant funds available.

The grant committee recommended the following 5 grant applications for approval:

Webster	\$5,000	Partial Grant – Hardware
Tangipahoa	\$10,000	Partial Grant- Marriage License
LaSalle	\$17,952	Conveyance, Oil & Gas – Scan, Index, Redact
Iberville	\$10,000	Partial Grant – Conveyance – Index
West Carroll	\$76,205	Mortgage, Charters, Oil & Gas – Index
<b>TOTAL</b>	<b>\$119,157</b>	

Chris informed the Board of the parishes not recommended to receive a grant award: St. Martin, Beauregard, and Sabine.

There was discussion regarding a contingency for Webster’s grant as the parish has a current outstanding grant. A motion was made by Lynn Jones to approve the committee’s recommendation to award grants to Tangipahoa, LaSalle, Iberville, West Carroll and Webster with contingency and increasing the amount available to equal the total amount of \$119,157. Motion was seconded by David Boneno.  
**MOTION CARRIED.**

David Boneno questioned the needs of Clerks and to see about those needing assistance but who haven’t applied for a grant yet. He also asked about a progress report flyer to highlight the progress of the portal and how the Clerks have improved records through grants awarded.

Debbie Hudnall brought the idea to the Board of the possibility of LCRAA purchasing a specialty scanner and providing the equipment to the Clerks. There was discussion regarding looking into the possible options of leasing, maintenance and the evaluation of the need for this type of equipment/service.

**XI. OTHER BUSINESS**

**1. New Projects**

a. **E-Filing RFP** – Debbie reported that the RFP had been posted to the Association website, Central Auction House and advertised in the Advocate. Proposals are due by December 17<sup>th</sup> and interviews will be the first week of January. This is a third party solution, not a development contract, with implementation by April 30<sup>th</sup>. Debbie reminded the Board about HR 191 and the implantation of e-filing by the Clerks’ offices. The goal would be to have an in-house system but utilizing a third party vendor is the quickest way to have this

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implemented with links on the LCRAA portal. She commented that with the new recording software and that there will be the ability to e-record.

**b. Case Management** – Nothing to report at this time. Debbie stated that a preliminary look at Calcasieu’s software at the beginning of 2019 is a possibility.

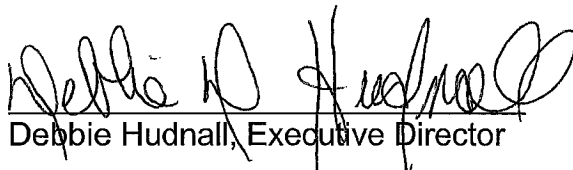
**c.Criminal Search** - Debbie stated that nothing has been done at this time on this project.


**XII. ANNOUNCEMENTS:** The next meeting is scheduled for February 12, 2019. Debbie noted the need to for a special meeting in January to be scheduled to conduct the interviews for those responding to the e-filing RFP.

**XIII. ADJOURNMENT:** A motion to adjourn was made by David Boneno. Motion was seconded by Ronny Champlin. **MOTION CARRIED.**

Respectfully Submitted:

Approved:

  
Debbie Hudnall, Executive Director

  
Rick Arceneaux, Chairman