

LOUISIANA CLERKS REMOTE ACCESS AUTHORITY (LCRAA)

12:30 pm TUESDAY, MAY 14, 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, Jeff Skidmore and Ronny Champlin and David Boneno. Also present were: Debbie Hudnall, Attorney Sheri Morris, Laura Thomas and Cheryl Hambacher with Antares, Chris Kershaw, Davis Silk, and Dagmar Hebert.

Absent: Melissa Henry
- IV. **Acceptance of Agenda:** A motion was made by Jeff Skidmore to approve the agenda. Motion was seconded by Mark Graffeo. **MOTION CARRIED.**
- V. **Approval of Minutes:** A motion was made by Lynn Jones to approve the minutes of the meeting held on February 12, 2019. Motion seconded by Ronny Champlin. **MOTION CARRIED.**
- VI. **Antares Update:** Cheryl Hambacher provided an update on data issues in land records and marriage records on the portal. Both she and Davis Silk have been working with the vendors and parishes to correct these issues. Ronny Champlin questioned the reliability of the information on the portal. Debbie Hudnall stated that LCRAA is not the official record. Cheryl commented on the enhancements ongoing to increase search result speed. Davis Silk also reported on an issue with adoptions being imported into LCRAA and he is working to resolve the issues with how the information was entered. There was discussion regarding indexing standards and the need to be uniform as part of the implementation of the new recording software. Cheryl then presented a high-level demonstration of the recording software test site.
- VII. **Financial Report:**
 1. **Financials:** Chris Kershaw reported as of April 30, 2019 total FYTD revenue of \$1,218,954 with total direct portal cost of \$523,098, grant program cost of \$487,476, administration expenses of \$115,102, leaving net income for the fiscal year of \$93,278 and total assets of \$3,784,550. Chris reported a 6% decrease in filings noting that revenues are slightly behind budget. He reported that interest income is higher than the current budgeted number. Debbie reminded the Board that the deadline for statewide participation in LCRAA is June 30, 2020. Chris reported that the increase in legal expense is due to the additional contract work and RFP. There was a motion to receive the financial report by Jeff Skidmore. The motion was seconded by Mark Graffeo. **MOTION CARRIED.**

2. **Budget Proposal:** Controller Chris Kershaw presented a comparison of the current budget versus the projected actual figures through the end of the fiscal year. He explained to the requirements of the budget act and the differing opinions between the auditor and the attorney. He presented that the projected figures would be within the 5% requirement and that it was not necessary to amend the current fiscal year budget at this time. David Boneno requested that the Board request written documentation that LCRAA would not be bound by the budget act requirements as LCRAA could be considered an enterprise fund (based on the fees collected). He then presented the budget proposal for 2019-2020 (**attachment**). After discussion regarding the implementation of the new e-filing revenue sharing, the possible future addition of a staff member solely dedicated to LCRAA and upcoming conference attendance, a motion was made by Mark Graffeo to adopt the 2019-2020 Budget proposal as presented. The motion was seconded by Jeff Skidmore. **MOTION CARRIED.**

VIII. Report of Administrative Staff

1. **E-Filing** – Debbie Hudnall reported that the final version of the contract with Tyler Technologies had been received that morning. Both she and Attorney Sheri Morris had negotiated better pricing and terms. The contract includes an implementation schedule and Debbie reported that Tyler's master contract will be with LCRAA but that there will be a separate participation agreement at the parish level. A motion was made by David Boneno to approve the contract with Tyler Technologies. The motion was seconded by Ronny Champlin. **MOTION CARRIED.**

Debbie further explained to the Board about the integration into the Clerks' systems and the need to negotiate agreements with those vendors. Debbie stated that Cott Systems had contacted her already about agreement and Debbie wanted the Board to provide direction as to how to proceed. There was discussion regarding revenue sharing or a flat fee. A motion was made by Lynn Jones to authorize Executive Director Debbie Hudnall and Attorney Sheri Morris to negotiate contracts with the vendors in-line with the approved budget and then to further present the contract proposal to the Board and if any objection, then a special meeting would be held. The motion was seconded by Jeff Skidmore. **MOTION CARRIED.**

Debbie then further explained regarding the e-filing link on the LCRAA portal and the cost differences between a link directly to Tyler Technologies site at no cost or a specific link for each parish with a cost to develop. Debbie explained the need to work with Antares to work out the specifics for Antares to provide a cost estimate at the next meeting.

2. **Participating Parishes** – Debbie reported that since the last meeting there have been no new parishes to join LCRAA.

3. **Civil/Probate Update** – Debbie stated that there were several additional parishes who have turned on their Civil/Probate records. She also reported that there is still no contract with Software & Services even though several of their supported parishes have signed the amendment to include Civil and Probate indices.
4. **Vendor Contract Renewal** - Debbie presented to the Board a renewal agreement from Cott Systems for the portal import for their supported 29 parishes with the same fee for a five-year term. A motion was made by David Boneno to approve the renewal agreement. The motion was seconded by Ronny Champlin. **MOTION CARRIED.**
5. **Marriage Record Update** - This update had been given during the Antares report.
6. **Personal Financial Disclosure** - Debbie reminded the Board that their personal financial disclosures were due by May 15th.

IX. Grant Committee Report

1. Previous Quarters Grant Updates

a.	Tensas	Connectivity Issues
b.	West Baton Rouge	Work completed. Waiting for final vendor invoice
c.	St. Bernard	No update provided by Clerk
d.	Vermilion	Projected completion date of June 2019
e.	Webster	Parish in process of sending in Exhibit C
f.	Tangipahoa	Projected completion date of 05/31/19
g.	LaSalle	Projected completion date of 06/15/19
h.	Iberville	Work is progressing
i.	West Carroll	No update provided by Clerk

2. **2019 – 1st Quarter Grant Applications:** Mark Graffeo reported that the grant committee received 11 grant applications totaling \$437,916. The committee recommended awarding 4 grants and 1 partial grant for a total amount awarded of \$229,201. Chris reported that there are approximately \$216,466 in grant funds available.

The grant committee recommended the following grant applications for approval:

Calcasieu	\$55,600	Redaction Mortgage, Conveyance & Marriage
Madison	\$29,120	Imaging & Redaction of Mortgage/Conveyances
Union	\$44,600	Indexing of Conveyances
Vernon	\$59,850	Imaging, Indexing & Redaction of Conveyance, Oil & Gas
Cameron (partial)	\$40,031	Imaging & Redaction of Mortgage/Conveyance
TOTAL	\$229,201	

Mark informed the Board of the parishes not recommended to receive a grant award: St. Martin (scanner), Beauregard (imaging), Sabine – 2 grants (imaging and redaction), Washington (imaging, indexing and redaction), and Plaquemines (indexing).

A motion was made by Mark Graffeo to approve the grant committee's recommendation for the following parishes: Madison, Union and Cameron; and to approve the increase in grant funds available to \$229,201. The motion was seconded by Lynn Jones. **MOTION CARRIED.**

A motion was made by Mark Graffeo to approve the grant committee's recommendation for Calcasieu Parish. The motion was seconded by David Boneno. **MOTION CARRIED.** Lynn Jones abstained.

A motion was made by Mark Graffeo to approve the grant committee's recommendation for Vernon Parish. The motion was seconded by Lynn Jones. **MOTION CARRIED.** Jeff Skidmore abstained.

X. Other Business:

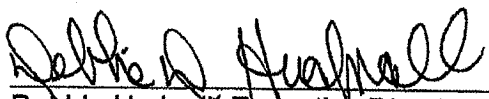
1. New Projects – Debbie stated that there is no update at this time on Case Management or Criminal Search projects

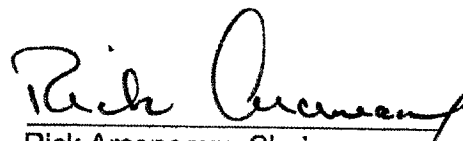
XI. Announcements: The next meeting will be Tuesday, August 13, 2019 unless a special meeting is required in the interim.

XII. Adjournment: A motion was made by David Boneno to adjourn. The motion was seconded by Lynn Jones. **MOTION CARRIED.**

Respectfully Submitted:

Approved:


Debbie Hudnall, Executive Director


Rick Arceneaux, Chairman

LCRAA
BUDGET (in whole dollars)
FOR THE PERIOD JULY 1, 2019 THROUGH JUNE 30, 2020 with comparative data for prior year

	2018-2019	2018-2019	2019-2020
	Original Budget	Amended Budget	Proposed Budget
REVENUE:			
Recording Fees	\$ 1,500,000	\$ 1,500,000	\$ 1,400,000
Interest	30,000	30,000	70,000
Other Income - E-filing	0	0	10,000
TOTAL REVENUE	1,530,000	1,530,000	1,480,000
EXPENSES:			
PORTAL COST			
Design	150,000	150,000	300,000
Implementation, Intregation & Migration			310,000
Maintenance	100,000	100,000	100,000
Parish Connectivity	50,000	50,000	50,000
Professional Services	200,000	200,000	100,000
Hosting fees			30,000
Revenue Sharing Expense			5,000
TOTAL PORTAL COST	500,000	500,000	895,000
GRANT PROGRAM	525,000	649,562	420,000
ADMINISTRATIVE:			
Advertising	0	0	0
Audit	6,500	6,500	6,500
Attorney's Fees	15,000	15,000	30,000
Bank Fees	2,000	2,000	2,000
Bonds & Ins.	5,000	5,000	5,000
Meeting Expense	2,000	2,000	2,000
Postage	0	0	0
Printing	0	0	0
Promotional Expense	25,000	25,000	25,000
Reimb. Assoc.	84,000	84,000	84,000
Total Administrative Expenses	139,500	139,500	154,500
TOTAL GRANTS AND ADMINISTRATIVE EXPENSE	664,500	789,062	574,500
TOTAL COST	1,164,500	1,289,062	1,469,500
EXCESS OF REVENUES OVER EXPENSES	\$ 365,500	\$ 240,938	\$ 10,500
Beginning Fund Balance	\$ 3,671,573	\$ 3,671,573	\$ 3,875,151
Revenues	1,530,000	1,530,000	1,480,000
Expenditures	1,014,500	1,139,062	1,169,500
Capital Outlay	150,000	150,000	300,000
Ending Fund Balance	\$ 4,037,073	\$ 3,912,511	\$ 3,885,651