

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

**12:30 pm TUESDAY, AUGUST 14, 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 led the Pledge of Allegiance.
- III. **Oath of Office:** Chairman Arceneaux administered the oath of office to Lynn Jones, Mark Graffeo, Tom Sullivan, and Ronny Champlin.
- IV. **Roll Call:** Board members present were: Chairman Rick Arceneaux, Mark Graffeo, Lynn Jones, Tom Sullivan, Melissa Henry, and Ronny Champlin. Also present were: Debbie Hudnall, Attorney Sheri Morris, Cheryl Hambacher and Ralph Melian with Antares, Chris Kershaw, Davis Silk, and Dagmar Hebert.  
  
Absent: David Boneno
- V. **Election of Officers:** A motion was made by Mark Graffeo to nominate Rick Arceneaux as Chairman. Motion was seconded by Lynn Jones. **MOTION CARRIED.**  
  
A motion was made by Mark Graffeo to nominate Lynn Jones as Vice-Chairman. Motion was seconded by Ronny Champlin. **MOTION CARRIED.**  
  
A motion was made by Lynn Jones to nominate Melissa Henry as Secretary. Motion was seconded by Tom Sullivan. **MOTION CARRIED.**  
  
A motion was made by Tom Sullivan to nominate Mark Graffeo as Treasurer. Motion was seconded by Ronny Champlin. **MOTION CARRIED.**
- VI. **Acceptance of Agenda:** A motion was made by Mark Graffeo to approve the agenda. Motion was seconded by Melissa Henry. **MOTION CARRIED.**
- VII. **Approval of Minutes:** A motion was made by Lynn Jones to approve the minutes of the meetings held on May 23, 2018 and July 17, 2018. **MOTION CARRIED.**
- VIII. **Antares Update**
  1. **Promotion of LCRAA:** Cheryl Hambacher reported on the upload of Civil indices to the LCRAA Portal. She reported on enhanced search functionality implemented last month. There is also a decrease in contact us emails.  
  
There was discussion regarding the status of the deep linking function. There was also discussion regarding the status of Civil indices and vendor contracts to do so.  
  
Cheryl provided an update on the new dashboard and statistics available on demand. There was discussion regarding the search engine optimization that has completed the three month period and the awareness of the portal that was created.

2. **Recording Software Update:** Ralph Melian reported that the contract is in the process of being finalized. He reported that the projected start date is August 15<sup>th</sup> and with the 10 month deliverable schedule the projected completion date is June 15, 2019.

- IX. Financial Report:** Chris Kershaw reported as of June 30, 2018 total FYTD revenue of \$1,333,216 with total direct portal cost of \$136,902, grant program cost of \$512,434, administrative expenses of \$109,453, leaving net income for the fiscal year of \$574,427 and total assets of \$3,701,703.

He then presented the financials for the month end July 31, 2018: Total FYTD revenue of \$125,723 with total direct portal cost of \$12,498, grant program cost of \$4,226, administrative expenses of \$11,365, leaving net income for the fiscal year of \$97,634 and total assets of \$3,761,333.

A motion was made by Mark Graffeo to receive the financial report as presented. Motion was seconded by Melissa Henry. **MOTION CARRIED.**

**X. 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 the amendment to the participation agreement had been sent out to the Clerks. Twenty-one signed agreements have been returned.

**XI. Grant Committee Report**

**1. Previous Quarter Grant Updates**

- a. Richland – Completed and Final payment made to Parish
- b. Tensas – Near completion
- c. Beauregard – Near completion
- d. Natchitoches - Completion in September
- e. Tangipahoa – Parish is submitting paperwork for payment
- f. Iberia - Currently reviewing the project discs
- g. Washington – No update received.

St. Helena has been resolved.

2. **2018 – 2<sup>nd</sup> Quarter Grant Applications:** Tom Sullivan reported that the grant committee received 8 grant applications totaling \$525,166. The committee recommended awarding grants to 6 of the 8 applicants in the amount of \$223,882. Tom reported that there are \$103,000 in grant funds available.

The grant committee recommended the following 6 grant applications for approval:

Caldwell	\$15,596	Marriage License – Scanning, Indexing & Redaction
East Carroll	\$28,286	Conveyance and Donations – Indexing
Terrebonne	\$30,000	Marriage License – Scanning, Indexing, & Redaction
St. Bernard	\$50,000	Mortgage Records – Indexing
Vermilion	\$50,000	Mortgage & Conveyance Records – Imaging, Redaction, and Formatting
West Baton Rouge	\$50,000	Digitize conveyance line items
<b>TOTAL</b>	<b>\$223,882</b>	

A motion was made by Melissa Henry to approve the committee’s recommendation to award grants to Caldwell, East Carroll, Terrebonne, St. Bernard and Vermilion Parish in the amount of \$173,882. Motion was seconded by Ronny Champlin. **MOTION CARRIED.**

A motion was made by Lynn Jones to approve committee’s recommendation to award a grant to West Baton Rouge Parish in the amount of \$50,000. Motion was seconded by Ronny Champlin. **MOTION CARRIED.** Mark Graffeo abstained.

A motion was made by Tom Sullivan to increase the grant funds available to \$223,882. Motion was seconded by Melissa Henry. **MOTION CARRIED.** Mark Graffeo abstained.

**XII. OTHER BUSINESS**

**1. New Projects**

**a. E-Filing RFP** – Debbie reported that the Board had previously authorized the staff to proceed with the RFP process for E-Filing. Antares was asked to leave the meeting at this time. There was discussion regarding the use of a 3<sup>rd</sup> party vendor for E-filing. Attorney Sheri Morris is drafting the RFP and working on a tentative timeline. There was further discussion on what the vision of how this would look on the LCRAA portal.

**b. Case Management** – Nothing to report at this time.

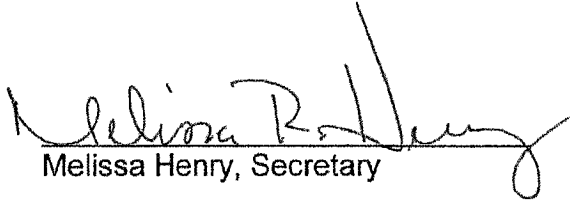
**c. Criminal Search** - Debbie updated the Board on the 10 data elements needed and that several parishes have contracted with 3<sup>rd</sup> party vendors already. The Board had previously authorized an RFP and Attorney Sheri Morris is working on a draft. This would be a subscription based service on the portal. Debbie commented on the possible need for additional staff to assist with the workload for the upcoming RFPs but will report back to the Board in the future.

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- XIII. **ANNOUNCEMENTS:** The next meeting is scheduled for November 13, 2018. There was discussion regarding possible conflicts and the need to reschedule the meeting. Notices will be sent via email. Ronny Champlin stated that the LAILTA winter conference in November and the possibility of LCRAA participating as a vendor.
- XIV. **ADJOURNMENT:** A motion to adjourn was made by Lynn Jones. Motion was seconded by Mark Graffeo. **MOTION CARRIED.**

Respectfully Submitted:

Approved:

  
Melissa Henry, Secretary

  
Rick Arceneaux, Chairman