

LOUISIANA CLERKS REMOTE ACCESS AUTHORITY (LCRAA)

12:30 PM WEDNESDAY, MAY 23, 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. **Roll Call:** Board members present were: Chairman Rick Arceneaux, Mark Graffeo, Lynn Jones, Melissa Henry, David Boneno and Mary Holmes. Also present were: Debbie Hudnall, Attorney Sheri Morris, Laura Thomas, Chris Kershaw, Davis Silk, and Dagmar Hebert.
- IV. **Acceptance of Agenda:** Motion was made by Lynn Jones to accept the agenda as presented. Motion was seconded by Melissa Henry. **MOTION CARRIED.**
- V. **Approval of Minutes:** Motion was made by Mark Graffeo to approve the minutes of the February 20, 2018 meeting. Motion seconded by Mary Holmes. **MOTION CARRIED.**
- VI. **Antares Update:** Laura Thomas announced to the Board that Antares recently celebrated their 30th anniversary. Laura further reported on the latest production release, current statistics, update on website traffic generation, mobile capabilities and the next release enhancements to the portal site. She stated that the search speed had been enhanced and while there had been periodic site downtimes, there have been no recent downtimes on the portal. She reported that the portal has over 25 million land records, 1.4 million Marriage records. She stated that the project to integrate the Civil records is still in process with Rapides Parish ready to submit test data. She reported on the increase optimization of search engines with an increase in unique log-in's for the first half of May including more out of state users. There has been an increase in marriage records searches likely for genealogy research. Laura further reported a decrease in contact us requests and one specific request regarding criminal searches available on the portal. She reviewed the new dashboard for administrative users to view on demand statistics with the new advanced search button. There was discussion regarding new technology including an elastic search that provides for faster results. The dashboard updates and new search technology will be pushed out in a maintenance update scheduled for July/August 2018.

Promotion of LCRAA: Laura continued her report and updated the Board on the search engine optimization and the online advertising campaign with paid "click" ad searches. She reported that for the first month of the ad campaign there were 507 visitors to the new account sign up page with 416 actually completing the registration process. She stated that approximately \$850 had been spent in weeks 1 and 2 of the ad campaign and that the Board had approved up to \$4,500.

Laura continued her report stating that the number of mobile/tablet users is growing and the idea of simplifying the site for the most optimal mobile experience. There are options to make the site more mobile friendly or the possible development of a mobile

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application. There was discussion regarding the mobile friendly website versus development of an app. Laura provided an estimate of approximately \$50,000 to develop a mobile application for Android and Apple products which would include updating the site itself to be optimized for mobile devices. David Boneno questioned what the cost would be for the mobile friendly site versus the mobile app. Mary Holmes questioned if there was any cost savings to doing both at the same time. Laura will provide a proposal with the cost differential to the Board at the next meeting.

VII. Financial Report:

1. Financials: Chris Kershaw reported as of April 2018 total FYTD revenue of \$1,101,502 with total portal direct cost of \$115,757, grant program cost of \$370,623, administration expenses of \$79,104, leaving net income for the fiscal year of \$536,018 and total assets of \$3,532,339. Motion by Lynn Jones to receive the financial report. Motion seconded by Melissa Henry. **MOTION CARRIED.**

2. Budget Proposal (Exhibit A and B): Chris then presented the current fiscal year 2017-2018 budget with adjustments to bring the current budget variance in line with 5% allowed by law for revenues and expenses. After discussion, there was a motion by David Boneno to approve the budget adjustments as presented for fiscal year 2017-2018. Motion was seconded by Mark Graffeo. **MOTION CARRIED.**

Chris then presented the budget proposal for the upcoming fiscal year 2018-2019. Chris pointed out the increase projection for revenues due to several additional parishes coming on Board in the next few months. Chris also commented on a projected decrease in investment income as the investment base may decrease as more assets will be used for upcoming projects. He also noted an increase in expenses for portal cost due to several of the upcoming projects to be discussed later in the meeting.

After discussion, the Board postponed the discussion of the budget until after the discussion of upcoming projects.

VIII. Report of Administrative Staff:

1. Participating Parishes: Debbie Hudnall reported that both Jefferson and Lafayette would be joining LCRAA effective August 1, 2018. She updated the Board regarding Richland and Pointe Coupee not being online yet due to software issues that are in the process of being resolved.

2. Legislation: Debbie reported on Act 202 of the 2018 Regular Legislative Session requiring mandatory participation by all parishes by July 1, 2020. The legislation had been amended during the session to strike the words "electronic images".

IX. Grant Committee Report:

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

a. St. Helena: This the oldest grant from the 1st quarter of 2016. There have been numerous meetings and phone conversations. There is an additional \$500 to be remitted to the parish and the office staff is waiting for the parish to remit the necessary paperwork to finalize and make the final payment.

b. Richland: This grant is from the 4th quarter of 2016. Part of this grant has been completed and paid with notification from the Clerk that the second phase will go live June 1st.

c. Tensas: The Board previously approved for attorney to notify that the Clerk that the grant was terminated. A letter was received appealing the termination and asking for additional time to complete the project. The grant committee reviewed the letter allowing an additional 60-90 days to be finished and completed.

d. Beauregard: The grant is almost finished. The Clerk has paid the first \$50,000 already and will ask for reimbursement once the project is completed within the next 2-3 weeks.

Debbie informed the Board on a previous outstanding grant from Concordia parish where the vendor underestimated the number of image and had previously sent another grant request asking for the additional cost; however, the grant was denied and the vendor has agreed to absorb the additional cost to complete the project.

2. 2018 – 1st Quarter Grant Applications: Tom Sullivan reported that the grant committee received 6 grant applications totaling \$2,097,993. The committee recommended awarding grants to 3 of the 6 applicants in the amount of \$148,500.

The Grant Committee recommended the following 3 grant applications for approval:

St. Mary	\$48,300	Imaging conveyance records
St. James	\$67,100	Indexing conveyance records
Webster	\$33,100	Indexing marriage records
TOTAL	\$148,500	

Tom reviewed the remaining 3 grants: (1) Iberville's request of \$18,538 was not recommended as more information was needed on the integration of the imaging to the current system. (2) St. Bernard's request of \$1.9 million was not recommended as the scope of the project was broad and included imaging of images that exceed the required retention schedule. (3) Tensas – grant was withdrawn prior to meeting.

Motion was made by David Boneno to approve the grant committee's recommendation to award the grants to St. Mary, St. James and Webster Parishes for a total of \$148,500 and to increase the amount budgeted to fund the grants for this quarter. Motion was seconded by Lynn Jones. **MOTION CARRIED.**

Other Business

1. New Projects:

(a) Recording Software RFP - Debbie reported that at the last meeting the Board authorized Attorney Sheri Morris to draft the Request for Proposals(RFP). Even though the software is being provided at no cost from Jefferson Parish, there would be the need for enhancements, modifications and maintenance. There is no way to estimate the associated cost including the possibility of e-recording capabilities. There was discussion on how the software and e-recording would fall under the scope of the LCRAA portal. Debbie explained how the e-recording would be another tab on the main search page of LCRAA and allow one place to access each the functionality of e-recording in each parish. Lynn Jones further commented that the software would allow for the standardization for the Clerks' offices with the offices having the same functionality and look for e-recording. Debbie stated that there are three parishes that are ready to test the recording software that have in-house IT staff.

David Boneno asked why the RFP would not require the source code for the software. Sheri explained that the source code was being procured from Jefferson Parish through an intergovernmental agreement but that the RFP could be adjusted to include language that a vendor could provide the source code along with a bid to enhance and maintain but that LCRAA would want an open source code.

Attorney Sheri Morris reviewed the timeline for the RFP with the start date of June 1, 2018. Interviews of the vendors would be July 18th/19th. There was discussion regarding scheduling those interviews and an email will be sent to the Board members regarding proposed dates for future meetings.

A motion was made by Lynn Jones to approve the Request for Proposals for the Recording Software. Motion was seconded by Melissa Henry. **MOTION CARRIED.**

(b) Intergovernmental Agreement – Jefferson Parish Clerk – There was discussion regarding the agreement with Jefferson Parish providing the recording software and the possibility of providing office space in the event of an emergency. Sheri further explained that there would also be a waiver of the LCRAA fee for a time period and that Jefferson Parish was not required to join LCRAA in order to enter into this agreement. After further discussion, a motion was made by Lynn Jones to approve the intergovernmental agreement with the Jefferson Parish Clerk's Office to provide the recording software and source code in exchange for waiver of the LCRAA fee for a time period and use of the Association office in the event of an emergency. Motion was seconded by Mark Graffeo. **MOTION CARRIED.**

(c) E-Filing - There was discussion regarding the possibility of drafting an RFP. There was a resolution in 2016 by Representative Magee creating a committee to research E-Filing implementation across the state. The Committee has met several times and there has been discussion to include a link on the LCRAA portal to access

each parish in order to e-File. There are many companies that provide this service with some charging for their source code and others offering revenue sharing opportunities. Lynn Jones, chairman of the e-Filing committee, explained that the key is for standardization across the state. Mary Holmes asked about the possibility of LCRAA receiving a fee for having this service accessible on the portal. Debbie stated that there was the possibility for revenue sharing.

Melissa Henry asked about the need for an RFP as there is no cost for the e-Filing. Debbie explained that as a public entity there has to be a selection process in place and the entity cannot drive business to only one specific company. David Boneno questioned the offering of Orleans Parish Civil District Clerk offering their e-Filing software. Debbie explained that their software is tied into their case management system and their system does not provide for advance deposits so it may not be as easy to adapt for all Clerks.

A motion was made by David Boneno to authorize Attorney Sheri Morris to draft an RFP for e-Filing. Motion was seconded by Mary Holmes. **MOTION CARRIED.**

(d) Case Management – Debbie reported that this project is still in the research and discovery phase.

(e) Criminal Search – Debbie explained how this criminal search opportunity could be a revenue source for LCRAA and the Clerks. She reported on legislation passed that allows the state government to retrieve this data from the Clerks and then turn around and charge for the data. Debbie has spoken to a company who is currently handling something along this line in another state. This would require an RFP. Debbie is continuing research on this opportunity.

At this time the Board addressed ITEM VII, Financial Reports, Budget Proposal for fiscal year 2018-2019. David Boneno left the meeting, however the Chairman advised there was still a quorum. Chris Kershaw again reviewed the increase in portal costs and several administrative expenses in light of the discussion regarding the upcoming projects. After discussion, a motion was made by Lynn Jones to approve the proposed budget for 2018-2019 as presented. Motion was seconded by Melissa Henry. **MOTION CARRIED.**

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X. **Announcements:**

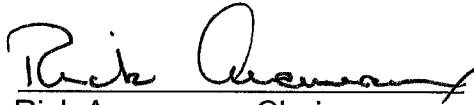
(1) **Future Meetings:** The regularly meeting is scheduled for Tuesday, August 14th. However, a special meeting will need to be held in July in regard to the Recording RFP. An email will be sent to confirm the date and time.

XI. **Adjournment:** Motion by Lynn Jones to adjourn. Seconded by Mark Graffeo.
MOTION CARRIED.

Respectfully Submitted:

Approved:


Melissa Henry, Secretary


Rick Arceneaux, Chairman

LCRAA -Projected FYE 2018 and Proposed Budget Amendments

	Thru April 18	May-18	Jun-18	FYE 2018		Bud Adj	Adj Budget	Unadjusted	Adjusted	Diff Projected to Budget
	YTD - ACTUAL	CURRENT MONTH - PROJECTED	CURRENT MONTH - PROJECTED		ANNUAL BUDGET					
REVENUES										
Fees Rec'd	1,070,027 \$	108,000 \$	108,000 \$	1,286,027	1,275,000	0	1,275,000	101%	101%	11,027
Fees Accrued	0	0	0	0	0					
Interest Income	31,475	4,500	4,500	40,475	10,000	30,000	40,000	405%	101%	30,475
TOTAL REVENUES	1,101,502	112,500	112,500	1,326,502	1,285,000	30,000	1,315,000	103%	101%	41,502
PORTAL DIRECT COSTS										
Portal - Design	46,020	4,850	6,500	57,370	150,000	(90,000)	60,000	38%	96%	92,630
Portal - Maintenance	66,012	6,000	7,500	79,512	75,000	0	75,000	106%	106%	4,512
Portal - Connectivity	3,725	0	0	3,725	50,000	(45,000)	5,000	7%	75%	46,275
Portal - Professional Services	0	0	0	0	0	0	0	#DIV/0!	#DIV/0!	0
Portal - S/W & Enhancements	0	0	0	0	0	0	0	#DIV/0!	#DIV/0!	0
TOTAL PORTAL DIRECT COSTS	115,757	10,850	14,000	140,607	275,000	(135,000)	140,000	51%	100%	134,993
REVENUES OVER DIRECT COSTS	985,745	101,650	98,500	1,185,895	1,010,000	165,000	1,175,000	117%	101%	175,895
GRANT PROGRAM	370,623	167,038	0	537,661	465,243	72,000	537,243	116%	100%	72,418
ADMINISTRATIVE EXPENSES										
Advertising	0	0	0	0	0	0	0	#DIV/0!	#DIV/0!	0
Audit	6,070	0	0	6,070	6,500	0	6,500	93%	93%	430
Legal Exp	1,313	2,500	2,500	6,313	10,000	(4,000)	6,000	63%	105%	3,687
Bank fees	1,098	100	100	1,298	4,000	(2,000)	2,000	32%	65%	2,702
Bonds & Insur	3,789	0	0	3,789	5,000	(1,000)	4,000	76%	95%	1,211
Meeting Exp	767	200	0	967	2,000	(1,000)	1,000	48%	97%	1,033
Postage	0	0	0	0	0	0	0	#DIV/0!	#DIV/0!	0
Printing	0	0	0	0	0	0	0	#DIV/0!	#DIV/0!	0
Promotional Expense	6,067	0	4,000	10,067	25,000	(15,000)	10,000	40%	101%	14,933
Reimb. Assn.	60,000	6,000	6,000	72,000	72,000	0	72,000	100%	100%	0
Amortization	0	0	0	0	0	0	0			0
TOTAL ADMINISTRATIVE EXPENSES	79,104	8,800	12,600	100,504	124,500	(23,000)	101,500	81%	99%	23,996
Net Income (Loss)	536,018	(74,188)	85,900	547,730	420,257	116,000	536,257	130%	102%	127,473

LCRAA
BUDGET (In whole dollars)
FOR THE PERIOD JULY 1, 2018 THROUGH JUNE 30, 2019

	18-'19	17-'18
	Proposed	Proposed
	Budget	Amended Budget
REVENUE:		
Recording Fees	\$ 1,500,000	\$ 1,275,000
Interest	30,000	40,000
Other Income	0	0
TOTAL REVENUE	<u>1,530,000</u>	<u>1,315,000</u>
EXPENSES:		
PORTAL COST		
Design	150,000	60,000
Maintenance	100,000	75,000
Parish Connectivity	50,000	5,000
Professional Services	200,000	0
TOTAL PORTAL COST	<u>500,000</u>	<u>140,000</u>
GRANT PROGRAM	525,000	537,243
ADMINISTRATIVE:		
Advertising	0	0
Audit	6,500	6,500
Attorney's Fees	15,000	6,000
Bank Fees	2,000	2,000
Bonds & Ins.	5,000	4,000
Meeting Expense	2,000	1,000
Postage	0	0
Printing	0	0
Promotional Expense	25,000	10,000
Reimb. Assoc.	84,000	72,000
Total Administrative Expenses	<u>139,500</u>	<u>101,500</u>
TOTAL GRANTS AND ADMINISTRATIVE EXPENSE	<u>664,500</u>	<u>638,743</u>
TOTAL COST	<u>1,164,500</u>	<u>778,743</u>
EXCESS OF REVENUES OVER EXPENSES	<u>\$ 365,500</u>	<u>\$ 536,257</u>
Beginning Fund Balance	\$ 2,483,305	\$ 1,947,048
Revenues	1,530,000	1,315,000
Expenditures	1,014,500	718,743
Capital Outlay	<u>150,000</u>	<u>60,000</u>
Ending Fund Balance	<u>\$ 2,848,805</u>	<u>\$ 2,483,305</u>

Adopted: _____