

LOUISIANA CLERKS REMOTE ACCESS AUTHORITY (LCRAA)

12:30 PM Tuesday, May 9, 2017

10202 Jefferson Highway, Building A
Baton Rouge, Louisiana

APPROVED MINUTES

- I. **Call to Order:** Meeting called to order by Vice-Chairman Ronny Champlin.
- II. **Invocation and Pledge of Allegiance:** Mark Graffeo gave the invocation and led the Pledge of Allegiance.
- III. **Roll Call:** Board members present were: Vice-Chairman Ronny Champlin, Mark Graffeo, Melissa Henry, Lynn Jones, Tom Sullivan, David Boneno. Also present were: David Dart, Debbie Hudnall, Attorney Sheri Morris, Laura Thomas, Chris Kershaw, Davis Silk, and Dagmar Hebert.
- IV. **Acceptance of Agenda:** Motion was made by Mark Graffeo to accept the agenda as presented. Motion was seconded by Tom Sullivan. **MOTION CARRIED.**
- V. **Approval of Minutes:** Motion was made by Tom Sullivan to approve the minutes of the February 14, 2017 meeting. Motion seconded by Lynn Jones. **MOTION CARRIED.**
- VI. **Antares Update:** Laura Thomas reported that there were 45 active parishes on LCRAA with over 23.7 million land records and over 1.0 million marriage records. She commented on an issue with broad search criteria and Antares has contacted those individuals to help narrow and define the scope of the search. Antares continues to provide search optimization. She reported on the number of searches and "contact us" emails.

Laura reported on a vendor issue with the marriage licenses issue date and actual marriage date. She also reported on a new vendor that several of the parishes are migrating to and Antares has been working with them on the import process.

Mark Graffeo asked for a status update on the deep-linking process. Debbie Hudnall reported that she has reached out to several of the vendors regarding the deep-linking process between the vendor and the parish as this was part of the initial contracts with the vendors.

Tom Sullivan questioned about the inclusion of other items on LCRAA. Debbie stated that she wants to ensure the deep-linking is fully functional before proceeding with other additions to LCRAA.

Debbie brought to the Board's attention several pieces of Legislation this year that if passed will affect LCRAA, including SB 236, which provides for indexing standards to be approved by the LCRAA Board and a mandate for Clerks to implement e-recording capabilities by a certain date.

VII. Financial Report:

Chris Kershaw reported as of April 30, 2017 total FYTD revenue of \$1,230,851 with total portal direct cost of \$103,793, grant program cost of \$319,671, administration expenses of \$65,720, leaving net income for the fiscal year of \$741,667 and total assets of \$2,974,462. Motion by Lynn Jones to receive financial report. Motion seconded by Melissa Henry. **MOTION CARRIED.**

(1) Audit Proposal: Chris Kershaw presented the financial statement audit proposal from Duplantier, Hrapmann, Hogan & Maher. The proposal is a 3 year proposal with a projected fee between \$4,150 and \$4,480. Chris then presented a proposal for the Agreed Upon Procedures engagement from Duplantier. The proposal is a 3 year proposal with a projected fee between \$1,450 and \$1,590. Chris explained the Agreed Upon Procedures which was developed by the Legislative Auditor.

Motion was made by Lynn Jones to approve the audit proposals for the financial statement and agreed upon procedures for the 3 year period and to authorize Debbie Hudnall to sign the engagement letters. Motion was seconded by Melissa Henry. **MOTION CARRIED.**

(2) Budget Proposal (Attachment A): Chris Kershaw then presented the proposed amended budget for 2016-2017. He explained that state law allows a budget variance of 5% of revenue and expenses. He commented on the difficulty in projecting the amount for the grant expense and the request from the auditors that grant expense be on a cash basis, not accrual. David Boneno questioned the need to adjust promotional expense. Chris further explained that the proposed amended budget would need to be adjusted by the grants awarded at this meeting. After discussion, a motion was made by Melissa Henry to approve the budget amendments for 2016-2017. Motion was seconded by David Boneno. **MOTION CARRIED.**

There was discussion about the need to publish both the amended budget for 2016-2017 and the proposed budget for 2017-2018.

Chris then presented the 2017-2018 proposed budget (**Attachment B**) stating that the grant program is budgeted for 30%. He also stated that promotional expense should be added in the amount of \$25,000. The reimbursement to the Association is also budgeted at an increase from the previous years from \$60,000 to \$72,000 due to the more extensive time spent reviewing and maintaining the grant program. Mark Graffeo commented on the good job the Association staff does in preparing the grant information for review by the committee. David Boneno asked the grant committee members about the future of the grant program. Mark commented on the original goal of having 30 years of conveyance and mortgages available and the fact that the goal has almost been reached. He also noted the future projects including marriage licenses and even though much progress has been made, there is foreseeable future growth on the LCRAA portal.

Mark Graffeo moved to accept the proposed 2017-2018 with the addition of promotional expense. Motion was seconded by Tom Sullivan. **MOTION CARRIED.**

VIII. Report of Administrative Staff:

1. Participating Parishes: Chris presented the participating parishes' summary report for the 10 month period ending April 2017 and a colored coded map of the participating parishes. No new participant parishes have been added since the last Board meeting. Debbie stated that she had reached out to several of the non-participating parishes. Both Lynn Jones and Debbie will schedule appointments with those Clerks after the legislative session is adjourned.

2. Update: (i) Marriage License: This report was given by Antares at the beginning of the meeting.

(ii) Redaction: Debbie reported that she is waiting on proposals from the vendors and is awaiting the outcome on legislation that may affect what is redacted and who is responsible for that redaction.

(iii) Criminal: Debbie reported that she is still researching this item and will continue to report back to the Board.

(iv) Civil: Debbie reported that she is still researching this item and will continue to report back to the Board.

IX. Grant Committee Report:

(1) Previous Quarters Grant Update: Chris Kershaw reviewed the prior quarter grants by each quarter. Debbie commented on an issue with a grant in dispute from St. Helena Parish.

(2) 2017 – 1st quarter Grant Applications: Mark Graffeo reported that the grant committee received 10 grant requests totaling \$458,541. The committee recommended awarding grants to 5 of the 10 applicants in the amount of \$127,200.

Mark Graffeo moved to approve the following 4 grant applications:

Vernon	\$ 31,900	Redaction and Reimport
St. Martin	\$ 16,800	Imaging Marriage Records
Terrebonne	\$ 14,200	Imaging Marriage Records
Beauregard	\$ 50,000	Partial grant for indexing mortgage and conveyance

Motion seconded by Tom Sullivan. **MOTION CARRIED.**

A motion was made by Mark Graffeo to approve the grant request for Livingston Parish in the amount of \$14,300 for scanning and indexing of marriage licenses. Motion was seconded by Melissa Henry. **MOTION CARRIED.** Tom Sullivan abstained.

A motion was made by Mark Graffeo to amend the budget to reflect the grants awarded above in the total amount of \$127,200. Motion was seconded by Tom Sullivan. **MOTION CARRIED.**

Mark reviewed the grant applications that were not approved: Caddo, Concordia, East Carroll, Madison, and Natchitoches.

X. Other Business

1. Promotion of LCRAA: Debbie stated that LCRAA is waiting on invitations from various entities to exhibit at conferences. Ronny Champlin stated that the LAILTA Fall Conference will be in mid-November in New Orleans.

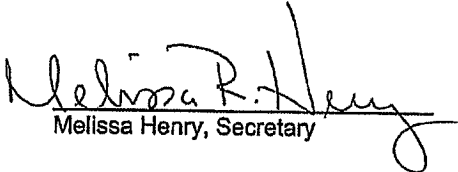
2. Additional Projects: No report at this time.

XI. Announcements: Debbie reported that the next meeting will be August 8, 2017. Ronny Champlin noted that this would be his last meeting as his year serving as the LAILTA member will end June 30, 2017 and the new LLTA member will join July 2017,

XII. Adjournment: Motion by Mark Graffeo to adjourn. Seconded by Tom Sullivan.
MOTION CARRIED.

Respectfully Submitted:

Approved:


Melissa Henry, Secretary

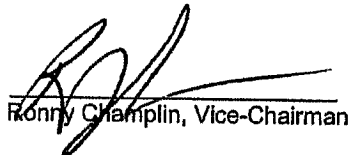

Ronny Champlin, Vice-Chairman

EXHIBIT A

	Thru April 17		May-17		Jun-17		FYE 2017	CURRENT	MONTH -	MONTH -	Adj Budget	Unadjusted	Adjusted	Diff Proj to Budget	
	YTD -	ACTUAL	CURRENT	MONTH -	MONTH -	ANNUAL									Budget
REVENUES	1,220,570	\$	126,274	\$	126,274	\$	1,473,118				1,485,000	93%	99%	\$	111,882
Fees Rec'd	0		0		0		0				0				
Fees Accrued	10,281		1,750		1,750		13,781				13,500	276%	102%	(\$	8,781)
Interest Income	0		0		0		0				0				
Grant Income	0		0		0		0				0				
TOTAL REVENUES	1,230,851		128,024		128,024		1,486,899				1,498,500	94%	99%	\$	103,101
<i>Revised</i>															
PORTAL DIRECT COSTS	12,500		0		0		12,500				25,000	8%	50%	\$	137,500
Portal - Design	62,095		5,814		5,814		73,723				75,000	98%	98%	\$	1,277
Portal - Maintenance	29,198		0		0		29,198				30,000	58%	97%	\$	20,802
Portal - Connectivity	0		0		0		0				0	#DIV/0!	#DIV/0!	\$	0
Portal - Professional Services	0		0		0		0				0	#DIV/0!	#DIV/0!	\$	0
Portal - S/W & Enhancements	0		0		0		0				0	#DIV/0!	#DIV/0!	\$	0
TOTAL PORTAL DIRECT COSTS	103,793		5,814		5,814		115,421				130,000	42%	89%	\$	159,579
REVENUES OVER DIRECT COST	1,127,058		122,210		122,210		1,371,478				1,368,500	104%	100%	(\$	56,478)
GRANT PROGRAM	319,671		100,000		27,200		446,871				417,000	141%	107%	(\$	129,871)
ADMINISTRATIVE EXPENSES	0		0		0		0				0	#DIV/0!	#DIV/0!	\$	0
Advertising	4,320		0		0		4,320				5,000	86%	86%	\$	680
Audit	2,783		0		0		2,783				4,000	28%	70%	\$	7,217
Legal Exp	2,416		117		117		2,650				4,000	66%	88%	\$	1,350
Bank fees	710		0		0		710				3,000	14%	24%	\$	4,290
Bonds & Insur	570		200		200		770				1,000	39%	77%	\$	1,230
Meeting Exp	0		0		0		0				0	#DIV/0!	#DIV/0!	\$	0
Postage	0		0		0		0				0	#DIV/0!	#DIV/0!	\$	0
Printing	4,921		0		0		4,921				10,000	20%	49%	\$	20,079
Promotional Expense	50,000		5,000		5,000		60,000				60,000	100%	100%	\$	0
Reimb. Assn.	0		0		0		0				0				
Amortization	0		0		0		0				0				
TOTAL ADMINISTRATIVE EXPE	65,720		5,317		5,117		76,154				86,000	69%	89%	\$	34,846
Net Income (Loss)	741,667		16,893		89,893		848,453				865,500	96%	98%	\$	38,547
Check figures	\$ 741,667		\$ 16,893		\$ 89,893		\$ 848,453				\$ 865,500				
Total Expenses					\$		\$ 638,446				\$ 633,000	91%	101%	\$	64,554

Calc outlay
Expenses
Total
 12,500
 625,916
 638,416

EXHIBIT B

**LCRAA
BUDGET (in whole dollars)
FOR THE PERIOD JULY 1, 2017 THROUGH JUNE 30, 2018**

	17-'18 Proposed Budget	0	17-'18 Proposed Budget
REVENUE:			
Recording Fees	1,275,000	0	1,275,000
Interest	10,000		10,000
Other Income			
TOTAL REVENUE	<u>1,285,000</u>	<u>0</u>	<u>1,285,000</u>
EXPENSES:			
PORTAL COST			
Design	150,000		150,000
Maintenance	75,000		75,000
Parish Connectivity	50,000		50,000
Professional Services	0		0
Software	0		0
TOTAL PORTAL COST	<u>275,000</u>	<u>0</u>	<u>275,000</u>
GRANT PROGRAM	382,500	0	382,500
ADMINISTRATIVE:			
Advertising	0		0
Audit	6,500		6,500
Attorney's Fees	10,000		10,000
Bank Fees	4,000		4,000
Bonds & Ins.	5,000		5,000
Meeting Expense	2,000		2,000
Postage	0		0
Printing	0		0
Promotional Expense	25,000		25,000
Reimb. Assoc.	72,000		72,000
Total Administrative Expenses	<u>124,500</u>	<u>0</u>	<u>124,500</u>
TOTAL GRANTS AND ADMINISTRATIVE EXPENSE	<u>507,000</u>	<u>0</u>	<u>507,000</u>
TOTAL COST	<u>782,000</u>	<u>0</u>	<u>782,000</u>
EXCESS OF REVENUES OVER EXPENSES	<u>503,000</u>	<u>0</u>	<u>503,000</u>
Beginning Fund Balance	\$ 1,870,543		\$ 1,870,543
Revenues	1,285,000		1,285,000
Expenditures	632,000		632,000
Capital Outlay	150,000		150,000
Ending Fund Balance	<u>\$ 2,373,543</u>		<u>\$ 2,373,543</u>