

LOUISIANA CLERKS REMOTE ACCESS AUTHORITY (LCRAA)

10:00 AM TUESDAY, JULY 17, 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, Tom Sullivan, Melissa Henry, and David Boneno. Also present were: Debbie Hudnall, Attorney Sheri Morris, Bridget Hanna, Robin Hooter, Chris Kershaw, Davis Silk, and Dagmar Hebert.

Absent: Ronny Champlin

- IV. **Acceptance of Agenda:** Motion was made by Mark Graffeo to accept the agenda as presented. Motion was seconded by Melissa Henry. **MOTION CARRIED.**
- V. **Approval of Minutes:** Motion was made by Tom Sullivan to defer the approval of the minutes of the May 23, 2018 meeting until the next regular Board Meeting. Motion seconded by Mark Graffeo. **MOTION CARRIED.**
- VI. **Report of Administrative Staff:**

1. Procedure - Request for Qualifications & Proposal (RFP) for Recording Software and Integration and Related Services – Debbie Hudnall provided a summary of the history and procedure for the RFP. July 12, 2018 – This date was originally set forth to review and rank the proposals received. However, only one proposal was received. Debbie along with Jefferson Parish, Rapides Parish and Ascension Parish met with Antares to review the questions prepared to clarify the proposal. Debbie explained that one issue with Antares' proposal was the maintenance fee. Attorney Sheri Morris and Debbie Hudnall participated in a conference call with Antares to negotiate an alternate proposal for the maintenance fee.

Mark Graffeo questioned if the negotiations were in-line with the timeline for the RFP. Attorney Sherri Morris explained that Antares was the only proposal received and thus the three volunteer parishes along with Debbie were able to proceed with further clarification and negotiation of the proposal. Sheri explained that Antares' proposal takes the software provided by Jefferson Parish and will develop the new recording software on a more updated platform.

Tom Sullivan asked how the three volunteer parishes were chosen. Sheri explained that they volunteered and have their own in house IT staff and can volunteer the resources needed to work on this project. Sheri explained that included in the proposal is a price for the three initial parishes as well as a price for the implementation for the other parishes. There was discussion on how this implementation would work with current software providers. Sheri stated that it would depend on the individual clerks' contracts with those providers, however, conversion costs are included in the proposal.

David Boneno asked about the rights to the source code for the Jefferson Parish software. Jefferson Parish will provide the source code to be released to Antares. David questioned why there were no other proposals received. Debbie commented that it was likely due to the requirement to release the source code. Debbie reported that Jefferson Parish, Lafayette and Desoto have all joined LCRAA effective August 1, 2018.

Lynn Jones stated that this is an opportunity for the Clerks to have a centralized system that fits the needs of the Clerks' offices statewide and allows for best practices to be developed leading to uniformity.

David Boneno questioned if the proposal include e-Recording. He stated that it wouldn't directly involve the portal but there had been previous discussion to include links to each parish on the portal. Debbie explained it includes e-Recording with in-house and third parties.

There was further discussion regarding the unknown factor if the Clerks' offices will choose to go with this new software. Tom stated that the three volunteer parishes will need to be the best spokespeople for the software. Melissa Henry stated that even with the associated cost, this is an opportunity for uniformity and public ease of use. Bridget Hanna stated that she was impressed with the workflow through the software. She currently has her own custom system. She stated that there is nothing better than the Clerks owning their own software. Tom commented on the need to proceed with caution on this project. David Boneno commented on the willingness of current software providers being to work with Clerks who are going to transition to this new software.

Robin Hooter stated that she believes the Clerks owning their own software is a great idea and explained that even though this is a major change she is completely on board to participate to help develop the best practices as well would streamline work and reduce confusion.

David Boneno questioned if the proposal includes training. Sheri stated that the proposal does include onsite training and remote webinars all of which will be developed with the three test parishes.

There was discussion regarding the deadline for deliveries with a 9-10 month development timeline and 3 month implementation for the test parishes. David Boneno stated that Antares already has good working relationship with LCRAA and an understanding of things work within the individual parishes as well.

VII. Interview of Respondent to RFQ&P for Recording Software and Integration and Related Services

Antares was then asked to join the meeting. Laura Thomas thanked the Board for the opportunity to present their proposal for this project and introduced Cheryl Hambacher. Cheryl explained that after participating in the pre-proposal demonstration at Jefferson

Parish, Antares developed their proposal to include improvement on the base source code provided by Jefferson Parish but to develop a platform using current technology with a cloud based solution to allow flexibility between parishes to accommodate differences. There was discussion regarding the cloud based system and Internet outages, concern over available bandwidth and integration with different accounting programs currently being utilized.

There was discussion regarding the migrating of old data associated accounts. Tom also commented on how the three test parishes currently have custom systems and he is concerned with how the conversion would work with a parish that has an outside vendor such as Cott or Software & Services. Debbie commented that Red River had just transitioned from Cott to Jefferson Parish's software recently.

Lynn Jones questioned how images would be housed in the new software and the ease of accessing them in the Cloud as opposed to an in-house server. Cheryl explained that would be a business type rule for how/where the images are saved and accessed. Lynn Jones stated that safety of the data and backups is a top priority.

There was further discussion regarding additional volunteers from other parishes using a third party vendor for their software. It was stated that input from all parties is vital to the development of this software. Cheryl then reviewed the software development plan and projected timeline.

Mark Graffeo questioned Antares about the size of this project in relation to others they have done. Laura commented that their biggest project was a \$2 million conversion project for the Louisiana Department of Health and Hospitals.

The Board then reviewed the revised cost proposal with a monthly maintenance fee based on the number of filings from the previous month. The parish would be responsible for the monthly maintenance fee. The proposal presented was for 5 years including the 2 years of implementation and then can be re-negotiated. The opportunity for the Clerks to own their own software and being able to make changes and adapt functionality is a major benefit.

David Boneno asked about what the monthly fee to LCRAA would be. The cost to LCRAA would be \$5,000/month and reviewed after the addition of 5 parishes up to a cap of \$7,000/month for 64 parishes.

Laura Thomas thanked the Board for the opportunity to present the proposal and would like the opportunity to work with LCRAA to develop this software. At this time, Antares left the meeting.

VIII. Discussion and Action regarding Selection of Contract to Develop Recording Software Integration and Related Services

Melissa Henry explained that even though she may not see a cost savings by implementing this new software she is onboard because of the progressive technology and efficiencies it brings to the table.

There was further discussion regarding the payment process for the new software in phases. David commented on the uniformity and best practices this can establish. Debbie explained that the test parishes would be working parallel during this implementation developing best practices and uniform indexing standards.

David Boneno asked about the final decision making process and the expectation of the LCRAA Board as to whether there was any benefit in delaying the final decision until the next regular scheduled meeting on August 14th. Debbie explained that she saw no benefit in delaying the decision until the next meeting as nothing significant would change in that short time period.

A motion was made by Tom Sullivan to accept the proposal as presented by Antares. The motion was seconded by Melissa Henry. **MOTION CARRIED.**

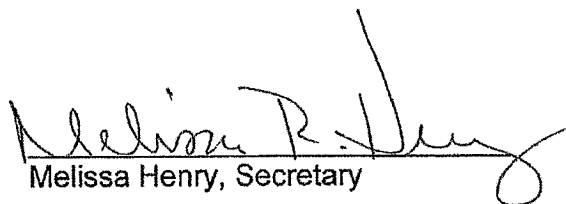
Rick Arceneaux thanked Melissa Henry, Bridget Hanna, Robin Hooter, the Association Staff and Attorney Sheri Morris for their work during this process.

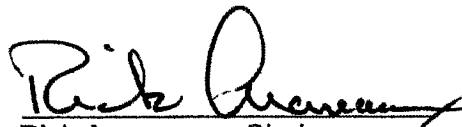
IX. Announcements: Debbie reminded the Board members that the next regularly scheduled meeting will be Tuesday, August 14, 2018 at the Association office.

X. Adjournment: A motion was made by Lynn Jones to adjourn. The motion was seconded by Tom Sullivan. **MOTION CARRIED.**

Respectfully Submitted:

Approved:


Melissa Henry, Secretary


Rick Arceneaux, Chairman