

LOUISIANA CLERKS REMOTE ACCESS AUTHORITY (LCRAA)

12:30 PM Thursday, September 15, 2016

**10202 Jefferson Highway, Building A
Baton Rouge, Louisiana**

APPROVED MINUTES

- I. **Call to Order:** Meeting called to order by Acting Chairman Rick Arceneaux.
- II. **Administration of Oaths of Office:** Attorney Sheri Morris administered the Oath of Office to the Commissioners present.
- III. **Invocation and Pledge of Allegiance:** Mark Graffeo gave the invocation and Rick Arceneaux led the Pledge of Allegiance.
- IV. **Roll Call:** Board members present were: Acting Chairman Rick Arceneaux, Mark Graffeo, Tom Sullivan, Melissa Henry, Lynn Jones, and Ronny Champlin. Also present were: Debbie Hudnall, Attorney Sheri Morris, Laura Thomas, Chris Kershaw, Davis Silk, and Dagmar Hebert.
- V. **Election of Officers:** Motion by Mark Graffeo that Rick Arceneaux be elected Chairman. Motion seconded by Tom Sullivan. **MOTION CARRIED.**

Motion by Tom Sullivan that Ronny Champlin be elected Vice-Chairman. Motion seconded by Lynn Jones. **MOTION CARRIED.**

Motion by Mark Graffeo that Melissa Henry be elected Secretary. Motion seconded by Lynn Jones. **MOTION CARRIED.**

Motion by Tom Sullivan that Mark Graffeo be elected Treasurer. Motion seconded by Lynn Jones. **MOTION CARRIED.**
- VI. **Acceptance of Agenda:** Ronny Champlin moved to accept the agenda for September 15, 2016. Motion seconded by Mark Graffeo. **MOTION CARRIED.**
- VII. **Approval of Minutes:** Motion was made by Mark Graffeo to approve the minutes of the May 10, 2016 meeting. Motion seconded by Tom Sullivan. **MOTION CARRIED.**
- VIII. **Antares Update:** Laura Thomas reported that the portal is running solid with approximately 22 million records. Antares receives about 10 "contact us questions" per month, mainly issues with new registrant email and password resets. Laura reported that 4 parishes are currently active with the marriage license index. There are 8 parishes ready to validate and activate the marriage records on the portal. Software & Services has completed the data re-import with unique identifier and the marriage license records. Grids has completed approximately 50% of the re-imports. Antares will continue to work with the remaining vendors to complete the re-import and marriage index. Delta has issues with testing and the import specifications. Rick commented on the status of those parishes with Delta and a possible solution in development. He will follow up with the other parishes with Delta as a vendor. Ronny Champlin asked about the official online live date for the portal and if there was something in place to track the amount of income generated for the Clerks

through the portal. Laura commented that Antares could further provide information on the "pass through" traffic. Tom Sullivan commented that for several of the smaller, rural parishes the LCRAA portal is the only online access available. Debbie commented on two parishes, Claiborne and Richland, working on issues with an out of state vendor.

Laura also commented on working with the vendors on the daily import and following up with any delinquent daily uploads. Mark Graffeo questioned the email he receives daily regarding the upload. Debbie stated that it may be the delay in indexing and validation of files. Debbie stated that Cott was supposed to start on September 1, 2016 with the re-import of files using the unique identifier.

- IX. Financial Report:** Chris Kershaw reported as of August 31, 2016 total revenue of \$296,175 with total portal direct cost of \$16,971, grant program cost of (\$966) and total expenses of \$10,002, leaving net income for the fiscal year of \$269,202 and total assets of \$2,156,706. Motion by Tom Sullivan to receive financial report. Motion seconded by Mark Graffeo. **MOTION CARRIED.**

Investment Policy: Debbie Hudnall reported on the cash flow of LCRAA and requested Board approval to move funds to LAMP, which is currently paying at approximately 0.46% until an investment policy is developed. Motion by Mark Graffeo to move \$1.5 million dollars to LAMP and authorize Debbie Hudnall, Executive Director, as signatory authority to move funds to and from LAMP and the LCRAA cash account as needed. Motion seconded by Tom Sullivan. **MOTION CARRIED.**

- X. Report of Administrative Staff:**

Vendor Contracts - Debbie reported on the vendor contracts for the marriage license programming and unique identifiers. Debbie stated that the contracts had been negotiated, signed and the marriage license import has started. Delta has not provided a contract for the marriage license and unique identifier, as they have not completed the mortgage and conveyance import and is still in the testing phase. Motion by Tom Sullivan to ratify the vendor contracts presented. Motion seconded by Lynn Jones. **MOTION CARRIED.**

Revenue - Debbie reported that new parishes have been added to LCRAA and presented a map of the participating parishes. She further reported on the status of some of the participating parishes whose records are not yet online. Debbie reported that with the new additional parishes joining LCRAA, revenues have increased. According to LA R.S. 13:754 (F)(2), user fees received may be paid on a prorated share, determined by LCRAA, to members based upon the public access to the records provided by the member. Debbie recommended a change to the split of the user fee remitted to LCRAA. She stated that Chris calculated that a 50/50 split would reduce revenue by \$260,000, with that amount staying with the Clerk's offices.

Motion by Mark Graffeo to amend the Agenda, Item X (2) to read "Change in Revenue Structure". Motion seconded by Tom Sullivan. **MOTION CARRIED.**

Motion by Tom Sullivan to change the \$5 user fee split to a 50/50 split applicable to those parishes who have been participating for at least one year, to be effective October 1, 2016 for those documents filed in September, and for the remaining participating parishes to be effective on their one year participation anniversary in LCRAA. Motion seconded by Melissa Henry. **MOTION CARRIED.**

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Participating Parishes – Debbie reported that there are 52 parishes currently participating and an additional parish, Jackson is considering joining soon.

- XI. Grant Committee Report:** Tom Sullivan reported that 8 applications were received totaling \$201,893. He stated that there were \$76,896 of funds available to be awarded based on 20% of 2nd quarter revenues.

The committee recommended awarding grants to 6 of the 8 applicants in the amount of \$159,969. Mark commented on the history of the additional percentages of revenues approved for grant awards.

Mark Graffeo moved to accept the grant committee's recommendation and approve the following 6 grant applications, increasing the total amount of funds available to \$159,969:

Caldwell	\$62,546	Redaction
Grant	\$20,298	Imaging, Indexing and Redaction
Plaquemines	\$12,500	Conveyance conversion
Vermilion	\$22,695	Redaction
Washington	\$30,100	Imaging and Indexing
Webster	\$11,830	Redaction

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

Tom Sullivan commented that the short term goal is to have all Clerks with at least 30 years of records on the portal and requested guidance from the Board on hardware grants. He brought the issue of the grants applying for hardware and how it relates to the short term goal. There was a grant denied this quarter due to the range of records outside of the short term goal of 30 years of records. Mark stated that his concern with hardware is if there should be a limitation on workstations. Ronny Champlin commented that each application for hardware should be considered individually assessing the need and a reasonable number of workstations. Lynn Jones also commented on how the hardware request fit with the ultimate goal of LCRAA. Debbie reported that financial status criteria is also considered when reviewing the applications.

Tom also commented on the number of grants requesting redaction services and the possibility of purchasing the redaction add-on module/upgrade from each vendor for each Clerk's office. Ronny asked for clarification on the law regarding redaction. Attorney Sheri Morris commented on the State Resolution and the Federal Social Security Act regarding redaction. As the Clerk's began to get online, it was encouraged for them to have the redaction capability to avoid liability or lose the right to gather social security numbers under the Social Security Act. There was further discussion regarding redaction in various Clerk's offices and redaction software.

Motion by Lynn Jones to authorize Debbie to contact current vendors about automated redaction software through LCRAA and to report back to the Board. Motion seconded by Melissa Henry. **MOTION CARRIED.**

Chris Kershaw reviewed the status of the 2015 3rd/4th quarter grants and 2016 1st quarter grants.

XII. Other Business

Promotion of LCRAA: Ronny Champlin stated that the LLTA and LAILTA hold annual conferences coming up in November and December and LCRAA could participate as a vendor at the conference demonstrating the portal. Debbie also stated that the Bankers Association has a conference. Ronny advised that the LAILTA conference would be November 13-15, 2016 in New Orleans. Debbie further stated that there would be the expense of banners and promotional materials. There was discussion regarding banners. Chris Kershaw reported that there were no funds currently budgeted for advertising. Motion by Lynn Jones to amend the budget to include \$25,000 for advertising of LCRAA, including but not limited to promotional items, conference registration fees and travel/accommodations. Motion seconded by Mark Graffeo. **MOTION CARRIED.**

Additional Projects: Debbie reported to the Board regarding a Resolution from the recent legislative session regarding E-Filing and a central place to link to the different parishes in order to E-file. The Clerks Association President is appointing a committee to look into this once further detail is provided.

The Clerks Association has also voted to request that LCRAA look into adding criminal records search on LCRAA. After much discussion, Debbie asked Sheri for her opinion regarding the public records access and she stated that the records are what the Clerk already has on file. Sheri commented on whether or not there is a market for the service. If the Clerks were to group together, it would provide a more comprehensive search for those running background checks.

Lynn stated that it was the consensus of the Clerks to move forward as quickly as possible on this item and the possibility of a consultant to determine the need of the users and data being gathered. There was further discussion regarding the value of this information. Motion by Mark Graffeo to authorize Debbie Hudnall, Sheri Morris and Laura Thomas to research further into offering the criminal records data through LCRAA. Motion seconded by Tom Sullivan. **MOTION CARRIED.**

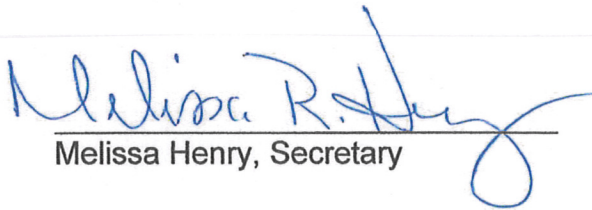
Lynn Jones stated that E-Filing is just as important as the criminal records issue and believes that the Clerks should move forward. Rick commented that Association President David Dart is appointing a committee to review.

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- XIII. **Announcements:** Debbie announced that the next meeting is scheduled for November 15, 2016 and that the next quarter's grant applications would be due October 31st. However, the meeting conflicts with the LAILTA conference. It was discussed to reschedule the next meeting for Thursday, November 17, 2016.
- XIV. **Adjournment:** Motion by Mark Graffeo to adjourn. Seconded by Tom Sullivan.
MOTION CARRIED.

Respectfully Submitted:

Approved:


Melissa Henry, Secretary


Rick Arceneaux, Chairman