

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

**10:00 AM TUESDAY, APRIL 8, 2025**

**BATON ROUGE, LOUISIANA**

**PROPOSED MINUTES**

- I. **Call to Order:** Meeting called to order by Chairman Rick Arceneaux.
- II. **Invocation and Pledge:** David Dart gave an opening prayer and led the Pledge of Allegiance.
- III. **Roll Call:** Board members present were Chairman Rick Arceneaux, Lynn Jones, Louis Perret, David Dart, and David Ditch. Also present: Debbie Hudnall, Annette Fontana, Dagmar Hebert, Chris Kershaw and Davis Silk. Scott Carrington and Dave Graves via Zoom.
- IV. **Acceptance of Agenda:** A motion was made by Louis Perret to amend the agenda to include Emergency Grants under Item IX Administrative Report. Motion seconded by David Dart. **MOTION CARRIED.**
- V. **Public Comment:** No comment.
- VI. **Approval of Minutes:** A motion was made by Louis Perret to approve the minutes of the meeting held on February 11, 2025. Motion seconded by David Dart. **MOTION CARRIED.**
- VII. **Financial Report:** Chris Kershaw reported as of March 31, 2025, the total FYTD revenue was \$1,443,348. He noted interest income in the amount of \$255,909 and total portal direct costs \$547,308, grant program cost of \$579,014, administrative expenses of \$321,618, leaving net loss for the fiscal year of (\$4,592) and total assets of \$8,128,416. A motion was made by Lynn Jones to receive the financial report. The motion was seconded by David Ditch. **MOTION CARRIED.**
- VIII. **eFiling Rules and Procedures Committee Report (on file in office):** Annette Fontana, Lafourche Parish Clerk of Court, reported that the committee had met and developed the rules and procedures report as required by Act 694 of the 2024 Legislative Session. A motion was made by David Dart to approve the rules and procedures as presented. The motion was seconded by Louis Perret. **MOTION CARRIED.** The rules and procedures will be presented at the upcoming Clerks Only Meeting at the conference in May in Lafayette.
- IX. **Administrative Report:**
  1. **AI Indexing Proposal** – Debbie Hudnall presented the negotiated proposal received from Southstone for the Sim Clerk AI software for the AI indexing that will layover the current software. If the LCRAA Board approves, then each parish could choose to participate. Debbie commented that proposals from the other vendors will have to be negotiated. Antares had provided a proposal with a four-month development time frame with test parishes to include Ascension, Iberia and possibly East Feliciana. Southstone would like to implement in ClerkNet’s current parishes – Desoto, Red River and Webster- if the parishes agree and to be paid immediately.

A motion was made by David Ditch to accept the Southstone proposal with LCRAA which would include the first 6,000 instruments per parish recorded each fiscal year. The motion was seconded by David Dart. **MOTION CARRIED.**

**2. Antares**

- a. **AI Proposal** – Debbie presented the proposal from Antares for the SimClerk integration for the LCRAA Recording software. After discussion, a motion was made by David Ditch to approve the proposal as presented. The motion was seconded by David Dart. **MOTION CARRIED.**
- b. **Mortgage Certificate Proposal** – The technology committee had met regarding the mortgage certificate document creator. After discussion, a motion was made by David Ditch to approve the proposal as presented. The motion was seconded by Louis Perret. **MOTION CARRIED.**

Debbie further informed the Board that these two proposals would be drawn up as separate contracts with Antares.

3. **Supreme Court Grant** – Debbie reported that LCRAA had been awarded a grant from the Supreme Court for the criminal case management system implementation good through December 2026.
4. **i3 Verticals** - Debbie Hudnall reported that a letter had been sent in accordance with the provisions of the contract regarding the disputed issues. Meetings took place with the parishes on March 23-25 regarding the outstanding issues in each parish. I3 was asked to provide a more specific timeline of when the issues will be resolved. There was discussion regarding the cloud-based system was included in the original contract. The system is not available yet. However, it is one of the main components as to why i3 was selected as the vendor for this project. Cloud-based systems offer additional security and minimize downtime from server issues. I3 has stated the cloud-based system is in development in a different state. The parish Clerks also felt the training was insufficient and that additional training is needed. I3 was asked to provide a training schedule. Debbie reported i3 did respond to the letter within the time frame requested. There was discussion regarding what was considered high priority and functional needs in the Clerks offices. I3 is addressing the issues and putting additional staff in place. Debbie stated staff meetings with i3 take place every other week and the current issues need to be resolved before moving forward with new installs.

Scott Carrington responded, acknowledging the relationship i3 enjoys working with LCRAA and the Clerks across the state. He stated the potential of changing the contracts in the future but would push for an extension of the existing contract until completion. He noted

most contracts are 10 years in length to ensure forward progress with technology. I3 wants to work with the Clerks who have challenges and get them resolved.

There was discussion regarding the financial issues of the software in Calcasieu and the high priority issue of the financial data civil reconciliation and check formatting issues.

Scott commented on i3's commitment to the Clerks they serve. Debbie stated the Clerks want the software to work and have seen improvements in the installation process. There is a need to set timelines to resolve the current issues before moving forward with new installations.

David Dart questioned Scott again about the cloud-based portion of the contract. Scott stated that i3 is bringing more trained resources to focus in this area. Possible criminal functionality in June of 2026. David Dart asked about civil. Scott explained it was more difficult to provide a plan for civil cloud-based software. Dave Graves with i3 stated that it is a larger lift with the public interaction on the civil side to provide a stable, comprehensive time frame. It is possible to have a civil pilot parish in the first quarter of 2027. There was discussion regarding the functionality of the cloud-based software and a total rewrite of the software at no additional cost to LCRAA.

After further discussion on the current issues, a motion was made by Louis Perret to extend the contract with i3 Verticals until December 31, 2025. The motion was seconded by David Ditch. **MOTION CARRIED.** Chairman Rick Arceneaux asked they focus on existing issues. Debbie asked for the itemized list of issues provided to be added to the Wednesday staff meeting so progress can be tracked and addressed at each meeting.

Debbie also informed the Board about several projects with the ICJIS Board that both she and Scott are working on including a broker system and the electronic submission of UCO's to DOC without having to rekey the data.

5. **Vendor Issue** – Debbie brought to the Board an issue with the vendor working on a project in West Carroll. West Carroll received a grant for scanning and indexing records, and the Clerk has found issues with indexing. Debbie asked the vendor to reduce the contract if the indexing portion was removed and the amount they removed was only \$6,000 of a \$38,000 project. The grant award letter does inform the Clerk that indexing must be at a 95% level of accuracy. A motion was made by Louis Perret to rescind the grant in West Carroll and notify the Clerk of rescission and how to proceed with cancelling the contract. The motion was seconded by Lynn Jones. **MOTION CARRIED.** There was discussion about other parishes using the vendor and the need to give the Clerks notice about possible indexing issues.

**6. Proposed Legislation** - Debbie reported on the following legislative items:

- a. HB 23 (Muscarello) – Mandate to put in UCO information. Clerks should not have to rekey this data into another system. Debbie has a meeting with the Governor's office on this.
- b. HB 123 (Carlson)- If state agencies are efileing they do not have to pay the efileing costs.
- c. HB 310 (Zeringue) – Efileing or in-person filing. No fax or mail filings. The Legislative Committee agreed. There was discussion regarding a convenience fee for in-person filings.
- d. HB 385 (Carlson) – No charge to elected and appointed officials to file their oaths of office. The Clerks already have an agreement with the Sheriff's for a \$10 fee. Discussion about requesting this be a "may" bill instead of "shall".

**7. Emergency Grants** - A motion was made by Lynn Jones to allocate an additional \$105,000 towards emergency grants. The motion was seconded by David Dart. **MOTION CARRIED.**

**X. Other Business:** None.

**XI. Announcements:** There is a conflict with the May 12<sup>th</sup> meeting date. More information will be sent regarding rescheduling that meeting.

Debbie reminded the Board members that their personal financial disclosures are due by May 15, 2025.

**XII. Adjournment:** A motion was made by Lynn Jones to adjourn. The motion was seconded by David Dart. **MOTION CARRIED.**

Respectfully Submitted:



Louis Perret, Secretary/Treasurer

Approved:



Rick Arceneaux, Chairman