

LOUISIANA CLERKS REMOTE ACCESS AUTHORITY (LCRAA)

12:30 PM WEDNESDAY, JUNE 25, 2025

BATON ROUGE, LOUISIANA

APPROVED 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, David Ditch. Also present: Debbie Hudnall, Barrett Conrad, Laura Thomas, Scott Carrington, Dagmar Hebert, Chris Kershaw, and Davis Silk. ABSENT: Chad Reynolds
- IV. **Acceptance of Agenda:** A motion was made by David Dart to accept the agenda as presented. Motion seconded by David Ditch. **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 April 8, 2025. Motion seconded by David Dart. **MOTION CARRIED.**
- VII. **Financial Report:** Chris Kershaw reported as of May 31, 2025, the total FYTD revenue was \$1,790,972; Total portal direct costs \$684,247, grant program cost of \$683,443, administration expenses of \$397,210, leaving net income for the fiscal year of \$26,072 and total assets of \$8,158,491. Chris Kershaw reported that the Supreme Court had been billed for grant funds for the criminal case management system implementation but those funds have not been received. A motion was made by Lynn Jones to receive the financial report. The motion was seconded by David Ditch. **MOTION CARRIED.**
- VIII. **2025-2026 Budget Proposal (Exhibit A):** Controller Chris Kershaw presented the 2025-2026 budget proposal. Revenue proposes a budgeted increase from \$1,746,000 to \$1,905,000, which includes \$50,000 of grant income from the Supreme Court. Proposed expenses are budgeted with a decrease in portal enhancements and case management & document management but an added item of \$250,000 for migration of Criminal and Juvenile. Grant program costs increased from \$425,000 to \$525,000. Administrative Expenses are budgeted with an increase due to an increase in amortization expense and the reimbursement amount to the Association from \$12,000 per month to \$14,000. Total Costs budgeted are \$3,829,000, with a proposed budget deficit of (\$1,924,000). There was discussion on the effect of a deficit budget year over over and the fund balance. A motion to approve the 2025-2026 Budget as presented was made by David Ditch. The motion was seconded by David Dart. **MOTION CARRIED.**
- IX. **Antares:**
 1. **eClerks LA:** Laura Thomas presented the numbers on the portal participation for land records, marriage, civil and both criminal adult and juvenile records. There was discussion regarding the remaining parishes who have not uploaded civil data. The number of parishes submitting juvenile records has increased as i3 Verticals has released that information to the portal after testing.

2. **Recording Software:** Laura reported there are 20 parishes live with the recording software and one parish with e-recording only. St. Mary is onboarding with a projected go live date of August/September. The AI indexing integration has been completed and all 20 parishes are live with this new technology. There was discussion regarding the two different variations of how the indexing can be utilized in the software. The feedback has been positive. Laura also reported that the mortgage certificate document generator project is in process with the specification work completed and the template language/format approved. The demo will be in the coming weeks and target completion is set for mid to late July.

Laura also reported on the help desk support information and upcoming lunch and learn session reviewing common issues from parish support requests.

X. I3 Verticals

1. **Case Management & Document Management System** – Scott Carrington reported on a meeting with SIM Clerk regarding a non-disclosure agreement for the AI indexing because they offer a similar software. He also reported on an improved update to the development and operations system so pending issues that have been resolved can be pushed out more timely. There was discussion on the timing of updates scheduled after hours to avoid system issues. Scott also informed the board that the new gateway payment system with i3 would require some equipment upgrades and possible new devices. There is no change in processing costs to LCRAA customers.

Scott reported the jury software would be upgraded to the new JMS cloud based system for those parishes who purchased it through LCRAA. There would be additional features that can be added for a cost.

I3 has been making progress on the financial conversion issues in Calcasieu and increased trainings for parishes. There was check formatting corrections being done in Union and Vernon. Beauregard Parish is working through an issue with data conversion. Scott reported on the training sessions and the new dashboard utilization. There will be more information at the upcoming user group meeting in August. He also reported that Bossier Parish is the pilot parish for the new Accufund accounting package from the older GFA program.

2. **E-Filing-** e-Filings have increased and Scott attributed that to an advertising campaign recently done by i3.
3. **Criminal Search Update** - No report at this time.

4. Juvenile Search Update - Scott reported that there had been an increase in the criminal juvenile data uploaded. There had been some issues regarding coding.

XI. Technology Committee Report: Barrett Conrad with Antares reported that the committee had not met recently. Antares continues to work on support and internal roles and responsibilities. They are in the process of developing a new role in the company to help with the tech committee. He reported that he will set regular meeting dates for the committee meetings.

XII. Grant Committee Report

1. Previous Quarter Grant Updates: Report provided in board book.

2. 2025 – 1st Quarter Grant Applications: Lynn Jones reported that 5 applications had been received for consideration this quarter for a total of \$138,801. The committee recommended awarding 4 grants for a total of \$72,237.

LaSalle	\$1,049	Hardware - Scanner
Beauregard	\$23,760	Hardware – Computers, Monitors and Installation
St. Mary	\$22,428	Hardware – Computers and Installation
Vermilion	\$25,000	Server Licenses, Computers and Installation
Total	\$72,237	

Vermilion's original request was for \$30,300 to include 100 users licenses. There was a question as to the necessity of that number of licenses. After discussion the committee recommended the above grant award of \$25,000 to include 2 server licenses, computers and the appropriate number of user licenses to be determined. If additional funds are needed to cover the licenses, an alternate emergency grant could be utilized.

There was discussion regarding the grant criteria and financial need. Debbie reported that each application requires the Clerk to submit their current financial report.

A motion was made by David Dart to approve the recommendation of the grant committee to award 4 grants as listed above in the amount of \$72,237. The motion was seconded by Louis Perret.
MOTION CARRIED.

Morehouse Parish applied for a grant for the upgrade of their existing i3 civil and criminal software. Morehouse is not part of the LCRAA contract along with 11 other parishes. i3 had provided a price for those upgrades and after negotiation an agreed upon price of \$480,000 for the non-LCRAA parishes upgrades with the understanding that the LCRAA projects are completed first. There was discussion regarding parishes who had decided to not implement the software because of the implementation issues. There was discussion regarding the maintenance agreement for the non LCRAA

parishes. Debbie asked Scott to put together the numbers for maintenance for the next meeting.

XII. Report of Administrative Staff:

Monthly Remittance: Debbie Hudnall presented the recap of the monthly parish remittances noting a decrease in the number of recordings but a trend upward in the last six months.

Juvenile Records Quote – Caddo Parish: Debbie presented a quote from Caddo parish for the juvenile records portal upload at a cost of no more than \$5,000. A motion was made by David Dart to approve the quote as presented. The motion was seconded by David Ditch. **MOTION CARRIED.**

eFiling Parish Grants: No additional grants since the prior meeting had been given. There was discussion on any remaining parishes who will need the stand-alone e-filing by January for both civil and criminal.

Emergency Grants: Debbie reported that \$18,000 of the additional \$105,000 approved for emergency grants had been utilized for a server for Winn Parish.

AI – Indexing: Report already presented.

Supreme Court Grant: Report already presented.

Legislation: Debbie provided an update on the Broker System with the Supreme Court and the pilot parish issues with arrest date versus citation date. She informed the Board that work continues through ICJIS on the UCO reporting. She also reported on Act 352 which changed the mandatory e-Filing that will now allow certain documents to be brought in to the clerk's office in person or by US mail, however, no documents will be allowed to fax file.

Debbie informed the Clerks that the LACCRMA Board had voted for mandatory cyber liability coverage for each Clerk in the program with the Board paying \$1,000 toward the policy premium. The Board also requires parishes to have the non-hired auto policy and will pay for that coverage for each office.

XIII. Attorney: No report at this time.

XIV. Other Business: Debbie Hudnall presented proposals for redaction services provided by i3. These proposals group certain parishes together for cost-effective pricing. Pointe Coupee, Catahoula and Concordia would be grouped together at a cost of \$20,000. Franklin, LaSalle, Cameron, and Caldwell for a cost of \$25,000. Caldwell had previously been approved for a grant of \$10,000 and Vernon had requested a grant for redaction but had been denied. Debbie recommended the board approve the pricing for the two groups along with applying Caldwell's previously approved \$10,000 grant to Vernon Parish. Scott Carrington noted that for an additional \$5,000, Vermilion could be added under the same contract or Vermilion could be substituted

for Pointe Coupee. A motion was made by David Dart to approve the redaction proposals as discussed. The motion was seconded by Lynn Jones. **MOTION CARRIED.**

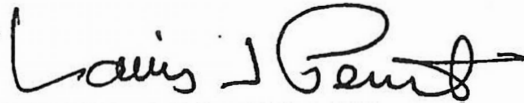
XV. Announcements

The next meeting is scheduled for Tuesday, August 13, 2025, but it conflicts with the Clerks' Institute. Possible dates for the special meeting and the next regular meeting will be sent out.

XVI. Adjournment:

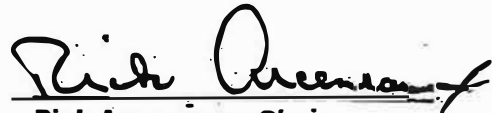
A motion was made by Louis Perret to adjourn. The motion was seconded by David Dart. **MOTION CARRIED.**

Respectfully Submitted:



Louis Perret, Secretary/Treasurer

Approved:



Rick Arceneaux, Chairman

LCRAA

PROPOSED BUDGET (in whole dollars) for the period July 1, 2025 through June 30, 2026

ACTUAL BUDGET (in whole dollars) for the period July 1, 2024 through June 30, 2025

	2024-2025	2025-2026
	Actual Budget	Proposed Budget
REVENUE:		
Recording Fees	\$ 1,400,000	\$ 1,400,000
Other Income - E-filing	86,000	140,000
Other Income - E-recording	10,000	15,000
Interest	250,000	300,000
Grant Income - Supreme Court - Criminal	0	50,000
TOTAL REVENUE	1,746,000	1,905,000
EXPENSES:		
DIRECT COST		
Portal - Enhancements, Change Orders and Other Costs	650,000	200,000
Portal - Maintenance	150,000	150,000
Portal - Alert Program	0	10,000
Migration - Criminal & Juvenile	0	250,000
E-Filing	0	0
Case Management & Document Management	2,250,000	1,500,000
Recording Software - Implementation, Integration & Migration	200,000	250,000
Recording Software - Hosting fees	100,000	100,000
AI Indexing - Professional Services	0	105,000
AI Indexing - 1st 6,000 Instruments per parish	0	215,000
AI Indexing - Maintenance	0	10,000
TOTAL DIRECT COST	3,350,000	2,790,000
GRANT PROGRAM	420,000	525,000
ADMINISTRATIVE:		
Amortization	100,000	250,000
Audit & AUP	10,000	10,000
Attorney's Fees	30,000	30,000
Bank Fees	5,000	6,000
Bonds & Ins.	5,000	5,000
Meeting Expense	3,000	3,000
Professional Services	5,000	5,000
Promotional Expense	25,000	25,000
Reimb. Assoc.	144,000	168,000
Rent Expense	12,000	12,000
Total Administrative Expenses	339,000	514,000
TOTAL GRANTS AND ADMINISTRATIVE EXPENSE	759,000	1,039,000
TOTAL COST	4,109,000	3,829,000
EXCESS (DEFICIT) OF REVENUES OVER EXPENSES	\$ (2,363,000)	\$ (1,924,000)
Beginning Fund Balance - Actual at 6/30/2024	\$ 7,214,309	\$ 4,851,309
Revenues - Estimated	1,746,000	1,905,000
Expenditures - Estimated	4,109,000	3,829,000
Capital Outlay	0	0
Ending Fund Balance - Estimated	\$ 4,851,309	\$ 2,927,309