

LOUISIANA CLERKS REMOTE ACCESS AUTHORITY (LCRAA)

12:30 PM WEDNESDAY, AUGUST 27, 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 Rick Arceneaux led the Pledge of Allegiance.
- III. **Roll Call:** Board members present were Chairman Rick Arceneaux, Lynn Jones, David Dart, David Ditch and David Silverstein. Also present: Debbie Hudnall, Barrett Conrad, Laura Thomas, Scott Carrington, Shawn Rourke, Chris Kershaw, and Davis Silk. ABSENT: Louis Perret
- IV. **Oath:** Chairman Rick Arceneaux administered the oath of office to new member David Silverstein representing LLTA.
- V. **Acceptance of Agenda:** A motion was made by David Dart to amend the agenda to add under Report of Administrative Staff: I3's AI proposal and I3's proposed grants to upgrade software for 13 parishes. The motion was seconded by Lynn Jones. **MOTION CARRIED.** David Dart moved to approve the agenda as amended. Motion seconded by Lynn Jones. **MOTION CARRIED.**
- VI. **Public Comment:** No comment.
- VII. **Approval of Minutes:** A motion was made by David Dart to approve the minutes of the meeting held on June 25, 2025. Motion seconded by David Ditch. **MOTION CARRIED.**
- VIII. **Financial Report:** Chris Kershaw reported as of June 30, 2025, the total FYTD revenue was **\$1,978,635**; total portal direct costs **\$890,895**; grant program cost of **\$705,571**; administration expenses of **\$439,504**; leaving net loss for the fiscal year of **\$57,335** and total assets of **\$8,167,596**. Chris Kershaw also reported as of July 31, 2025, the total FYTD revenue was **\$213,704**; total portal direct costs **\$30,618**; no grant program costs; administration costs of **\$41,725**; leaving a net income of **\$141,361** for the fiscal year with total assets of **\$8,261,475**. A motion was made by David Dart to receive the financial report. The motion was seconded by David Ditch. **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. The number of parishes submitting juvenile records has increased to 30 including the addition of Caddo Parish.
  2. **Recording Software:** Laura reported there are 21 parishes who are live with the recording software and one parish with e-recording only. St. Mary is onboarding with a projected go live date of November 3, 2025. The AI indexing integration has been completed, and all 20 parishes are live with the new technology. The feedback has been very positive on AI indexing. Laura also reported that the mortgage certificate document generator project is in process with the specification work completed and the template language/format approved. It has been demonstrated, and few enhancements have been requested.

Laura also reported that a "Lunch and Learn" was held on July 17<sup>th</sup> where common issues were discussed between the participants. She also reported on the number of support tickets for the portal and for the LCRAA software.

**X. I3 Verticals**

- 1. Case Management & Document Management System** – Scott Carrington reported they had a very successful User's Meeting in Bossier with 120 attendees. He stated they introduced their Court 1 Solution at the meeting which is their web-based program. He said they would be setting up a User's Committee made up of small, medium and large parishes to work on the project to bring to Louisiana which would be about 18 months.

Scott reported the jury software would be upgraded to the new I3 cloud-based system for those parishes who purchased it through LCRAA. There would be additional features that can be added for a cost. He expects this to be done in the last quarter of the year.

I3 has been making progress on the installations with Beauregard Parish being the latest parish where they had installed both civil and criminal software back-to-back and everything had gone very well. Shawn Rourke stated they have continued their on-line training for parishes and had provided another additional training for East Carroll Parish. Shawn reported they have set up new provisions for check formatting and hope this will correct any issues in the future. Scott reported that Concordia, Catahoula and Tensas would be starting conversions, and they would be moving forward with the criminal software with Ascension parish. Jeff Davis Parish would be going live with Criminal on September 15<sup>th</sup>. They are also in the process to make sure that all their customers are ready to go live with Criminal e-Filing by January 1, 2026.

- 2. E-Filing-** Scott stated that e-Filings were strong in the month of July and they were working to have the software accommodate new law on Government agencies' deferred e-filing fees where the clerks would simply make I3 a payee and they would be paid when the case is completed.
- 3. Customer Support** – Scott said that he had learned from some of the clerks about delays in response time to their tickets they had called in. They had learned that one of their employees had deleted about 200 call in tickets, so therefore that employee is no longer employed.

**XI. Technology Committee Report:** Barrett Conrad with Antares had no report at this time, but said committee would be meeting in September

**XII. Grant Committee Report**

1. Chris Kershaw gave an update on previously approved grants.
2. **2025 – 2nd Quarter Grant Applications:** Lynn Jones reported that 4 applications had been received for consideration this quarter for a total of \$78,278. The committee recommended awarding 4 grants for a total of \$78,278.

East Carroll	\$867	New Computer
Natchitoches	\$23,797	Server
East Feliciana	\$11,862	Scanner
Tensas	\$41,570	Server, 8 computers, 6 scanners
<b>Total</b>	<b>\$78,278</b>	

A motion was made by David Ditch to approve the 3 grants other than East Feliciana Parish. Lynn Jones second the motion. **MOTION CARRIED.** David Ditch moved to approve the grant for East Feliciana Parish. Motion was seconded by Lynn Jones. **MOTION CARRIED with David Dart abstaining.**

**XII. Report of Administrative Staff:**

**Monthly Remittance:** Debbie Hudnall presented the recap of the monthly parish remittances noting an increase in the number of recordings and hoped with the possibility of interest rates dropping in September and December the number of filings would continue to trend upward.

**eFiling Parish Grants:** No additional grants since the prior meeting had been given.

**Emergency Grants:** Debbie reported that \$50,141 of the additional \$105,000 approved for emergency grants had been utilized for Winn, Franklin and Vermilion Parishes.

**AI – Indexing:**

Debbie presented a grant proposal from Cott for AI indexing for their 21 recording customers through SouthStone for a total of \$76,000. A motion was made by David Dart to approve the motion. Motion was seconded by David Silverstein. **MOTION CARRIED.**

Debbie presented a grant proposal from I3 for AI indexing for their 15 recording customers through SouthStone for a total of \$106,000 plus maintenance in the amount of \$6000 per year for the parishes. It was discussed because I3's system is not cloud based, it is more time consuming so therefore more expensive. After discussion, Lynn Jones moved that the proposal be approved. Motion seconded by David Dart. **MOTION CARRIED.**

**Grant – I3 Software Upgrade for 13 Parishes**

Debbie reminded the Board that at the last meeting there had been a discussion about upgrading 12 of I3 customers to the newest case management software. The grants had been submitted individually, which totaled \$530,000 but after it was discussed with I3 in order to get better pricing they agreed if the Board approved all 12 parishes they would reduce the price to \$480,000. When asked if these parishes would come under the LCRAA contract it was agreed to table the matter at the last meeting in order for I3 and LCRAA staff to look into it further. After the meeting, I3 informed LCRAA staff that Vermillion criminal software had to be updated and that would cost an additional \$20,000. Debbie recommended to the Board that the \$500,000 proposal for the 13 parishes be approved and that those 13 parishes would be under the LCRAA contract because in most cases the maintenance fees would be cheaper. After discussion, Lynn Jones moved that the \$500,000 in grants be approved. Motion seconded by David Ditch. **MOTION CARRIED.**

**Supreme Court Grant:** Debbie reported that the Supreme Court had previously approved a grant to LCRAA in the amount of \$253,750 for criminal case management systems. They subsequently declined to pay for some of the previously approved parishes, and she stated that she hoped some of the updates to the criminal software could replace the parishes they refused to pay. This could help cover some of the costs of the \$500,000 proposal from I3.

XIII. **Attorney:** Sheri Morris reported there were still some details she is working through with SouthStone on AI indexing.

XIV. **Other Business:** Chairman Rick Arceneaux welcomed our new Board member, David Silverstein.

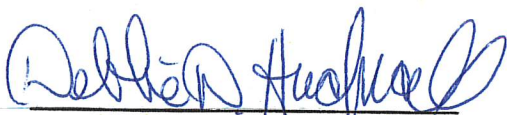
**XV. Announcements**

The next meeting scheduled for Tuesday, November 11, 2025, conflicts with Veteran's Day so that meeting will be scheduled for another date.

**XVI. Adjournment:**

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

Respectfully Submitted:

  
Debbie Hudnall, Acting Secretary

Approved:

  
Rick Arceneaux, Chairman