

**LOUISIANA CLERKS REMOTE ACCESS AUTHORITY (LCRAA)**  
**12:30 PM THURSDAY, NOVEMBER 20, 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, David Ditch and David Silverstein. Also present: Debbie Hudnall, Sheri Morris, Annette Fontana, Erin Hebert, Amanda Gross Thies, Garret Orgeron, Barrett Conrad, Richard Yancy, Daniel Simpson, Bryan Roy, Liz Pyle, Scott Carrington, Shawn Rourke, Melissa Henry, Chris Kershaw, Davis Silk and Olivia Hymel.
- IV. **Acceptance of Agenda:** A motion was made by David Ditch to accept the agenda. Motion seconded by David Dart. **MOTION CARRIED.**
- V. **Public Comment:** No comment.
- VI. **Approval of Minutes:** A motion was made by David Dart to approve the minutes of the meeting held on August 27, 2025. Motion seconded by Lynn Jones. **MOTION CARRIED.**
- VII. **Audit Reports:**
  1. **Financial Audit Report:** Garrett Orgeron with Duplantier, Hrapmann, Hogan & Maher presented the audit report for the fiscal year ended June 30, 2025. Garrett stated the financials were fairly presented and LCRAA received the highest and cleanest opinion. He stated there were no findings or deficiencies in internal controls and no compliance issues. Total Net Assets were \$8,092,308 which decreased from 2024. Total Operating Revenues were \$1,643,829, an increase from 2024. Total Operating Expenses increased to \$1,405,688. Total Net Operating Income was \$238,141. There were grants awarded in the amount of \$753,108.
  2. **Statewide Agreed Upon Procedures (AUP) Audit Report:** Garrett explained that the Statewide Agreed-Upon Procedures were not required for the fiscal year due to no findings, exceptions or reportable conditions in the prior year. He stated that all procedures will be required to be performed for the next fiscal year. A motion was made by David Dart to approve the financial audit and the AUP audit as presented by the auditor. The motion was seconded by David Ditch. **MOTION CARRIED.**
  3. **Compliance Questionnaire:** Debbie presented the compliance questionnaire for Board approval. A motion was made by David Dart to approve the questionnaire as presented. The motion was seconded by David Ditch. **MOTION CARRIED.**
- VIII. **Kinetix:** Bryan Roy and Liz Pyle with Kinetix presented information on ADA compliance for clerks' websites (WCAG). Liz explained how everything needs to be ADA compliant- websites, videos, recordings, PDFs, and social media. The State ADA report is due to the state ADA coordinator by December 31, 2025. Fines from federal government if in violation were discussed. They recommended that everyone reach out to their web-site vendors to make sure they were complying.

**IX. South Stone:**

1. **AI Indexing Update:** Richard Yancy and Daniel Simpson with South Stone gave an update on AI Indexing. They reported they currently have 24 parishes using SimClerk AI indexing. They reported onboarding an average of four parishes a week. They reported they maintained 100% uptime to-date, fulfilled indexing customization for four parishes, and performed one product-wide update that reduced processing time by five seconds. They reported AI indexing 48,181 documents through October 31<sup>st</sup>. They reported they had met with Cott and would kick off with Cott customers after Thanksgiving and had a kick-off meeting with I3 for their customers in early November.
2. **Exclusion of Document Types:** Debbie reported that the Technology Committee had asked that certain documents be excluded from AI indexing because the Clerks nor LCRAA receive recording fees for the following documents: Oaths of Office, Notice of Candidacy, Officiant Registration and DD 214's. Also, maps are not to be AI indexed because that would be too difficult. Debbie asked for these documents to be exempt statewide from AI indexing in which South Stone agreed.

**X. Technology Committee Report:** Barrett Conrad with Antares gave a report on the three Technology Committee meetings. He discussed prioritizing requests of the committee and creating a clear channel for user feedback to improve eClerks and LCRAA Recording Software. Debbie Hudnall stated the Technology committee includes Lynn Jones, David Dart, Wess Robinson from Iberia Parish, Kesslie Carbo from Ascension parish, Davis Silk and herself. Out of those meetings, there were proposed program changes that were requested. Davis Silk explained the proposed changes: modify eClerks 2FA payment validation; expand eClerks subscription index information; provide clerks ability to manage user subscriptions; and updates to criminal search screen. The Antares proposals for these products total \$46,200. David Ditch moved to approve the proposal. Motion seconded by Lynn Jones. **MOTION CARRIED.**

**XI. Antares:** Barrett Conrad with Antares gave a report on the eClerks LA update, and recording software and informing the Board that St. Mary Parish had just successfully gone live with recording software.

**XII. I3 Verticals:** Scott Carrington, Shawn Rourke and Melissa Henry were present, along with other I3 staff members that gave a demonstration on the new cloud-based Jury Software. Scott further discussed timelines for installation of case management systems in other parishes. He also informed the Board their plan was to have the upgrades for the 13 parishes that were approved at the last Board meeting to be installed in Q2 of 2026. Scott reported that Rapides had signed a stand-alone agreement for eFiling and that Washington Parish had asked to come back on board.

**XIII Grant Committee Report**

Chris Kershaw gave an update on previously approved grants.

**2025 – 3rd Quarter Grant Applications:** Lynn Jones reported that 12 applications had been received for consideration this quarter for a total of \$366,043. The committee recommended awarding 12 grants for a total of \$220,201.

Caldwell	\$2,375	Two New Computers
Avoyelles	\$25,000	Redaction of Civil Cases
East Carroll	\$8,604	Articles of Inc. – Index and Scan
Acadia	\$51,840	Conv., Mtg. & Misc – Index, Scan and Redact
Catahoula	\$1,437	Printer
Evangeline	\$25,000	Back scan Civil (9/1986 to 7/2005)
Caddo	\$21,250	Redact 2 M property records
Iberia	\$16,123	Printer / scanner
Washington	\$25,000	M/L – Image, Index & Redact
Allen	\$33,672	Conveyances – Image, Index & Redact
Franklin	\$4,500	Migration Services
Winn	\$5,400	Migration Services
<b>Total</b>	<b>\$220,201</b>	

A motion was made by David Dart to approve the 11 grants excluding Iberia for \$204,078. David Ditch second the motion. **MOTION CARRIED.** David Dart moved to approve the grant for Iberia Parish totaling \$16,123. Motion was seconded by David Silverstein. **MOTION CARRIED with David Ditch abstaining.**

### **XIII. Report of Administrative Staff:**

- 1. Monthly Remittance:** Debbie Hudnall reported the LCRAA revenue for October had declined since July but was still above the revenue for 2024.
- 2. eFiling Parish Grants:** Debbie Hudnall reported \$60,000 of the \$100,000 eFiling grants had been expended.
- 3. Emergency Grants:** Debbie Hudnall reported that \$31,000 had been spent of the \$105,000 emergency grant funds leaving a balance of \$74,000.
- 4. ICJIS Contract:** Debbie gave an update on the ICJIS proposed contracts. She explained how the State broker would work and that the broker will not hold information it only acts as a pass through. The project is to be at no cost to the individual agencies or to LCRAA. The software vendors will be paid by the state for the programming and the maintenance. Debbie asked the Board to approve her signing the contracts with the vendors on behalf of LCRAA for the ICJIS project, with the understanding that it is at no cost to LCRAA. The initial project will be for the electronic exception reporting from CMIS to the clerks for the transmittal of the UCO's to the Department of Corrections.

A motion was made by David Ditch for Debbie to execute the approved contract for the ICJIS project. Motion was seconded by David Silverstein. **MOTION CARRIED.**

5. **Supreme Court Grant:** Debbie Hudnall reported LCRAA had applied to the Supreme Court for a grant for criminal case management system. LCRAA had asked for \$250,000 and LCRAA has received \$63,750 so far. Chris will be submitting payment for Jeff Davis Parish soon.
6. **Election of Trustees:** Debbie Hudnall reminded Board members they serve two-year terms, so the clerks will be up for reelection at the Conference in March.
7. **Sexual Harassment, Ethics and Conflicts of Interest:** Debbie reminded the Board they are required to sign certifying they have taken the courses for sexual harassment and ethics and they have no conflicts of interest. She asked the Board to sign the documents and return them.

**XIV. Attorney:**

1. **I3 Contract:** Sheri Morris reported they met earlier this week with i3 to discuss contract renewal. She stated they are still working through the contract to resolve some issues. The Board members addressed concerns with customer service issues many are experiencing with i3 Verticals. Scott told the Board that he was embarrassed when he pulled some of the statistics from support.
2. **South Stone Contract:** Sheri Morris gave an update on contract with South Stone that it is 90% complete.

**XV. Financial Report:** Chris Kershaw reported as of October 31, 2025, the total FYTD revenue was **\$830,046**; total portal direct costs **\$408,969**; grant program cost of **\$249,318**; administration expenses of **\$159,105**; leaving net income for the fiscal year of **\$12,654** and total assets of **\$8,051,544**. A motion was made by David Dart to receive the financial report. The motion was seconded by David Ditch. **MOTION CARRIED.**

**XVI. Other Business:** Annette Fontana commented on website and ADA compliance. She advised contacting whoever oversees their website to ask about the accessibility plug-in.

**XVII. Announcements:** The next meeting is scheduled for Tuesday, February 10, 2026.

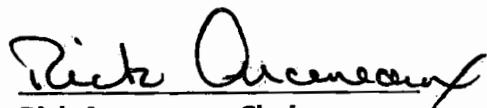
**XVIII. Adjournment:** A motion was made by David Ditch to adjourn. The motion was seconded by David Dart. **MOTION CARRIED.**

Respectfully Submitted:



Louis Perret, Secretary

Approved:



Rick Arceneaux, Chairman