

LOUISIANA CLERKS REMOTE ACCESS AUTHORITY (LCRAA)
12:30 PM TUESDAY, FEBRUARY 10, 2026
BATON ROUGE, LOUISIANA

PROPOSED MINUTES

- I. **Call to Order:** Meeting called to order by Chairman Rick Arceneaux.
- II. **Invocation and Pledge:** Randy Briggs gave an opening prayer followed by the Pledge of Allegiance by Rick Arceneaux.
- III. **Roll Call:** Board Members present were: Chairman Rick Arceneaux, Lynn Jones, Louis Perret, David Dart, and David Silverstein. Also present: Debbie Hudnall, Laura Thomas, Barrett Conrad, Shawn Rourke, Melissa Henry, Chris Kershaw, Davis Silk and Olivia Hymel.

Others present: Jason Harris, Randy Briggs, Annette Fontana and Chris Forstall.
- IV. **Acceptance of Agenda:** A motion was made by David Dart to accept the agenda. Motion seconded by Lynn Jones. **MOTION CARRIED.**
- V. **Public Comment:** No comments.
- VI. **Approval of Minutes:** A motion was made by Louis Perret to approve the minutes of the meeting held on November 20, 2025. Motion seconded by David Silverstein. **MOTION CARRIED.**
- VII. **Financial Report:** Chris Kershaw reported as of January 31, 2026, the total FYTD revenue was **\$1,333,941**; total portal direct costs **\$682,918**; grant program cost of **\$396,678**; administration expenses of **\$273,099**; leaving net loss for the fiscal year of **\$18,754**. The total net position is **\$7,995,653** with total Liabilities and Net Position of **\$8,020,981**. A motion was made by David Dart to receive the financial report. The motion was seconded by Louis Perret. **MOTION CARRIED.**
- VIII. **SouthStone:**
 1. **AI Indexing Update:** Debbie reported that all of LCRAA's recording software parishes (except St. Landry Parish) and SouthStone's recording software customers were all utilizing the AI indexing. COTT'S first customer will be Livingston Parish, and they would be going live with AI Indexing soon.
 2. **Exclusion of Document Types:** Debbie reported that the five document types that the Board had voted to exclude from AI indexing would be in place soon.

- IX. Technology Committee Report:** Laura Thomas reported that the Technology Committee had met and recommended some software enhancements.
1. Upload Feature for intake for historical marriage and land records
 2. Add Historical Utility for marriage licenses
 3. Add ability to create certified marriage license of existing license
 4. Update Search Functionality for Mortgage and Lien Certificate Generator by increasing the number of names that can be searched.

Debbie reported that the suggestions came from the deputy clerks who actually do the work and most of their suggestions were recommended by the Technology Committee. The total cost of these proposals is \$13,200. David Dart moved that the Recording Software enhancements be approved. Motion seconded by David Silverstein. **MOTION CARRIED.**

- X. Antares Update:** Barret Conrad reported that 21 parishes were using the recording and e-recording software and one additional parish was using the stand-alone e-recording software. They are also in discussions with other parishes. All of the projects approved at the last Board meeting had been completed and deployed.

- XI. 13 Verticals Update:** Shawn Rourke gave an update on the Case Management System stating that Catahoula Parish Civil had gone live the day before. He reported there would be a major hurdle running this week for Calcasieu Parish which should resolve most issues with the balancing of the funds. Lynn stated that he had to ask for an extension to file his audit, and they were hoping this update would make those corrections. Shawn reported that Tensas was going well and hoped to have Ascension Parish Criminal up and running sometime in March with Calcasieu Criminal following shortly thereafter.

Shawn further reported that the 13 parishes that will be receiving the upgrades should be happening relatively soon. David Dart asked about the Supreme Court reporting issues. Shawn reported that the uploads to the Supreme Court had all been correct, but the issue had been with the actual generated report and that was being taken care of. Lynn Jones reported that he had some reporting problems with the Supreme Court with COTT's system. Shawn reported that

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Ascension Parish needs special traffic ticket software because of their sheriff's on-line traffic tickets that i3 was taking care of.

David Dart asked when the cloud-based software would be ready to roll out and Shawn stated that in 12 months they would be rolling the new software out to Bossier Parish.

Shawn reported how the e-filing numbers had increased tremendously in the month of January with the mandating law in place. There was discussion as to some of the e-filing issues that filers were experiencing because of the inconsistencies among the parishes of case types and fees for the different case types. Debbie said this is something the clerks will need to continue to work on as the problems are brought to light.

XII. Grant Committee Report

Chris Kershaw gave an update on previously approved grants. He reported there are currently about \$366,000 outstanding grants. The oldest 5 grants are:

2023- 3rd Quarter - West Carroll Parish for \$38,142

2023- 4th Quarter - Franklin Parish for \$19,250

2024- 2nd Quarter – Beauregard Parish for \$50,638

2024 – 3rd Quarter – Madison Parish for \$51,299

2024- 4th Quarter – St. Helena Parish for \$10,913

Chris stated these outstanding grants need to be completed as quickly as possible.

2025 – 4th Quarter Grant Applications: David Dart reported that only two new applications had been received for consideration this quarter for a total of \$57,130. Debbie informed the Board that part of the St. Helena Grant included a fee for Antares in setting up the initial program. Any future historical AI Indexing, Antares would charge \$3,000 plus six cents per instrument. The Committee recommended awarding both grants at the full amount.

St. Helena	\$32,130	Index – Conveyances 1/2010-5/2025
Richland	\$25,000	Image & Index Notarial Books 1/1961-7/1971
Total	\$57,130	

Louis Perret moved that both applications be approved. Motion seconded by David Dart. **MOTION CARRIED.**

- XIII. Report of Administrative Staff:** Debbie reported the number of land records filed was up from December but still down compared to the previous months. She reported that there is \$31,000 left in the e-filing Grant budget and that it probably would not be needed now that all parishes are e-filing. She also reported a balance of \$46,000 in the Emergency Grant Fund.

Debbie also reported that she continues to work with the ICJIS Board and that all documentation was in the final stages, and she would soon be asking the clerks to execute the Participation Agreements for the existing projects. Debbie reported that LCRAA had received \$88,750 in grant funds from the Supreme Court to pay for the installation of Criminal Case Management systems.

She reminded the Board that each LCRAA Clerk Commissioner term would end June 30, 2026, but they are eligible to serve again. She informed the Board that an email had been sent out to all clerks stating that the present Board would like to continue to serve, but any clerk could run for the board by submitting their name to the Association office by February 16th and then an election would be held on March 16th at the conference.

Debbie then discussed several issues that she had received from large law firms complaining about inconsistencies in e-filing across the State. The Board agreed the clerks need to continue to make e-filing as easy as possible and hopefully could be discussed at the Clerks' Institute later this month.

XIV. Attorney:

Debbie informed the Board that Sheri was tied up in a hearing in Lafayette Parish and was unable to get back in time for the meeting. Debbie reported that Sheri had met with Davis, Chris and herself to discuss the pending contracts and that she would like to plan a zoom meeting with Scott next week.

XV. Other Business:

There was no other business.

- XVI. Announcements:** The next meeting is scheduled for Tuesday, May 12, 2026.

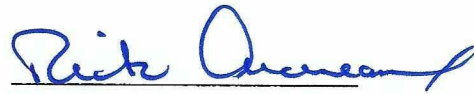
XVII. Adjournment: A motion was made by David Dart to adjourn. The motion was seconded by David Silverstein. **MOTION CARRIED.**

Respectfully Submitted:



Louis Perret, Secretary

Approved:



Rick Arceneaux, Chairman