



LOUISIANA CLERKS OF COURT ASSOCIATION

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APPROVED MINUTES

BOARD OF DIRECTORS

MAY 20, 2020

10:00 AM

CONDUCTED BY VIDEO CONFERENCE

The Louisiana Clerks of Court Association Board of Directors met on May 20, 2020 at 10:00 a.m. via video conference. Brian Lestage, President called the meeting to order. An opening prayer was given by Brian Lestage.

Debbie Hudnall called the roll with the following board members present:

Brian Lestage, Bridget Hanna, Robin Hooter, Randy Deshotel, Annette Fontana, Richard "Rick" Arceneaux, Mark Graffeo, Kim Turlich-Vaughan, Steve Andrews, Johnny Crain, Jr., Theresa Robichaux, Louis Perret, Mike Spence, Marion Hopkins, Christy Lee, Jeff Skidmore, David Dart, Rodd Naquin and Diane Meaux Broussard.

Also present: Debbie Hudnall, Chelsey Napoleon, Shane Leblanc and Randy Briggs.

Approval of the Minutes from February 19, 2020

A motion to approve the prior minutes was made by Kim Turlich-Vaughan and seconded by Mike Spence. No discussion was had. The motion passed without opposition.

Financial Report - Association

Rick Arceneaux, Treasurer reported the balance sheet, April 30, 2020 with total current assets at \$696,487, total property and equipment of \$11,282, total other assets of \$78,968 for total assets of \$786,739. Total current liabilities of \$143,849 were reported, total capital of \$642,889. Total liabilities and capital equaling the assets of \$786,739.

He reported the income statement for the ten months ending April 30, 2020. The total current month revenue was in the negative (\$48,468). The total expenses for the month were \$73,819. The total current year to date expenses were \$525,000. The net income (loss) for the current month was (\$122,288.15).

A motion by Robin Hooter was made to receive the Financial Report, and seconded by Jeff Skidmore. All voted in favor to receive the Financial Report.

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2020-2021 Budget Proposal (Attachment A)

Debbie Hudnall discussed the proposed budget that was attached to the packet.

Debbie pointed out that we did not amend our current budget but had some changes as a result of her pay being increased and the hiring of Susan Allsup. Debbie also noted the grant income decrease and the Grant salary decrease as Rosemary is no longer working only Dawn. She noted the increase in telephone due to having Zoom and conference call as opposed to meeting in person.

There was a motion to accept to accept the budget proposal by Kim Turlich-Vaughan and seconded by Jeff Skidmore. **MOTION CARRIED.**

LCRAA Board Reports

Rick Arceneaux reported that the LCRAA board met on May 12, 2020 by Zoom.

There are currently 62 participating parishes, 61 with records; St. Landry and Ouachita are last two and St. Landry has verbally agreed to join.

Antares reported on the progress of the recording software. Ascension Parish went live on May 1. Rapides and St. Tammany's development are progressing.

For the balance sheet ending 4/30/2020:

Total Assets	\$ 4,786,637
Current Liabilities	\$ 38,610
Net Income	\$ 425,030
Net Position	\$ 4,786,637

He discussed the Income Statement:

	Current Month 4/30/2020	YTD
Total Revenues	\$ 128,405	\$1,322,324
Portal Direct Costs	\$ 41,342	\$ 582,554
Grants	\$ 29,120	\$ 224,670
Administrative Costs	\$ 8,630	\$ 90,071
Net (Loss) Income	\$ 49,313	\$ 425,029

There will be no income for the month of May, 2020.

eVault trademark registration -retained Baker Donaldson Law Firm in Baton Rouge to register the trademark federally for a maximum fee of \$5,000.

Grants Report/Prior Quarter Grants - Cameron, St. Mary and Union are complete. All others still in progress.

1st Quarter Applications

An application was received from East Carroll Parish to index and redact marriages back to 1832. The committee recommended a withdrawal because their mortgage records only go back to 2010. They suggested that they concentrate on that area first. The application was withdrawn.

Retirement and Relief Fund

Chris Kershaw advised that April is not complete but showing some recovery. It is not looking good on investments, but liquid.

Supplemental Compensation Board

Chris Kershaw gave a report on the financials ending April 30, 2020 on pages 9 and 10 in the packet with total cash \$51,000, accounts receivable of \$127,000 and total current assets of \$179,000. Account Payable of \$133,000, total capital \$45,800, and total liability and capital of \$179,000.

2020 Conference Report

Debbie Hudnall recommended refunding fees for the conference.

Education Committee

Theresa Robichaux reported that the February 2020 institute had 234 participants with a profit of \$3,340. She reported that we will be holding off on the August 18-21, 2020 institute.

Scholarship Report

Randy Deshotel reported that there were 17 applications for scholarships. All applicants were awarded scholarships with 4 receiving \$1200, 6 receiving \$700 and 7 receiving \$500.

Executive Director Report

Debbie reported to the Board a Section 125 Plan Document for the Association was being compiled at an annual cost of \$100 as recommended by the Insurance Trust Board.

Debbie discussed the Legislative session. She advised that it was understood that everyone would be pulling their bills except for those dealing with the budget but that was not the case. It has been difficult to get a handle on what is happening.

Debbie reported that we pulled back on the fee bill for mortgage certificates considering the state of everything.

The drainage book bill has passed through the house and the senate committee and will be going on to the senate floor.

Debbie stated that she testified at the hearing for the LCRAA bill allowing an electronic bulletin board for emergency closings. She also discussed e-filing, the e-filing filing date, and the file date that the system acknowledges which is in HB404.

Louie Bernard is handling a bill for the SOS, stating that the clerk and SOS are simply a filing officer when it comes to the Notice of Candidacy.

Birth Certificates of children of the military born out of the country. Clerks would send those to vital records

Jury threshold bill is moving through reducing the threshold to \$5000. There is another bill to increase the juror pay to equal the federal rate. There is nothing about increasing the bond.

Debbie reported that there are several bills dealing with cyber security and the SOS wants the Clerk to report to him within 24 hours of a cyber security breach. There is also another bill that may require the case management software vendors to registrar with the SOS and report to them any breaches.

Debbie advised that she sends a list out every Friday giving updates on all bills.

Debbie talked a little about the Cares Act and getting money for the offices for reimbursement.

District Reports

There were no district reports.

Other Business

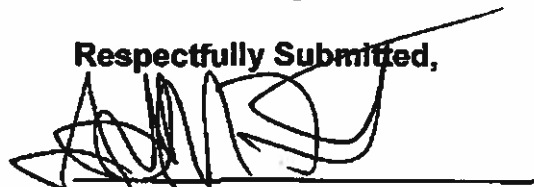
There was a motion to waive the per diem for the meeting by Jeff Skidmore and seconded by Rick Arceneaux. **MOTION CARRIED.**

Debbie mentioned a bill that she is working on that would require a candidate to bring in their identification card when coming to qualify because of address issues.

Adjournment

With there being no other business, the meeting was adjourned.

Respectfully Submitted,


Annette Fontana, Secretary

APPROVED:

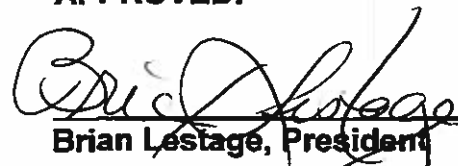

Brian Lestage, President

EXHIBIT A

Louisiana Clerk of Court Association				
Budgets - FYE 2021 and FYE 2020				
	Cur Annual Budget	FYE 2021	FYE 2021	
	2019-20	Proposed Budget	vs FYE 2020	
REVENUES				
Association Dues @ 1.5%	163,000.00	165,000.00	2,000.00	
Dues - Associate	15,000.00	15,000.00	0.00	
Interest Income-Assn.	6,000.00	6,000.00	0.00	
Int Inc - Bricksome	2,350.00	1,800.00	(550.00)	
Insurance Reimbursement	72,000.00	84,000.00	12,000.00	
Retirement Reimbursement	420,000.00	498,000.00	78,000.00	
LCRAA Reimbursement	84,000.00	120,000.00	36,000.00	
Conference Receipts	0.00	0.00	0.00	
Certification Fee Rec.	500.00	500.00	0.00	
Institute Earnings	10,000.00	5,000.00	(5,000.00)	
Other Inc - Leg. Day	6,000.00	6,000.00	0.00	
Other Inc - Sponsorship	6,000.00	6,000.00	0.00	
Other Inc - Directory	6,000.00	6,000.00	0.00	
Other Inc - W/C Mktg. Fee	6,000.00	6,000.00	0.00	
Grant Income	75,000.00	30,000.00	(45,000.00)	
Total Revenues	871,850.00	949,300.00	77,450.00	
EXPENSES				
Attorney's Fees	25,000.00	25,000.00	0.00	
Bank Charges	1,500.00	1,500.00	0.00	
Books and Publications	2,000.00	2,500.00	500.00	
Bonds and Insurance	12,000.00	12,500.00	500.00	
Institute Expenses	3,000.00	3,000.00	0.00	
Audit	7,000.00	8,000.00	1,000.00	
Board Secretary Fee	1,250.00	1,250.00	0.00	
Conference Expense	0.00	0.00	0.00	
Board Per Diem	11,000.00	11,000.00	0.00	
Depreciation Expense	3,000.00	3,000.00	0.00	
Annual Directory Expense	3,000.00	3,000.00	0.00	
Legislative Exp.	5,000.00	5,000.00	0.00	
Utilities	6,000.00	6,000.00	0.00	
Equipment Rental	14,000.00	14,000.00	0.00	
Contingency Expense	5,000.00	5,000.00	0.00	
Rent - Building	22,750.00	23,250.00	500.00	
Office Equipment	11,000.00	7,500.00	(3,500.00)	
IGO Expense	6,000.00	6,000.00	0.00	
Janitorial	8,000.00	8,000.00	0.00	
Maintenance - Computer	15,000.00	15,000.00	0.00	
Seminar & Travel Exp	1,200.00	1,200.00	0.00	
Membership Dues	1,200.00	1,200.00	0.00	
Meeting Expense	26,000.00	26,000.00	0.00	
Legislative Day	6,500.00	6,500.00	0.00	
Office Supplies	7,500.00	7,500.00	0.00	
Other Professional Fees	45,000.00	45,000.00	0.00	
Scholarship Awards	10,000.00	12,000.00	2,000.00	
Telephone	10,000.00	15,000.00	5,000.00	
Postage	4,000.00	4,000.00	0.00	
Insurance Cont. - ER on RetEE	5,500.00	3,500.00	(2,000.00)	
Exec Director	205,000.00	232,500.00	27,500.00	
Staff Sal Exp	439,000.00	522,000.00	83,000.00	
Grant Salary	55,000.00	24,500.00	(30,500.00)	
Website Upgrade	12,000.00	3,000.00	(9,000.00)	
Total Expenses	989,400.00	1,064,400.00	75,000.00	
NET INCOME (LOSS)	(\$ 117,550.00)	(\$ 115,100.00)	\$ 2,450.00	