

APPROVED MINUTES
LA CLERKS OF COURT ASSOCIATION
BOARD OF DIRECTORS
DECEMBER 10, 2020
2:00 PM
BATON ROUGE, LA

The Louisiana Clerks of Court Association Board of Directors met on December 10, 2020 at 2:00 pm in Baton Rouge, LA. President Bridget Hanna called the meeting to order. An opening prayer was given by Randy Briggs followed by the Pledge of Allegiance lead by David Dart.

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

President Bridget Hanna, Robin Hooter, Randy Deshotel, Richard "Rick" Arceneaux, Mark Graffeo, Annette Fontana, Brian Lestage, Melissa Henry, Christy Lee, Randy Briggs, David Dart.

Also present: Debbie Hudnall, Erin Hebert, Chelsey Napoleon, Shane LeBlanc, Chris Kershaw, Dagmar Hebert and Davis Silk.

Appointment of Supplemental Board Members

A motion was made by Mark Graffeo to approve the appointment of David Dart and Annette Fontana to the Supplemental Board. The motion was seconded by Brian Lestage. **MOTION CARRIED.**

Approval of the Minutes from May 20, 2020

A motion to approve the May 20, 2020 Board minutes was made by Randy Deshotel and seconded by Robin Hooter. **MOTION CARRIED.**

Financial Report - Association

Rick Arceneaux, Treasurer presented the balance sheet as of November 30, 2020 with current assets at \$597,051 including total property and equipment of \$15,343 and total other assets of \$68,826. Total Assets of \$681,221. Total current liabilities of \$100,107 were reported, total capital of \$581,114. Total liabilities and capital equaling the assets of \$681,221.

He presented the income statement for the five months ending November 30, 2020. The total current month revenue was \$75,038. The total expenses for the month were \$79,763. The total current year to date expenses were \$423,248. The net income (loss) for the current month was (\$4,725).

A motion by Mark Graffeo was made to receive the Financial Report and seconded by Randy Briggs. **MOTION CARRIED.**

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Audit Reports

Michelle Cunningham with Duplantier, Hrapmann, Hogan and Maher LLP presented the Association audit report for the fiscal year ended June 30, 2020. The Association received an unmodified opinion on the financial statements, which is the highest and cleanest opinion that can be given. The total assets were \$615,142 seeing a decrease in cash, accounts receivable, prepaid expenses and note receivable from 2019 to 2020. She stated that the note receivable is the Bricksome Condo office and is to be paid off in 2023. She reported the total liabilities of \$12,217. She commented on the net assets – board designated (conference/scholarship) of \$18,685. Total Revenues of \$849,596 and total expenses of \$932,256 for a net decrease in assets of (\$91,660).

Michelle then presented the Supplemental Compensation Fund audit report for fiscal year ended June 30, 2020. The Fund received an unmodified opinion on the financial statements, which is the highest and cleanest opinion. There were no significant deficiencies in internal controls and no violations of laws and regulations. Total Assets \$195,004, Total Liabilities of \$133,250 and Fund Balance of \$61,754. Total Revenues \$1,612,363 and Total Expenses \$1,604,023 for a positive change in net position of \$8,340.

A motion was made by Rick Arceneaux to approve the Association and Supplemental audit reports as presented. The motion was seconded by Brian Lestage. **MOTION CARRIED.**

Debbie Hudnall presented to the Board the required compliance questionnaire for the Supplemental Fund. A motion was made by Annette Fontana to approve the questionnaire as presented. The motion was seconded by Robin Hooter. **MOTION CARRIED.**

BOARD REPORTS:

LCRAA

Rick Arceneaux reported the LCRAA Board met on November 12th. Antares reported on the progress of the recording software. Ascension Parish went live on May 1. Rapides and St. Tammany's development are progressing. He also reported that the e-Recording development was completed and preparing for a soft launch with a local title company. Rick further reported that a contract had been signed with Software & Services for the upload of the civil indices to the portal. E-Filing through Tyler Technologies has 12 participating parishes and have received approximately \$14,000 in revenue sharing to help offset the cost of the integration into the parish's software. The E-Bulletin Board on the Association website is functional and being utilized. The Board approved 3 grant applications at the last meeting for a total of \$47,341. There are 10 grants still in process or nearing completion from previous

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quarters. The Audit report had been approved with the highest and cleanest opinion.

Retirement and Relief Fund

Debbie Hudnall provided a report on the Retirement Fund. The Actuary report had been presented. A change in the assumptions as relates to mortality tables were one of the contributing factors to the overall cost of the plan. The required rate of return is 6.75% and the actuarially realized rate of return for the fiscal year was 3.9% which includes a five-year smoothing. Debbie discussed how the change in the required rate of return affects the employer contribution rate. The minimum required employer contribution is 21.25% and the Board will set that rate once the report is approved by PRSAC. She noted that as of November, 12 of the 15 money managers had reported with an increase of \$48 million in investments. Debbie explained that once the unfunded liability is paid off that will help to improve the employer contribution rate. She explained an issue regarding a retiree returned to work that came before the Board earlier that day. The retiree will be given notice that she can request an administrative hearing. The Board has adopted policies for an administrative hearing and will have to retain another attorney.

Supplemental Compensation Board

Debbie stated that the report was previously given at the Clerks Only meeting. She did highlight that the Fund was positive.

Executive Committee – Strategic Planning

Bridget Hanna stated that this report had been presented at the Clerks Only meeting.

COMMITTEE REPORTS:

2021 Conference Committee Report

No report

Education Committee

Debbie reported that the next Institute is scheduled for February 2-5, 2021 at the Crowne Plaza in Baton Rouge.

EXECUTIVE DIRECTOR REPORT:

Governmental Relations Services – Debbie informed the Board that Arwin Bascle's contract ends 12/31/20. She explained that Arwin had Cornerstone Group assist last year for the Clerk's legislation. Arwin has now joined Cornerstone Group as a senior consultant. Cornerstone Group is a national governmental services operation. Debbie stated that Paul Rainwater, Steven Ledet, Nial Patel and Gabrielle Keys were some of the consultants who were part of the group. There was discussion about increase representation at the Legislature that Cornerstone can provide.

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There was also discussion about possible conflicts of interest with other clients. Debbie explained that Arwin would still be the consultant but have resources on the ground with the Cornerstone Group. Debbie received a proposal from Cornerstone for an annual fee of \$54,000 which is slightly higher than the current fee. After discussion, a motion was made by Rick Arceneaux to approve the hiring of Cornerstone Group for governmental relations services. The motion was seconded by Mark Graffeo. **MOTION CARRIED.**

DISTRICT REPORTS:

District 1: Melissa Henry reported that their members had met the previous afternoon and were working on a schedule to meet regularly as well as a list of topics to discuss.

District 2: No report

District 3: Rick explained that District 3 has not met due to COVID.

District 4: No report

District 5: No report

District 6: Christy Lee reported they had not yet met but discussed changing their normal meeting location.

District 7: Randy Briggs reported that a meeting was previously scheduled in October but canceled due to COVID.

District 8: David Dart reported that they plan to meet in early spring.

District 9: No report

OTHER BUSINESS

Annette Fontana reported to the Board that she had recently reached out to the Secretary of State regarding retention schedules. She noted that there were new staff members designated to handle certain groups and there was a plan in place for the retention schedules that had not been reviewed or approved for some time. They would like to speak at an upcoming Institute if possible.

Debbie noted discussions with the Sheriff's Association about increasing fees for non-support.

Adjournment

With there being no other business, a motion was made by David Dart to adjourn. The motion was seconded by Randy Briggs. **MOTION CARRIED.**

Respectfully Submitted,


Debbie Hudnall, Executive Director

APPROVED:


Bridget Hanna, President