

PROPOSED MINUTES
CLERKS ONLY MEETING
June 28, 2021
2:00 p.m.
BATON ROUGE, LA

The Louisiana Clerks of Court Clerk's Only Meeting was held on Monday, June 28, 2021, at 2:00 p.m. Bridget Hanna, President called the meeting to order. An opening prayer was given by Robin Hooter and the Pledge was led by Randy Deshotel.

Kim Turlich-Vaughan called the roll with the following Clerks present:

Stacey Hurst, Bridget Hanna, Erin Hebert, Connie Desselle, Brian Lestage, Mike Spence, Lynn Jones, Susan Racca, Andy Anders, Jeremy Evans, Douglas Welborn, David Dart, Randy Deshotel, David Ditch, Amy Patin, Jon Gegenheimer, Rick Arceneaux, Louis Perret, Steve Andrews, Linda Cook, Jason Harris, Marion Hopkins, Michelle Anders for Tifani Thomas, David Stamey, Chelsey Richard Napoleon, Arthur Morrell, Dana Benson, Kim Turlich-Vaughan, Lanell Landry, Robin Hooter, Stuart Shaw, Melissa Morris for Stacie Williamson, Shelly Salter, Lance Marino, Shane LeBlanc, Christy Lee, Dodi Eubanks, Diane Broussard, Jeff Skidmore, Johnny Crain Jr., Mark Graffeo and Stewart Hughes.

Also, present Debbie Hudnall.

Approval of the Minutes from December 9, 2020 Meeting

A motion to approve the prior minutes was made by Steve Andrews and seconded by Robin Hooter. No discussion was had. The motion passed with no opposition.

Financial Reports

Association

Treasurer Rick Arceneaux reported on the Association Financials as of February 2021:

Balance Sheet		Income Statement (YTD)	
Total Assets	\$ 645,359	Total Revenue	\$634,311
Total Current Liabilities	\$ 65,745	Total Expenses	\$657,621
Total Capital	\$ 579,614	Net Income (Loss)	(\$23,310)

Retirement

Rick Arceneaux gave the financial report for the Retirement Fund as of February 2021:

Balance Sheet		Income Statement (YTD)	
Total Current Assets	\$ 44,223,448	Total Contributions	\$ 29,214,279
Total Other Assets	\$ 2,599,396	Total Investment Income	\$ 113,470,633
Total Investments	\$ 681,626,537	Other Additions	\$ 296,799
Total Assets	\$ 728,449,381	Investment Expenses	\$ 1,438,325
Total Current Liabilities	\$ 59,722	Total Deductions	\$ 34,695,513
Total Reserve Balance	\$ 728,389,659	Total Administrative Expenses	\$ 502,986
Total Liabilities & Reserves	\$ 728,449,381	Net Increase	\$ 106,847,873

Insurance

Rick Arceneaux gave the financial report for the Retirement Fund as of February 2021:

Balance Sheet		Income Statement (YTD)	
Total Current Assets	\$ 8,307,474	Total Revenues	\$ 2,404,446
Total Current Liabilities	\$ 438,155	Total Claims & Administration	\$ 2,306,772
Total IBNR	\$ 786,000	Gross Profit	\$ 97,674
Total Liabilities	\$ 1,224,155	Total Expenses	\$ 56,734
Total Reserves	\$ 7,083,818	Other Income/ Expenses	\$ 446
		Net Income	\$ 41,386

LCRAA

Rick Arceneaux reported the financial report as of April 30, 2021:

Balance Sheet		Income Statement (YTD)	
Total Current Assets	\$ 6,075,695	Total Revenues	\$ 1,655,726
Total Current Liabilities	\$ 23,350	Portal Direct Costs	\$ 195,070
Net Income	\$ 960,092	Revenue over Expenses	\$ 1,460,656
Total Liabilities & Net Position	\$ 6,075,695	Grants	\$ 382,756
		Administrative Costs	\$ 117,808
		Net Income (Loss)	\$ 960,092

A motion by Jeff Skidmore was made to receive the Financial Report and seconded by Arthur Morrell. All voted in favor to receive the Financial Reports.

Board Reports

LACCRMA

Mark Graffeo reported that they received results from a financial audit and claims audit performed earlier in the year and that everything looked good. Claims remained consistent as in the past year with not big claims to cause concern to the Board. Financials remain healthy with unrestricted assets and capital at \$ 1.5 million as of December 31, 2020. Mark brought to the Clerks attention the email from Hunt to extend Errors and Omissions insurance to replace current carrier.

Current board members agreed to serve another term.

LCRAA

Rick Arceneaux reported updates from the May 11th meeting.

- All 64 parishes participating and uploading data
- Portal – Most Software and Services civil records online
- Recording Software – Ascension Parish has been live since 5/1/20; Rapides ready to set a go live date; St Tammany preparation ongoing; Jefferson Davis went live in April and began eRecording May 1; several other parishes expressing interest; Concordia and Catahoula onboarding in process; Cameron and Caldwell have signed.
- eRecording – Active in Ascension and Jefferson Davis; plan to make module available to all clerks regardless of whether they sign on for recording software complete package.
- Three timely proposals for Case Management Systems were received. Two proposals were untimely and were not considered. Software and Services proposal was considered to be the best choice. Scott Carrington addressed the Board regarding their proposal and further negotiations will continue. We are awaiting the contract.
- Grant Committee – out of prior grants, 9 are still in process or nearing completion. 1st quarter had 6 applications, and all were approved partially or in full. Those receiving grants were Union, Natchitoches, Terrebonne, Vernon, Beauregard, and Madison for a total of \$224,271 granted.

Insurance

Debbie Hudnall reported that insurance is doing well, claims higher compared to last year. Board is please with the \$ 6 million Fund Balance. Reminder to remit premiums timely and that they can be auto debited monthly. Costs per employee per month last year was an average of \$669 and this year the average is \$803 per month.

Retirement

Debbie Hudnall announced that the retirement fund financials presented reflected through February since these were submitted and approved by the Board. As of 11 months reporting, we have \$771 million in the fund and from July to May have earned \$149.9 million due to the market performance. She shared the following year-to-year comparisons:

	<u>2011</u>	<u>2020</u>	<u>2021</u>
Number of active members	2,326	2,209	
Number of retirees	975	1,459	
Total salaries paid	\$ 87,403,148	\$ 97,551,861	
Retiree benefits in payment	\$ 19,981,482	\$ 41,681,175	
Actuarial Value of Assets	\$388,757,787	\$673,105,546	\$770 Million

By law the Board is required to provide list of retirees and the list is included in the packet. She reported that the portal set up for the collection of retirement contributions is being utilized by 44 offices, very easy to use, keeps history of the past year of payroll information and assists with the delays in the postal service. 31 more offices should be coming on board.

Letter went out notifying clerks that as of July 1, 2021, the employer rate is going up partially due to the large impact of mortality rate table changed and other factors causing rates to increase.

Supplemental

Debbie Hudnall reported that the board met via conference call and referred to 1988 law that allows the base fee to be increased an amount equal to CPI-U with adjustment to the nearest half dollar, currently at 1.36%. The Board recommended the per suit amount be increased by .50 cents, from \$18.50 to \$19.00. Large cap from \$5,400 to \$5,500; mid-cap \$5,200 to \$5,300 and New Orleans Criminal for \$1,100 to \$1,150. The number of suits for March and April had increased but May had dropped off. The Board is not recommending an supplemental pay increase at this time but will review again in December for a possible \$50 per month increase in January. Bridget Hanna called for a motion for the recommended increases to the large and mid-caps, and New Orleans Criminal and cost per suit from \$18.50 to \$19.00. David Dart made a motion and Lynn Jones seconded; motion passed.

Committee Reports

Executive Committee

Bridget Hanna reported that the committee had monthly zoom meetings to stay updated and will continue going forward. The annual strategic planning retreat date to be set soon.

Education Committee

Kim Turlich-Vaughan reported the education committee finalized reports from the February Institute and working on plans for the Fall Institute which will be held August 10th – 13th, at the Crowne Plaza in Baton Rouge celebrating the 65th anniversary. Plans are also underway for the February 2022 Institute with possible location of Alexandria.

Scholarship Committee

Randy Deshotel thanked the Clerks for paying dues for their employees and reported that the committee was able to award 22 scholarships for a total of \$13,000.00. He also encouraged nonparticipating offices to add their deputy clerks for a \$10.00 membership fee to help increase the scholarship funds.

Executive Director Report

Debbie Hudnall received a call that the Supreme Court is working on the back log of payments of grants and to inform clerks that they have \$300,000 available in grant funds for hardware, with a 10% match. The program will end in September and encouraged those interested to reach out to the Supreme Court.

Some offices were having issues with birth and death certificates, not collecting and submitting the correct amounts. A handout was provided with the breakdown of amounts to retain and amounts to submit to vital records.

Debbie has been working for some time on increased fees for child support cases. Debbie heard back from the Sheriffs and they are in favor, now waiting to hear back from the state. The state may want to e-file or have limited access to civil records only.

Debbie serves on the LA Commission on Justice System Funding, LA Historical Records Advisory Board, and LA Supreme Court Technology Commission and presented updates.

Debbie informed everyone that she would cover legislation on Wednesday but wanted to let everyone know about a few resolutions passed.

- Resolution passed again to congress dealing with GPO and WEP and that only seven states were affected. She went on to mention social security benefit amounts affected by drawing government pension.
- Resolution passed to require an election audit and wanted clerks to be aware that legislative auditors could possibly be auditing the election process and practices of election officials regarding integrity of elections in LA.
- Resolution to ask state law institute to investigate civil liability for the intentional dissemination of socially identifiable information.
- Resolution to create task force on statewide standards for clerks on electronic filings and records retention. Initially the task force had limited representation and but now Bridget has appointed Annette Fontana, Jeff Skidmore, Dana Benson and Jon Gegenheimer.
- Appropriations committee announced department of corrections to issue payments to parishes of clerks of courts with a state correctional facility located in their parish. Debbie distributed sign up to list parishes that will allow or already allow access to DOC.
- Chelsey Richard Napoleon successful on passing legislation to establish an insurance fund where premiums can be paid from for retirees.
- Tax assessors passed legislation to allow them to have 15% car allowance. Clerks were brought up during discussions. To get passed, there was a requirement to publish in newspaper that they requested car allowance. To receive allowance, they would be required to track expenditures to make sure it met the 15%.

Debbie informed clerks of security services from the Office of Technology Services, Crowd Strike, for additional security and monitoring for malware and will be paid for 1 year by the state. Inquiries were made about costs after one year or a fee to cancel. Offered to be installed on computers and servers, not for records stored in the cloud.

Debbie announced that plans were still in place for LCRAA to contract with Software and Services. As far as she knew, no clerk's offices were affected. She expressed her concern as to why clerk's offices were left vulnerable for over a year.

Debbie ended with her excitement over the turnout for the conference with 192 people in attendance with 17 vendors. Statewide elected officials will be in attendance for the opening session. Education hours were added for credit. There will be more discussion on legislation due to the effective dates. She congratulated everyone on the 75th Anniversary and thanked Bridget and her staff helping with the conference. She also thanked Kim for taking care of the door prizes.

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New Business

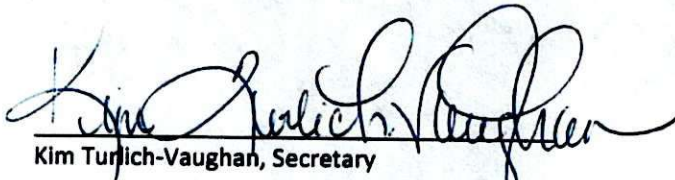
Bridget announced that the nominating committee will meet following the meeting.

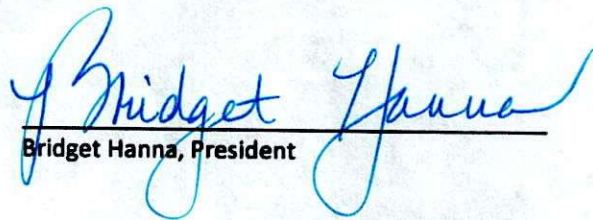
Adjournment

With there being no other business, David Dart moved to adjourn which was seconded by Rick Arceneaux.

Respectfully Submitted:

Approved:


Kim Turlich-Vaughan, Secretary


Bridget Hanna, President