

PROPOSED MINUTES
Louisiana Clerks of Court Association
BOARD OF DIRECTORS
TUESDAY, AUGUST 3, 2021
1:00 p.m.
BATON ROUGE, LA

The Louisiana Clerks of Court Association Board of Directors meeting was held on Tuesday, August 3, 2021, at 1:00 p.m. Bridget Hanna, President called the meeting to order. An opening prayer was given by Chelsey Richard Napoleon and the Pledge was led by Jill Sessions.

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

Bridget Hanna, Robin Hooter, Randy Deshotel, Mike Spence, Kim Turlich-Vaughan, Rick Arceneaux, Mark Graffeo, Annette Fontana, Brian Lestage, Chelsey Richard Napoleon, Susan Racca, Jill Sessions, Christy Lee, David Dart, and Cherie Lott.

Also, present Debbie Hudnall and guests: Jason Harris, Sara Halphen, Holli Vining and Jeff Skidmore.

Oaths of Office

Bridget administered the oath to 3rd Vice President, Mike Spence; Parliamentarian, Annette Fontana; 4th District Member, Jill Sessions; 6th District Member, Christy Lee; and Member at Large, Cherie Lott.

Appointment of Supplemental Board/Oath of Office

Bridget announced the appointment of David Stamey, Jill Sessions and Shelly Salter and oaths were issued to David Dart, Annette Fontana and Jill Sessions.

Approval of the Minutes from March 30, 2021, Meeting

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

Financial Reports

Association

Rick Arceneaux, Treasurer reported the Balance Sheet, June 30, 2021, with Total Assets of \$655,701. Total Current Liabilities of \$62,342 were reported, Total Capital of \$593,359. Total Liabilities and Capital equaling the assets of \$65,701. He reported the Income Statement for the twelve months ending June 30, 2021. The total current YTD revenue was \$1,057,089. The total expenses for the year were \$1,066,653. The net income (loss) for the year to date was (\$9,564). A motion to receive the financial report as presented was made by Robin Hooter and seconded by Randy Deshotel. All in favor and the motion passed.

Budget Proposal (Attachment A)

Chris Kershaw presented the 2022 budget and requested to be retroactive to July 1st. Current 20-21 budget revenues were \$949,300 and the proposed 2022 revenues would be \$947,000. Expenses from current budget are \$1,064,400 and proposed for 2022 would be \$1,076,550. The difference of \$12,150 was explained with increases and decreases in several categories, with the biggest increase in governmental consultants and the requested 3% average salary increase for staff. Both Chris and Debbie stated the changes in rent/building expenses with proportional percentages from the Retirement, Association, Insurance, and LCRAA. Chris encouraged anyone who would like additional information to please call the Association. Motion was made by Kim Turlich-Vaughan to adopt the proposed 2022 Budget as presented and seconded by Rick Arceneaux and with no opposition, the motion passed.

Board Reports

LCRAA

Rick Arceneaux reported from the May 11, 2021, meeting. The financial report as of April 30, 2021:

Income Statement	YTD
Total Revenues	\$1,655,726
Portal Direct Costs	\$ 195,070
Grants	\$ 382,756
Administrative Costs	\$ 117,808
Net (Loss) Income	\$ 960,092

Balance Sheet	
Total Assets	\$6,075,695
Current Liabilities	\$ 23,350
Total Net Position	\$6,052,345
Total Liabilities & Net Position	\$6,075,695

Grant Committee -Prior grants – 9 still in process or nearing completion

1st Quarter – 6 applications for a total of \$264,271 – All approved partially or in full

Union– full \$72,990 Natchitoches – partial \$14,321 Terrebonne – partial \$29,275

Vernon - partial \$35,135 Beauregard – partial \$42,045 Madison – full \$30,505 Total awarded: \$224,271

Retirement

Debbie Hudnall reported that the Retirement Board met earlier that day and announced that the fund balance is \$777.6 million with a net profit of \$155 million dollars, a recorder breaker. The actuary reported some history from the last 30 years; 1998, 22% return, 2001 they experienced a 20% return and in 2021, a 29.94% of return, highest ever. The actuary proposed the possibility of an adjustment that would lower the assumed rate of return.

Supplemental

Jill Sessions presented the financial report:

Income Statement	YTD
Total Revenues	\$1,637,828
Total Expenses	\$1,603,370
Net Income	\$ 34,455

Committee Reports

Education Committee

Kim Turlich-Vaughan reported on the August 10-13 Institute to be held at the Crowne Plaza in Baton Rouge. There are 245 signed up including sponsors and a few more expected to sign up. Billie informed the committee of the sponsors wanting to attend classes, which we provided 1 free with the \$1,000 sponsorship and additional registrations would be full price. Debbie added that a representative from the Legislative Auditor will be presenting during the Clerk's Only meeting on the Act 87 reporting. Discussion continued about the revenue and expenditures on the criminal side.

Executive Director Report

2021 Conference

Debbie Hudnall reported that she was pleased with the conference and reported that there were 201 total attendees at the conference including 39 vendors and sponsors. She reported total income of \$98,350 which included \$33,500 from sponsorships and vendors. The expenses were \$67,675 with a net income of \$30,674, of which \$10,674 was transferred to the Association leaving a balance of \$20,000 in the conference account.

December Meetings

Debbie Hudnall proposed that the December Board meetings be held at the Beau Rivage in Biloxi and asked if anyone had any concerns. The dates are Dec 7 – 9.

Legislation

Since Debbie did the sneak peek at the conference, she will be doing a longer presentation at the Institute. She continues to work on the contract with the Child Support Services about increasing fees.

Debbie gave overview of her recent discussion with Child Support Services about amendment to include fee increases. Robin Hooter had a question about child support papers served by the Sheriff's offices and looking for a uniform procedure. Annette Fontana also suggested a clear process of depleting and disbursing funds to the Sheriff for services. Discussions continued on items to be included in contract.

District Reports

District Two

Chelsea Napoleon reported that District 2 met with follow ups from previous meeting and that there were a few clerks in the district interested in the new criminal court software from the Association. She also mentioned that she and Kim Turlich-Vaughan are currently working with Justin Woods, 4th Circuit Clerk, on setting up electronic filing of appeals.

District Three

Susan Racca was unsuccessful after 3 attempts of holding a meeting.

District Four

Jill Sessions reported that her district meets often, and they had a zoom meeting with Debbie and another zoom meeting with Bridget to discuss smaller parishes in her district that are struggling financially. They discussed LCRAA money available for grants and Bridget reported that she met with the LCRAA Board and expressed issues and concerns on behalf of District 4. Comments were given on grants available but not many applications submitted. Jill also suggested more Clerk's only meetings. LCRAA grant committee members invited all Clerks to reach out to them with any questions. Discussions continued about approved grants and the time it takes to complete and suggested that the vendors may need to be contacted. Bridget encouraged district representatives to bring this information back to the districts and encourage them to apply.

District Six

Christy Lee reported that her district had not met but she had gone down to Andy's to see the Antares program and her district will try and meet by zoom in the future. Robin commended Christy for being active as a Clerk from a smaller parish.

District Eight

David Dart reported some difficulties in meeting during COVID related issues but plans to meet at the Institute.

Other Comments

Annette Fontana reported that a task force meeting will be held on August 6th. She also discussed her upcoming presentation at the Institute on e-filing. Annette and Debbie also led discussions on uniform statutory filing fees, e-filing fees, vendor fees and other tacked on fees such as courthouse fees. Remote access and online search fees were also brought up and the varying amounts throughout the districts.

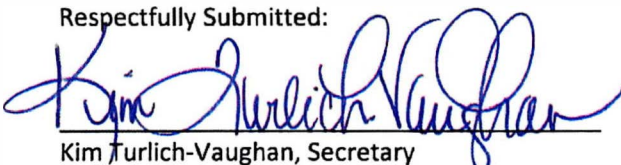
David Dart asked about how offices were handling the mask situation due to COVID. Clerks present shared their office policies and Mike Spence and Chelsea Richard Napoleon, from larger parishes, discussed the possibility of mandated vaccinations.

Debbie Hudnall brought up for discussion SR 202 and adoption of policies. Annette Fontana mentioned that the task force committee will need to be informed that Clerks have legislature in place for e-filing, and for the most part all parishes follow the statutes except for some parishes with district court rules. She also stated that the committee should be directed away from the retention issue raised in a parish. Discussions continued about electronic processing, printing e-filed records, accepting wills, retention, destroyed paperwork and images as permanent records.

Adjournment

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

Respectfully Submitted:


Kim Turlich-Vaughan, Secretary

Approved:


Bridget Hanna, President

CLERKS OF COURT ASSOCIATION									
PROPOSED 2021 - 2022 ANNUAL BUDGET									
EFFECTIVE JULY 1, 2021									
			Proposed Budget		Allocated				
			2021-2022		Expenses	Association	Insurance	Retirement	LCRAA
RECEIPTS:									
Dues @ 1.5%			\$165,000.00			\$165,000.00			
Dues - Associate			\$15,000.00			15,000.00			
Interest			500.00			\$500.00			
Interest - Bricksome Ave			1,100.00			\$1,100.00			
Reimbursements:									
Insurance - \$7,000/mo			84,000.00				84,000.00		
Retirement - \$41,500/mo			498,000.00					498,000.00	
LCRAA - \$10,000/mo			120,000.00						120,000.00
Convention Receipts			0.00			0.00			
Institute Receipts			10,000.00			10,000.00			
Certification Receipts			500.00			500.00			
Meeting Receipts			0.00			0.00			
Other Income - Legislative Day			6,000.00			6,000.00			
Other Income - Sponsorships			6,000.00			6,000.00			
Other Income - W/C Ins			7,000.00			7,000.00			
Other Income - Directory			0.00			0.00			
Scholarship Receipts			0.00			0.00			
Grant Income			34,000.00			34,000.00			
Total Receipts			\$947,100.00			\$245,100.00	\$84,000.00	\$498,000.00	\$120,000.00
EXPENSES:									
Audit			\$8,000.00			\$8,000.00			
Attorney's Fee			15,000.00			15,000.00			
Bank Charges			1,500.00			1,500.00			
Board Per Diem			11,000.00			11,000.00			
Board Secretary Fee			1,250.00			1,250.00			
Bonds & Insurance			13,500.00			\$13,500.00			
Books & Publications			3,000.00	3,000.00		600.00		2,040.00	360.00
Certification			0.00			0.00			
Contingency			5,000.00			5,000.00			
Convention			0.00			0.00			
Depreciation Expense (non-cash)			\$3,000.00			3,000.00			
Directory			\$0.00			0.00			
Equipment Rental			14,000.00	14,000.00		1,400.00	1,400.00	9,520.00	1,680.00
Exec. Director Contract			237,500.00	237,500.00		83,125.00	23,750.00	83,125.00	47,500.00
IGO (IACREOT)			6,000.00			6,000.00			
Institute			5,000.00			5,000.00			
Insurance - Retirees			3,500.00	3,500.00		350.00	350.00	2,380.00	420.00
Janitorial			8,000.00	8,000.00		800.00	800.00	5,440.00	960.00
Legislative			5,000.00	5,000.00		5,000.00			
Legislative Day			6,500.00			6,500.00			
Maintenance Computer			15,000.00	15,000.00		1,500.00	1,500.00	10,200.00	1,800.00
Meeting Expense			30,000.00			30,000.00			
Membership Dues			1,200.00			1,200.00			
Office Equipment			7,500.00	7,500.00		750.00	750.00	5,100.00	900.00
Office Supplies			6,000.00	6,000.00		600.00	600.00	4,080.00	720.00
Other Prof. Fees			54,000.00	54,000.00		54,000.00			
Postage			4,000.00	4,000.00		400.00	400.00	2,720.00	480.00
Rent			10,200.00			10,200.00			
Scholarships			15,000.00			15,000.00			
Seminar and Travel			1,200.00			1,200.00			
Salary Expense and Related Costs			538,000.00	538,000.00		53,800.00	53,800.00	365,840.00	64,560.00
Telephone			12,500.00	12,500.00		1,250.00	1,250.00	8,500.00	1,500.00
Utilities (Elec, Teleph., Water)			6,000.00	6,000.00		600.00	600.00	4,080.00	720.00
Grant Expenses			26,200.00			\$26,200.00			
Website Upgrade			3,000.00	3,000.00		300.00	300.00	2,040.00	360.00
Total Expenses			\$1,076,550.00	\$914,000.00		\$364,025.00	\$85,500.00	\$505,065.00	\$121,960.00
Net Income (Loss)			(129,450.00)			(\$118,925.00)	(\$1,500.00)	(\$7,065.00)	(\$1,960.00)
						10.0%	10.0%	68.0%	12.0%
Staff Salaries and Related Costs:									