

PROPOSED MINUTES
CLERKS ONLY MEETING
December 7, 2021
2:00 p.m.
Biloxi, MS

The Louisiana Clerks of Court Clerk's Only Meeting was held on Tuesday, December 7, 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:

Bridget Hanna, Connie Desselle, Brian Lestage, Jill Sessions, Mike Spence, Lynn Jones, Cherie Lott, Susan Racca, Doug Welborn, David Dart, Randy Deshotel, Rick Arceneaux, Louis Perret, Annette Fontana, Linda Cook, Jason Harris, Chelsey Napoleon, Arthur Morrell, Kim Turlich-Vaughan, Robin Hooter, Shelly Salter, Shane LeBlanc, Charles Jagneaux, Becky Patin, Melissa Henry, Christy Lee, Theresa Robichaux, Diane Broussard, Jeff Skidmore, Johnny Crain Jr., Holli Vining, Mark Graffeo and Stewart Hughes.

Also, present Debbie Hudnall.

Debbie Hudnall announced the evening's agenda.

Approval of the Minutes from Clerk's Only June 28, 2021 Meeting

A motion to approve the prior minutes was made by Doug Welborn and seconded by Jeff Skidmore. No discussion was had. The motion passed with no opposition.

Approval of 2021 Conference Opening and Closing Session Minutes for June 29th and 30th

A motion to approve the prior minutes was made by Diane Broussard and seconded by Susan Racca. No discussion was had. The motion passed with no opposition.

Financial Reports

Association

Treasurer Rick Arceneaux reported on the Association Financials as of June 30, 2021:

Balance Sheet		Income Statement (YTD)	
Total Assets	\$ 655,702	Total Revenue	\$1,057,089
Total Current Liabilities	\$ 62,342	Total Expenses	\$1,066,653
Total Capital	\$ 593,360	Net Income (Loss)	(\$9,564)
Total Liabilities & Capital	\$ 655,702		

Retirement

Rick Arceneaux gave the financial report for the Retirement Fund as of June 30, 2021:

Balance Sheet		Income Statement (YTD)	
Total Current Assets	\$ 38,357,246	Total Contributions	\$ 40,688,803
Total Other Assets	\$ 2,559,214	Total Investment Income	\$ 169,553,023
Total Investments	\$ 736,696,382	Investment Expenses	\$ 2,876,195
Total Assets	\$ 777,612,842	Other Additions	\$ 126,451
Total Current Liabilities	\$ 614,624	Total Administrative Expenses	\$ 761,452
Total Reserve Balance	\$ 776,998,218	Total Deductions	\$ 52,035,650
Total Liabilities & Reserves	\$777,612,842	Net Increase	\$ 155,456,432

Insurance

Rick Arceneaux gave the financial report for the Insurance Fund as of June 30, 2021:

Balance Sheet		Income Statement (YTD)	
Total Assets	\$ 8,013,388	Total Revenue	\$ 7,142,913
Total Current Liabilities	\$ 261,217	Total Claims & Administration	\$ 6,915,672
Total IBNR	\$ 1,014,000	Gross Profit	\$ 227,241
Total Liabilities	\$ 1,275,217	Total Expenses	\$ 169,729
Total Reserves	\$ 6,738,171	Other Income/Expenses	\$ 2,218
Total Liabilities & Reserves	\$ 8,013,388	New Income	\$ 59,730

A motion by Charlie Jagneaux was made to receive the Financial Reports and seconded by David Dart. Motion carried.

Board Reports

LACCRMA

Mark Graffeo reported the financial status of the trust is still in very good shape. There was a Department of Insurance audit, and it came out clean with the exception of three minor findings; (1) not documenting election of board members in the minutes, agreed to do that; (2) a few things unclear with administrative agreement with Hunt Insurance and needed to be reflected in minutes and (3) unclaimed property and going forward, once a year Hunt will provide reports. They have had some large claims in employment practice insurance and Hunt is attempting to get the best possible rate since the market is tight.

LCRAA

Chairman Rick Arceneaux gave the financial report for LCRAA as of October 31, 2021:

Balance Sheet		Income Statement (YTD)	
Total Assets	\$ 6,620,763	Total Revenue	\$ 705,800
Total Current Liabilities	\$ 0	Portal Direct Costs	\$ 144,352
Net Income	\$ 375,172	Revenue over Expenses	\$ 561,488
Total Liabilities & Net Position	\$ 6,620,763	Grants	\$ 133,241
		Administrative Costs	\$ 53,035
		Net Income	\$ 375,172

Rick provided an update on the following items from the November 9th LCRAA meeting:

- New landing page for eClerksLA website
- Antares Update:
 - Portal – uploading civil and marriage records online processing
 - Contracts and Change Orders –to provide Antares authority to conduct online market study for eClerksLA
 - Administrative staff reported that Case Management System contract has been signed and implementation of E-filing will begin next year.
 - Grant Committee –Prior grants- 17 are still in process or nearing completion. 3rd quarter had eight applications for a total of \$275,742. Six were approved partially or in full, two denied. Those receiving grants were Morehouse, St. James, East Carroll, East Feliciana, West Baton Rouge, and Caldwell for a total of \$130,832 granted.
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Debbie also added that we have over \$500,000 in outstanding grants. She mentioned the new look of eClerksLA. She reminded everyone to forward any order of closures to the Association for posting. The site has links for eRecording, eFiling and marriage license applications and e-Bulletin Board.

Insurance

Debbie Hudnall reported that open enrollment is happening now. Prescription claims higher by \$900,000 than budgeted. Ochsner digital medicine program presentation will be offered at Institute. There was a medical rate increase of 8.4% and Board voted to go with managed formulary which should help with prescription costs. Good news is that the United Healthcare program had a small decrease in premiums for the retirees.

Supplemental

Jill Sessions reported the following financials.

Balance Sheet		Income Statement (YTD)	
Total Current Assets	\$ 109,812	Total Revenue	\$ 687,866
Total Other Assets	\$ 138,566	Total Expenses	\$ 670,050
Total Assets	\$ 248,378	Net Income	\$ 17,816
Total Current Liabilities	\$ 133,250		
Total Capital	\$ 115,128		
Total Liabilities & Capital	\$ 248,378		

Debbie noted that the income statement is much better than last year, and they continue to monitor the possibility of an increase in the supplemental pay.

Executive Board-Strategic Planning

Bridget Hanna reported that the executive board met in August at Houmas House in Ascension Parish and decided to focus on a few things to accomplish. First, the board worked on eRecording, CCP 258, and working on adopting and implementing a published plan, using the PRIA procedures with some exceptions. She reminded everyone about the deadline for eRecording, January 2022 and pointed out differences in requirements with eRecording and eFiling. Bridget referred to proposed amendments by Judge Schlegel, Art.253 referencing B, C and F. Annette Fontana announced that the next meeting for the task force committee will be held at the Capital on December 17, and offered a summary of both committees, one wanting no paper and the other wanting to hang on to all paper for record retention and evidence. Also, the original goal of the task force for a unified court system and what the Association and Clerks have done already working towards that goal.

Bridget asked the Clerks to review the Procedures for Electronic Filing that Annette and Debbie worked to develop. Bridget referred to the proposal for online subscriptions for all clerk's offices, that came out of the previous zoom meeting, and asked that uniformity take place with \$100 per month, \$20.00 per day and \$1.00 per copy. Discussions continued to prepare for a vote at the next meeting.

Committee Reports

Education Committee

Kim Turlich-Vaughan reported that the Spring Institute which will be held February 15-18, at the Paragon Hotel in Marksville celebrating the 66th anniversary. The committee met via zoom held on October 28 to finalize the agenda. Be on the lookout for the registration packets. Kim noted an increase of certifications and hoped it was due to the quality of institutes and increase in attendance.

Conference Committee

Lynn Jones announced that the 76th Clerks conference will be held March 14-17 at the Golden Nugget in Lake Charles and encouraged Clerks to send deputies.

Executive Director Report

Debbie Hudnall offered a reminder about cyber security training, including new hires within their first 30 days. Also, annual sexual harassment training. She referenced the app that the Clerks Association will be getting to include the eClerksLA, E-Bulletin board, elections, etc. with some icons open to the public and some just for employees. The association will have this app for free in exchange for a vendor booth.

Debbie provided an update on the following:

- o LA Commission on Justice System Funding: three subcommittees and Debbie asked everyone stay tuned.
- o Maximum contributions were increased for deferred compensation.
- o Reminders on Act 68 & Act 174. Beginning January 1, 2022, Act 68 addresses email addresses and service being made when court dates are involved.
- o Also, effective January 2022, Act 174, is the change on preliminary default judgements and discussion continued on updating of forms.

Legislation

Only proposed legislation is St. Mary and Ascension Parishes to introduce local bills to have office pay 100% for health insurance after 20 years. Louis Perret explained the litigation his office had on a similar issue.

New Business

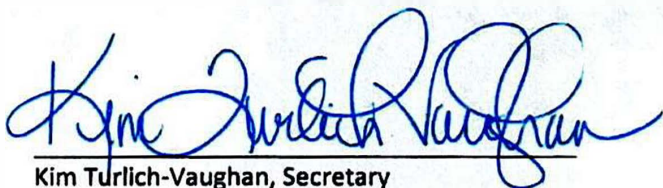
Bridget asked for any new business and Johnny Crain inquired about the new contract with Software and Services. Debbie discussed the master contract with Tyler being cancelled in May and those wishing to continue with Tyler will need to sign their own contract. The Association entered into a contract with Software and Services for e-filing and LCRAA will cover the expense for the set up.

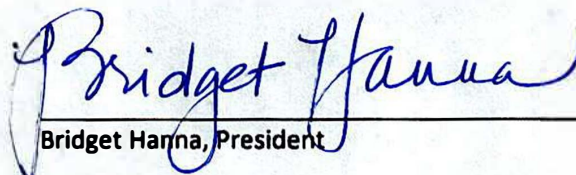
Adjournment

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