

PROPOSED MINUTES
LA Clerks of Court Association
BOARD OF DIRECTORS
Wednesday, December 8, 2021
2:00 p.m.
BILOXI, MS

The Louisiana Clerks of Court Association Board of Directors meeting was held on Wednesday, December 8, 2021, at 2:00 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 Randy Deshotel.

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, Melissa Henry, Chelsey Richard Napoleon, Susan Racca, Jill Sessions, Christy Lee, David Dart, and Cherie Lott.

Also, present Debbie Hudnall and guests: Jason Harris, Shane LeBlanc, and Michelle Cunningham, Auditor, Chris Kershaw, Davis Silk and Dagmar Hebert.

Approval of the Minutes from August 3, 2021, Meeting

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

Financial Reports

Association

Rick Arceneaux, Treasurer reported the balance sheet, November 30, 2021:

Balance Sheet		Income Statement (YTD)	
Total Assets	\$ 689,970	Total Revenue	\$413,56
Total Current Liabilities	\$ 101,128	Total Expenses	\$418,085
Total Capital	\$ 588,842	Net Income (Loss)	(\$4,517)
Total Liabilities & Capital	\$ 689,970		

Audit Reports

Michelle Cunningham, Auditor with Duplantier, Hrapmann, Hogan & Maher, presented the audit report on the for the Clerks Association and Clerk's Supplemental Fund. The Association received an unmodified opinion with no significant deficiencies. The Supplemental Fund also received an unmodified opinion and with no significant deficiencies.

Motion was made by David Dart and seconded by Rick Arceneaux to accept the audit report for the Association, and with no opposition, the motion passed.

Motion was made by Robin Hooter and seconded by Mark Graffeo to accept the audit report for the Supplemental Fund, and with no opposition, the motion passed.

A motion was also made by David Dart and seconded by Rick Arceneaux to accept the Supplemental Compliance questionnaire as presented. With no opposition, the motion passed.

Board Reports

LCRAA

Rick Arceneaux reported from the November 9, 2021, meeting. The financial report 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 Position	\$ 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

Antares Update-

- Portal – uploading Civil and Marriage records online progressing.
- Recording Software – Ascension Parish has been live since 5/1/21; Rapides ready to set up go live date; St. Tammany preparation ongoing; Jefferson Davis went live in April and began eRecording May 1; Concordia, Catahoula, Caldwell and St. Landry all live; Implementations in process: Rapides, Cameron, East Carroll, Richland, St. Helena and Iberia; Bienville and LaSalle have signed on for eRecording.
- Marriage License - active in Jefferson Davis and St. Landry; receiving data and processing for other live parishes.

Grant Committee -Prior grants – 17 still in process or nearing completion

3rd Quarter – 8 applications for a total of \$275,742; 6 approved partially or in full; 2 denied

Morehouse – Full \$4,200

St James – Partial \$6,455

East Carroll – Full \$8,200

East Feliciana – Partial \$43,745

West Baton Rouge- Partial \$31,300

Caldwell – Full \$36,932

Total awarded: \$130,832

Contracts and Change Orders –

- Change order to provide Antares authority to conduct online market study for eClerksLA. At LCRAA meeting, Attorney Sheri Morris reported that trademark and name application for eClerksLA in progress and a motion was made and approved to move forward on registering the trademark and name.

Administrative Staff –

- Case Management System contract has been signed and implementation of Efiling may begin in January and full system at a later date.

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Retirement

Debbie Hudnall reported that the actuary, Greg Curran presented the actuarial report for the fiscal year ended June 30, 2021. The recommended net direct employer contribution rate would be 21.25% for 2023 and the current rate is 22.25%. After PRSAC meets, then the Board will set the rate for 2022-2023. As of October 31, 2021, the fund balance was \$790 million. The Fund received the highest cleanest audit opinion. In addition, updates to the investment policy were adopted. Approval of retirement applications and refunds, review of education hours of the board, discussion on proposed legislation to eliminate reverse transfer. Resolution passed for the City of New Orleans that if they fail to pay their ad valorem tax that the retirement board has the authority to go to the State Treasurer to get the tax from their revenue sharing. Also approved an update to software and purchase of a generator for the Association office. The Board received a report from legal counsel on legal action filed against Retirement Fund.

Supplemental

Jill Sessions presented the financial report:

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		

Motion was made by David Dart to accept financial report and seconded by Rick Arceneaux and with no opposition, the motion passed.

Committee Reports

Education Committee

Kim Turlich-Vaughan reported on the August 10-13 Institute that was held at the Crowne Plaza in Baton Rouge. The next Institute will be held February 15-18 at the Paragon Resort in Marksville. Confirmed 3 sponsors for social on Tuesday and social on Wednesday will have free DJ. Debbie to confirm the speakers for the Ochsner Digital medicine program and an attorney to speak on juvenile abortion.

Executive Director Report

2022 Conference

Debbie Hudnall announced that the 2022 Conference will be held March 14 – 17, 2022 at the Golden Nugget in Lake Charles and looking for ideas for educational sessions.

Legislation

Debbie reported there was no proposed additional legislation at this time.

District Reports

District One

Melissa Henry reported that District One had a couple of zoom meetings. Most recent meeting was regarding online subscription and copy fees with another meeting planned for next week.

District Two

Chelsey Napoleon was excited to report that the district had a meeting with the 4th Circuit Clerk, to begin the process of electronic lodging of appeals.

District Three

Susan Racca reported that her district had recent discussion about online subscriptions.

District Four

Jill Sessions reported that her district met after the last commission meeting in Baton Rouge and decided that her district and half of Laura Culpepper's district would reach out to Representatives and Senators about the Clerk's current processes as they were not aware of all that the association was working on.

District Six

Christy Lee reported that her district had not met but she spoke to the clerks in her district to update them on the task force and what has been going on.

District Eight

David Dart reported they had a meeting a couple of weeks ago and discussed uniformity on subscription rates. He also mentioned changes with approval of court cost from his recent Judicial Council meeting.

Other Comments

Bridget thanked all District Reps for reaching out to members in their districts to discuss online uniformity on subscription pricing.

Robin Hooter offered a motion to vote on \$1,000 bonus for association full time staff, and seconded by David Dart and with no opposition, the motion passed.

Adjournment

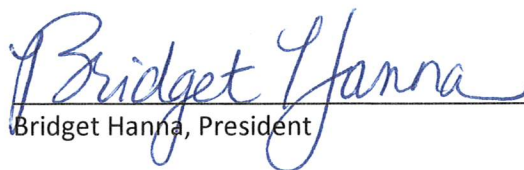
With there being no other business, Rick Arceneaux moved to adjourn which was seconded by David Dart.

Respectfully Submitted:



Kim Turlich-Vaughan, Secretary

Approved:



Bridget Hanna, President