

PROPOSED MINUTES
BOARD OF DIRECTORS
Tuesday, June 14, 2022
1:00 p.m.
BATON ROUGE, LA

The Louisiana Clerks of Court Association Board of Directors meeting was held on Tuesday, June 14, 2022, at 1:00 p.m. Bridget Hanna, President called the meeting to order. An opening prayer was given by Randy Briggs 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, Jill Sessions, Christy Lee, Randy Briggs, David Dart, and Cherie Lott.

Also, present Debbie Hudnall and guests: Jason Harris, Shane LeBlanc, Jeff Skidmore, Erin Hebert, Chris Kershaw, and Holli Vining.

Approval of the Minutes from April 12, 2022 Meeting

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

Financial Reports

Association

Rick Arceneaux, Treasurer reported the balance sheet, March 31, 2022:

Balance Sheet		Income Statement (YTD)	
Total Assets	\$ 608,485	Total Revenue	\$1,042,363
Total Current Liabilities	\$ 15,048	Total Expenses	\$1,038,607
Total Capital	\$ 593,438	Net Income (Loss)	\$ 3,756
Total Liabilities & Capital	\$ 608,485		

Motion was made by Kim Turlich-Vaughan and seconded by Brian Lestage to receive the financial reports for the Association, and with no opposition, the motion passed.

Budget Proposal

Chris Kershaw presented the Association budget. He reported on revenues and expenses for the current annual budget, proposed budget for FYE 2023 and comparison of FYE 2023 vs FYE 2022.

	Current Annual Budget 2021-2022	FYE 2023 Proposed Budget	FYE 2023 vs FYE 2022
Revenues	\$947,100	\$936,000	\$(11,100)
Expenses	\$1,076,550	\$1,037,450	\$(39,100)
Net Income (Loss)	(\$129,450)	(\$101,450)	\$28,000

He noted that the Association dues of \$165,000 will remain at 1.5%, same for the last few years and the associate member dues current and proposed is \$15,000. Insurance reimbursements proposal will increase by \$10,500, which was already approved by the Insurance Board. Institute budget was increased by \$10,000 based on the prior year. Sponsorship budget will increase from \$6,000 to \$10,000. The grant income revenue will be eliminated as Dawn is retiring after 7 years. Debbie stated that a replacement will not be hired at this time. Chris also made note of some expenses. Meeting expense was increased by \$5,000 due to increase cost.

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Office supplies budget was reduced to \$4,000 and a new line item for other office services for \$4,500 was added. Scholarship Awards budgeted for 70% of \$15,000 revenues from associate member dues. Website and mobile app will be an increased expense of \$8,000. Debbie asked for approval for a proposed salary increase for the association staff to be included in the budget. The proposed budget included an estimated \$936,000 in revenue, \$1,037,450 in expenses for a deficit net loss of \$101,450.

Motion was made by Randy Briggs and seconded by Melissa Henry to adopt the proposed budget for fiscal year 2022-2023, and with no opposition, the motion passed.

Board Reports

LCRAA

Rick Arceneaux reported the Board is rescheduling their meeting and new Board members elected at conference will take effect on July 1st. They are Melissa Henry, Lynn Jones, Mark Graffeo, Jill Sessions, and Rick Arceneaux.

Retirement

Debbie Hudnall reported on the volatility in the market, 8.6% inflation rate, highest since 1982. She stated that funds were up to \$800 million, in March at \$772 million, and in May down to \$729 million. Rate of return as of April 30 was -5.06%. The Actuary stated if it remains the same, we may be able to maintain the employer contribution rate at 22.25%. Even with market volatility, investors suggested no short-term change in investments. They would re-evaluate the asset allocation by the 1st quarter of 2023. Debbie reported that the Board members met Monday for required education hours and that Board members taking office in July were invited to attend.

Supplemental

Jill Sessions presented the financial report:

Balance Sheet		Income Statement (YTD)	
Total Current Assets	\$ 135,635	Total Revenue	\$ 1,513,589
Total Other Assets	\$ 138,566	Total Expenses	\$ 1,469,950
Total Assets	\$ 274,201	Net Income	\$ 43,639
Total Current Liabilities	\$ 133,250		
Total Capital	\$ 140,951		
Total Liabilities & Capital	\$ 274,201		

Debbie reminded everyone of a letter sent, that as of July 1st, the remittance will be \$20.50 per suit and the supplemental pay will increase to \$2,150.00.

Committee Reports

Education Committee

Kim Turlich-Vaughan reported that the committee met and when Billie returns from Nuts and Bolt, she will finalize a few outstanding items. Institute will be held August 23-26 at the Marriot in Baton Rouge.

2023 Conference

Debbie Hudnall reported the conference dates are April 3 – 6 at the Doubletree in Lafayette.

Executive Director Report

Legislative Day

Debbie reported that we had 33 Clerks, 17 Senators, 30 Representatives, 4 statewide Elected Officials, 31 guests, 14 staff, for a total of 129 in attendance. She received \$4,800 from Clerks and total expenses of \$6,788.

Legislation

Debbie gave a brief legislative update. Notable was the PBES increase in pay to \$150.00 per meeting. She encouraged everyone to communicate with their legislators. More items to be discussed at Clerk's Institute. Assessors and ROVs pay increases failed. Assessors and Sheriff's term limits failed as well.

Judges Supplemental Pay

Debbie asked about a letter that went out to all clerks on June 1st. She reminded everyone they should collect Supplemental Fees for Judges in accordance with the letter which includes initial and supplemental filings.

Legislative Auditor – Advanced Deposits

Debbie reported that Dianne Allison with the Legislative Auditor's office had issued a white paper on accounting practices of Advance Deposits that the Clerks are not in agreement with. Erin Hebert offered to set up a meeting with the Legislative Auditor.

Debbie also mentioned calls received at the Association office about mortgage cancellations and re-inscription of mortgages. Discussion continued about proper procedures.

Debbie discussed fees on UCC attachments and how Clerks need to be uniform & in compliance with the law.

Clerks' Winter Meetings

Meetings will be held November 29-December 1, in Natchitoches, LA

District Reports

District One

Melissa Henry reported a productive meeting on unclaimed properties, and 5 year non activity reports with a lot of questions on procedures. She had great participation.

District Two

Chelsey Napoleon had no meeting to report.

District Three

Rick reported that Diane gave everyone their instructions for the conference.

District Four

Jill Sessions had no meeting to report.

District Five

No representative present.

District Six

Christy Lee had no meeting to report.

District Seven

Randy Briggs had no meeting to report.

District Eight

David Dart had no meeting to report.

District Nine

No representative present.

Other Business

Debbie invited Dawn in to join us to thank her publicly for her service to the association and to wish her well.

Debbie mentioned caution to clerks to work with auditors that will be coming out to their offices and deadline for filing audits. Also, pay close attention to the use of PayPal accounts. Annette mentioned the need for very accurate accounting with this method of payment.

Debbie informed the Board that per diem checks could now be direct deposited.

Comments by Board Members

Bridget thanked everyone for their participation during her 2-year term and Clerks congratulated her for her excellent and dedicated service.

Reminder was given on the SOS voting machine demonstrations that are scheduled for the 27th and the commission meeting scheduled for the next morning. Discussions continued regarding the recommendations expected at the conclusion of the commission meeting and the Clerks' concerns of the outcome.

Adjournment

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

Respectfully Submitted:

Approved:



Kim Turlich-Vaughan, Secretary



Bridget Hanna, President

Louisiana Clerk of Court Association				
Budgets - FYE 2023 and FYE 2022				
	Cur Annual Budget	FYE 2023	FYE 2023	
	2021-2022	Proposed Budget	vs FYE 2022	
REVENUES				
Association Dues @ 1.5%	165,000.00	165,000.00	0.00	
Dues - Associate	15,000.00	15,000.00	0.00	
Interest Income	500.00	900.00	400.00	
Int Inc - Bricksome	1,100.00	600.00	(500.00)	
Insurance Reimbursement	84,000.00	94,500.00	10,500.00	
Retirement Reimbursement	498,000.00	498,000.00	0.00	
LCRAA Reimbursement	120,000.00	120,000.00	0.00	
Conference Receipts	0.00	0.00	0.00	
Certification Fee Rec.	500.00	500.00	0.00	
Institute Earnings	10,000.00	20,000.00	10,000.00	
Other Inc - Leg. Day	6,000.00	5,000.00	(1,000.00)	
Other Inc - Sponsorship	6,000.00	10,000.00	4,000.00	
Other Inc - Directory			0.00	
Other Inc - W/C Mktg. Fee	7,000.00	6,500.00	(500.00)	
Grant Income	34,000.00	0.00	(34,000.00)	
Total Revenues	947,100.00	936,000.00	(11,100.00)	
EXPENSES				
Attorney's Fees	15,000.00	15,000.00	0.00	
Bank Charges	1,500.00	3,000.00	1,500.00	
Books and Publications	3,000.00	3,000.00	0.00	
Bonds and Insurance	13,500.00	15,000.00	1,500.00	
Institute Expenses	5,000.00	5,000.00	0.00	
Audit	8,000.00	8,000.00	0.00	
Board Secretary Fee	1,250.00	1,250.00	0.00	
Conference Expense	0.00	0.00	0.00	
Board Per Diem	11,000.00	11,000.00	0.00	
Depreciation Expense	3,000.00	4,000.00	1,000.00	
Annual Directory Expense	0.00	0.00	0.00	
Legislative Exp.	5,000.00	5,000.00	0.00	
Utilities	6,000.00	6,000.00	0.00	
Equipment Rental	14,000.00	15,000.00	1,000.00	
Contingency Expense	5,000.00	4,000.00	(1,000.00)	
Rent - Building	10,200.00	10,200.00	0.00	
Office Equipment	7,500.00	7,500.00	0.00	
IGO Expense	6,000.00	5,000.00	(1,000.00)	
Janitorial	8,000.00	8,000.00	0.00	
Maintenance - Computer	15,000.00	15,000.00	0.00	
Dues, Seminar & Travel Exp	2,400.00	2,000.00	(400.00)	
Meeting Expense	30,000.00	35,000.00	5,000.00	
Legislative Day	6,500.00	7,000.00	500.00	
Office Supplies	6,000.00	4,000.00	(2,000.00)	
Other Professional Fees	54,000.00	54,000.00	0.00	
Other Office Services		4,500.00	4,500.00	
Scholarship Awards	15,000.00	10,500.00	(4,500.00)	
Telephone	12,500.00	12,500.00	0.00	
Postage	4,000.00	5,000.00	1,000.00	
Insurance Cont. - ER on RetEE	3,500.00	3,500.00	0.00	
Exec Director	237,500.00	242,500.00	5,000.00	
Staff Sal Exp	538,000.00	505,000.00	(33,000.00)	
Grant Expenses	26,200.00	0.00	(26,200.00)	
Website & Mobile App	3,000.00	11,000.00	8,000.00	
Total Expenses	1,076,550.00	1,037,450.00	(39,100.00)	
NET INCOME (LOSS)	(\$ 129,450.00)	(\$ 101,450.00)	\$ 28,000.00	