

PROPOSED MINUTES

**LOUISIANA CLERKS OF COURT ASSOCIATION
BOARD OF DIRECTORS
Tuesday, August 30, 2022
1:00 PM
BATON ROUGE, LA**

The Louisiana Clerks of Court Association Board of Directors meeting was held on Tuesday, August 30, 2022, at 1:00 p.m. Robin Hooter, President called the meeting to order.

Jill Sessions called the roll with the following Clerks present:

Robin Hooter, Randy Deshotel, Kim Turlich-Vaughan, Louis Perret, Jill Sessions, Annette Fontana, Randy Briggs, Jeff Skidmore, Bridget Hanna, Melissa Henry, Chelsey Richard Napoleon, Susan Racca, Holli Vining, Shelly Salter, David Dart, and Cherie Lott. Also, present Debbie Hudnall.

President Robin Hooter reminded the Board Members to review the Bylaws, Section 4, Section B, that each member is required to attend at least three meetings unless a written excuse to not be present is accepted.

President Robin Hooter swore in Kim Turlich-Vaughan as Second Vice President and Louis Perret as Third Vice President.

Debbie Hudnall stated that both Shane Leblanc and Annette Fontana will be present tomorrow to be sworn in on the Supplemental Board.

Approval of the Minutes from June 14, 2022 Meeting

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

Financial Reports

Annette Fontana, Treasurer, presented the Association Financial Statements for the fiscal year ended June 30, 2022:

Balance Sheet		Income Statement (YTD)	
Total Assets	\$596,630	Total Revenue	\$1,125,760
Total Current Liabilities	\$16,304	Total Expenses	\$1,135,116
Total Capital	\$580,326	Net Income (Loss)	(\$9,356)
Total Liabilities & Capital	\$596,630		

Debbie Hudnall explained the most significant difference in expenses was due to a decrease in staff salary because of a retirement. Revenue from the conference is not budgeted but profit estimated at approximately \$20,000.

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Annette Fontana, Treasurer, presented the financial statements as of July 31, 2022:

Balance Sheet		Income Statement (YTD)	
Total Assets	\$724,083	Total Revenue	\$73,766
Total Current Liabilities	\$156,274	Total Expenses	\$86,283
Total Capital	\$567,809	Net Income (Loss)	(\$12,517)
Total Liabilities & Capital	\$724,083		

Debbie Hudnall reported several Clerks have Association Dues outstanding.

A motion was made by Kim Turlich-Vaughan and seconded by Randy Briggs to receive the financial reports for the Association and with no opposition, the motion was passed.

Board Reports

LCRAA

Rick Arceneaux reported the Board met on August 9, 2022 and presented the following financial report:

As of June 30, 2022		As of July 31, 2022	
Total Revenue	\$2,040,115	Total Revenue	\$183,360
Total Direct Costs	\$548,000	Total Direct Costs	\$56,000
Total Grants	\$406,407	Total Grants	\$40,000
Total Admin Expenses	\$162,960	Total Admin Expenses	\$11,870
Total Net Income	\$922,777	Total Net Income	\$75,522
Total Assets	\$7,183,186	Total Assets	\$7,267,733

Rick Arceneaux reported the Board members took the Oath of Office including two new members, Jill Sessions and Stephanie Doran. Officers were elected as follows: Rick Arceneaux - Chairman, Lynn Jones- Vice Chairman, Melissa Henry-Secretary, and Mark Graffeo - Treasurer. Lynn Jones and Mark Graffeo were appointed to the Grant Committee.

Rick Arceneaux summarized the Antares update noting 64 parishes have land records, 61 parishes have marriage records and 57 have civil records. There are 13 parishes that have the recording software and 2 parishes in the process. There was a contract change order for certified copies, Marriage search and search updates. There will be a new enhanced search feature for searching by township/range, subdivision, village/town and condo and once completed, will be made available to all users.

The report for I3 Software & Services was a review of the 9 parishes live with standalone e-filing and 3 others in various stages of implementation. LCRAA will pay for the standalone e-filing implementation in Claiborne and Natchitoches and parishes who are current customers of Software and Services.

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The administrative staff reported monthly remittance for July 2022 was \$174,729. The LCRAA Board approved a remittance holiday for the month of August. Each parish is still required to submit the monthly report.

The grant committee met and 10 prior grants are still in process nearing completion and 7 from last quarter are just beginning. There were two applications received for consideration- one was withdrawn due to an issue with a prior grant and the other was awarded \$23,320.

Attorney Sheri Morris reported the trademark application was still pending. The document to finalize the St. Tammany and Rapides recording software resolution was being drafted.

The next meeting is scheduled for November 16th due to a conflict of the regular scheduled meeting on Election Day.

A motion was made by Holli Vining and seconded by Annette Fontana to receive the LCRAA report and with no opposition, the motion was passed.

Retirement and Relief Fund

Debbie Hudnall reported that the Retirement Fund ended the fiscal year on June 30, 2022 with a loss as compared to last year's significant gain. Debbie Hudnall reminded the board that for actuarial purposes the loss is smoothed over a five-year period; however, she asked the Actuary to provide an estimate of the effect of the loss on the minimum required employer rate. The actuary's estimate provided for an increase of 0.75%. The minimum rate for 2023 was 21.28%. With the addition of the increase, the rate would still be below the current employer rate of 22.25%. After the Actuary report is presented and approved by PRSAC, the Retirement Board will set the employer rate. Debbie reported the start of the new fiscal year showed a rebound of 5.22% and total assets of \$723,811,000. Emily Becker with Orleans Capital, fixed income manager, gave a report on the assets under management for the Clerk's portfolio.

A motion was made by Jeff Skidmore and seconded by Susan Racca to receive the report on the Retirement and Relief Fund and with no opposition, the motion was passed.

Supplemental

Jill Sessions presented the financial report as of July 31, 2022:

Balance Sheet		Income Statement (YTD)	
Total Current Assets	\$158,684	Total Revenue	\$146,877
Total Other Assets	\$146,833	Total Expenses	\$135,300
Total Assets	\$305,517	Net Income	\$11,577
Total Current Liabilities	\$133,250		
Total Capital	\$160,689		
Total Liabilities & Capital	\$305,517		

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A motion was made by Randy Deshotel and seconded by Kim Turlich-Vaughan to receive the Supplemental report and with no opposition, the motion was passed.

Debbie Hudnall reminded that the amount that the monthly remittance per suit increased to \$20.50 effective July 1, 2022 as well as the CAP ranges. The Clerks Supplemental Pay increased \$100 per month.

Committee Reports

Education Committee

Kim Turlich-Vaughan reported there was a record number of attendees at the Institute with 282 registrations. Special thanks to Melissa Henry for bringing the most people with 25 from St. Tammany Parish. The committee will be meeting again soon to review comments and suggest topics as well as work on the agenda for the next Institute that will be held February 7-10 at the Embassy Suites in Baton Rouge. There was also discussion on the location and associated costs for food & beverage.

2023 Conference

Diane reported via phone call that the conference is all set for April 3-6, 2023.

Executive Director Report

Legislative

The Judicial structure committee has asked Debbie to make a presentation on September 22nd. On August 5, 2022, Debbie Hudnall reported to the Judicial Structure Task Force that 31 clerks were civil electronic filing and that 8 more had signed contracts for e-filing. Also, that there was 21 criminal electronic filing with 8 signed contracts. She believes since then, she has one or two more signed contracts.

The Felony case study committee has not yet met.

Clerks' Winter Meetings

The Clerks' Winter meetings are scheduled for November 29-December 1 in Natchitoches. Host Clerk David Stamey has organized events including a tour of the Sports Hall of Fame Museum and a second evening social. Robin Hooter has asked for a group photo of the Clerks be taken.

District Reports

District One

Melissa Henry reported they had no meeting this session.

District Two

Chelsey Napoleon reported that she and Jon Gegenheimer attended a Bench Bar Technology round table hosted by several judges. The agenda included electronic filing, universal electronic filing and uniform CMS for clerks.

Debbie Hudnall stated she knows there is a lot of interest from Judge Schlegel in the clerk's software e-Filing. Of the 64 parishes, we have 32 e-filing. There was discussion regarding the efficiency of having the electronic filing when it comes to employees and as to why the remaining clerks have not been able to have it implemented.

The Supreme Court hosted its second symposium with a focus on cyber incident management. They spoke specifically about a group called ESF17. ESF stands for emergency support function. They are a group that operates through LA State Police, includes FBI and a number of other law enforcement agents that assist in the event of a cyber incident. Everyone was strongly encouraged to establish a relationship with them. The same group was referenced the Clerks Only Meeting with the FBI at the Institute.

District Three

Susan Racca reported they had an informal meeting at the Institute and discussed the conference and other issues facing the clerks.

District Four

Holli Vining reported they had a meeting a few weeks prior and discussed a way to have some meetings by zoom in the future, election suits and commissioner shortages with new precincts from redistricting.

District Five

No representative present.

District Six

Connie Desselle reported they met with 4 out of the 8 districts in attendance. They discussed issues with elections and how to contact commissioners. Randy Deshotel stated they discussed paper ballots and reviewed the legislative update.

District Seven

Shelly Salter stated they have not met.

District Eight

David Dart reported they met on August 10th and discussed election challenges, new software and potential new legislation effecting election responsibilities of the clerks of court. He brought up that he is on the Judicial Council and there is new legislation passed, HCR 87, that requests the council develop and recommend a statewide schedule of criminal fees.

District Nine

No representative present.

Other Business

Bridget briefly updated the Board on election matters.

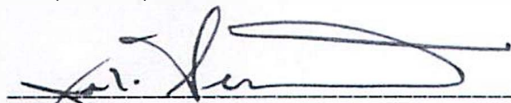
Comments by Board Members

Annette Fontana provided an update on the Law Institute sub-committee that there is one change relating to pauper cases and the affidavits of poverty. In Subsection 3, there should be attached a recommendation of the clerk of court office whether it feels the litigant is in fact indigent. No clerks that she is aware of are doing that. It was their recommendation that they strike that section from the law. Annette did not see that there would be any objection to that.

Adjournment


There being no further business, David Dart moved that the meeting be adjourned. Motion seconded by Kim Turlich-Vaughan. Meeting adjourned.

Respectfully Submitted,



Jill M. Sessions, Secretary

Approved:



Robin Hooter, President