

PROPOSED MINUTES
CLERKS ONLY MEETING
March 14, 2022
2:00 p.m.
Lake Charles, LA

The Louisiana Clerks of Court Clerk's Only Meeting was held on Monday, March 14, 2022, 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.

Lynn Jones welcomed everyone to the Conference.

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

Stacey Hurst, Bridget Hanna, Erin Hebert, Connie Desselle, Brian Lestage, Jill Sessions, Mike Spence, Lynn Jones, Cherie Lott, Susan Racca, Brian Flynn, Andy Anders, Jeremy Evans, Douglas Welborn, David Dart, Randy Deshotel, Anita Gallagher-Wygal, Randy Briggs, David Ditch, Laura Culpepper, Rick Arceneaux, Louis Perret, Annette Fontana, Linda Cook, Jason Harris, Marion Hopkins, David Stamey, Chelsey Napoleon, Kim Turlich-Vaughan, Lanell Landry, Robin Hooter, Stuart Shaw, Shelly Salter, Shane LeBlanc, Charles Jagneaux, Becky Patin, Melissa Henry, Dodi Eubanks, Diane Broussard, Jeff Skidmore, Johnny Crain Jr., Holli Vining, Mark Graffeo and Stewart Hughes and Chesney Chandler.

Also, present Debbie Hudnall, Gina Perrin, Carey Daste, Melissa Morris and Blaine Faulk.

Election of LCRAA Board

Bridget distributed the ballots, explained the process and ballots will be counted by Chris and Davis and will announce results at the end of the meeting.

The following candidates have qualified for the small parishes. (2 to be elected)

Andy Anders (withdrew his nomination)

Rick Arceneaux

Brian Flynn

Mark Graffeo

Stuart Shaw

The following candidates have qualified for the medium parishes. (1 to be elected)

Jill Sessions

Jeff Skidmore

Conference Welcome by Lynn Jones

Approval of the Minutes from Clerk's Only December 7, 2021, Meeting

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

Financial Reports

Association

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

| Balance Sheet | | Income Statement (YTD) | |
|-----------------------------|------------|------------------------|-----------|
| Total Assets | \$ 689,970 | Total Revenue | \$413,568 |
| Total Current Liabilities | \$ 101,127 | Total Expenses | \$418,085 |
| Total Capital | \$ 588,842 | Net Income (Loss) | (\$4,517) |
| Total Liabilities & Capital | \$ 689,970 | | |

Retirement

Rick Arceneaux gave the financial report for the Retirement Fund as of October 31, 2021:

| Balance Sheet | | Income Statement (YTD) | |
|---|-----------------------|-------------------------------|---------------|
| Total Current Assets | \$ 37,425,384 | Total Contributions | \$ 9,964,381 |
| Total Other Assets | \$ 2,756,229 | Total Investment Income | \$ 21,245,109 |
| Total Investments | \$ 750,423,350 | Investment Expenses | \$ 699,765 |
| Total Assets | \$ 790,604,963 | Other Additions | \$ (613,081) |
| Total Current Liabilities | \$ 53,515 | Total Administrative Expenses | \$ 270,109 |
| Total Reserve Balance | \$ 790,551,448 | Total Deductions | \$ 17,681,887 |
| Total Liabilities & Reserves | \$ 790,604,963 | Net Increase | \$ 12,214,756 |

Insurance

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

| Balance Sheet | | Income Statement (YTD) | |
|------------------------------|--------------|-------------------------------|----------------|
| Total Assets | \$ 6,962,405 | Total Revenue | \$ 13,048,442 |
| Total Current Liabilities | \$ 311,146 | Total Claims & Administration | \$ 13,768,384 |
| Total IBNR | \$ 1,014,000 | Gross Profit | \$ (719,942) |
| Total Liabilities | \$ 1,325,146 | Total Expenses | \$ 324,487 |
| Total Reserves | \$ 5,637,258 | Other Income/Expenses | \$ 3,245 |
| Total Liabilities & Reserves | \$ 6,962,405 | Net Income/Loss | \$ (1,041,184) |

A motion by Charlie Jagneau was made to accept the Financial Reports and seconded by Susan Racca. All voted in favor to accept the Financial Reports

Board Reports

LACCRMA

Mark Graffeo reported there was a Department of Insurance audit, it was a clean audit 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.

Mark added that LACCRMA was organized in 1987, has 57 members, ran by a Board of Trustees, which consists of representatives from the 9 judicial districts, 1 at large and an ex officio member. The following trustees were confirmed at their last meeting: Mark Graffeo, Chairman; Johnny Crain, Dist 1; Lance Marino, Dist 2; Rick Arceneaux, Dist 3; Dodi Eubanks, Dist 4; Stacie Williamson, Dist 5; Randy Deshotel, Dist 6; Steve Andrews, Dist 7; Brian Lestage, at large, and Debbie Hudnall ex officio member. He offered a review of the coverages available to members.

Mark's report of the financials as of December 31, 2021 were as follows: total assets, \$2,200,000; reserves, \$56,000; claim adjustment expenses \$71,000; and net amount of \$1,400,000. Financials had a decrease of \$81,000 due to cost of audit and increase in coverage for re-insurance of employee practices coverage.

Premiums are based on Mortgage Certificates and number of employees. The Board is considering basing premiums on revenue of Clerks' offices and number of employees rather than the number of mortgage certificates. More discussion needed on labor practices premiums due to increases. He added that investment income was down and reminded everyone about the labor hotline with Renee Cullotta.

Bridget asked for a motion to ratify the re-elected board members and a motion was offered by Charlie Jagneau and seconded by Jeff Skidmore. The motion passed with no opposition.

LCRAA

Treasurer Rick Arceneaux reported the balance sheet, January 21, 2022:

| Balance Sheet | | Income Statement (YTD) | |
|----------------------------------|--------------|------------------------|--------------|
| Total Assets | \$ 6,733,653 | Total Revenue | \$ 1,209,804 |
| Total Current Liabilities | \$ 0 | Portal Direct Costs | \$ 347,100 |
| Net Income | \$ 6,733,653 | Revenue over Expenses | \$ 862,704 |
| Total Liabilities & Net Position | \$ 6,733,653 | Grants | \$ 276,857 |
| | | Administrative Costs | \$ 97,785 |
| | | Net Income | \$ 488,062 |

Debbie Hudnall added that \$3,400,000 is obligated to the contract with Software and Services and \$500,000 in outstanding grants that have been approved but not completed. Last quarter grants were not awarded in hopes to get vendors to get caught up, however offices that submitted will not have to re-submit, their requests will carry over.

Insurance

Debbie Hudnall reminded everyone about the digital medicine program by Oschner that was presented at the Institute at no cost to insured members. Also, open enrollment for Aflac worksite benefits through Gallagher Insurance. There will be 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.

Retirement

Debbie reported that the Board received the actuary report and at the next Retirement Board meeting there will be a vote on rate for employer contribution rate that will begin July 2022. It is currently at 22.25%. She added that retirement payroll is \$99,168,314 per month and benefits payments of \$45,056,002. Plan is funded at 80.25%. As a result of a good previous year, with a decrease in total liability. Debbie distributed schedules of net pension liability by each parish, that auditors will use to reflect prorated share on their next audit reports.

Supplemental

Debbie Hudnall reported the following financials thru February 28, 2022.

| Balance Sheet | | Income Statement (YTD) | |
|-----------------------------|------------|------------------------|--------------|
| Total Current Assets | \$ 112,009 | Total Revenue | \$ 1,088,163 |
| Total Other Assets | \$ 138,566 | Total Expenses | \$ 1,068,150 |
| Total Assets | \$ 250,575 | Net Income | \$ 20,013 |
| Total Current Liabilities | \$ 133,250 | | |
| Total Capital | \$ 117,325 | | |
| Total Liabilities & Capital | \$ 250,575 | | |

Debbie noted that the supplemental board met the week prior and reviewed the audited statement for the supplemental fund, net position of \$97,312 as of June 30, 2021. Revenues were \$1,638,879; expenses \$1,603,373; change in net position \$35,558; add in net at beginning of year \$61,754; net position at end of year \$97,312. Debbie shared history of Supplemental Board started in 1988 at \$4.00 per suit. She presented cap amounts and went over the different levels and discussions continued on Board proposals.

A motion to accept proposal #3, which will increase supplemental pay by \$100 per month on July 1st and increase per suit to \$20.50, Mid Cap of \$5,600 and Large Cap \$5,800 was made by Charlie Jagneaux and was seconded by David Dart. Majority approved, David Ditch and Louis Perret opposed the motion. Motion passed.

Committee Reports

Education Committee

Kim Turlich-Vaughan reported that the 66th session of the Clerk's Institute should net proceeds of \$12,100. A few complaints were received about hotel accommodations and the next institute will be held August 23-26 at the Marriot in Baton Rouge. Kim encouraged Clerks to offer suggestions on topics.

Scholarship Committee

Randy Deshotel reported that the deadline is April 1st and only one submitted to date. Reminded Clerks that children of deputies that are associate members are also eligible. Last year the committee awarded 18 scholarships and he encouraged more submissions.

Task Force on Statewide Standards for Clerks of Court Electronic Filing and Records Retention

Annette Fontana reported on the March 4th meeting at the Capitol. The meeting was to finalize recommendations from the task force to legislators. Main agenda items included a motion passed to recommend ability to eFile deadline to be January 2025 and a recommendation to refer to the law institute the retaining of original documents such as wills, promissory notes, etc.

Executive Director Report

Debbie Hudnall asked for suggestions on our new Association App, reminded clerks of the Financial Disclosure deadline of May 15 and Legislative Day on May 3, 2022. Discussion on UCC's and filing exhibits. She also gave an update on the web portal.

Legislation

Debbie stated that there are already 800 House bills, and 300 Senate bills this session and still filing. Due to the number of priority bills in the legislative package, another meeting was set for 9:00 a.m. on March 15th to continue discussions.

New Business

Bridget asked for any new business and Melisa Henry started discussion on the possibility of utilizing Board retirees as mentors for new members.

Conference Announcements

Robin gave a few reminders of conference events.

Adjournment

With there being no other business, David Dart moved to adjourn which was seconded by Charlie Jagneaux. MOTION CARRIED.

Respectfully Submitted:

Approved:



Kim Turlich-Vaughan, Secretary



Bridget Hanna, President