

PROPOSED MINUTES
LOUISIANA CLERKS OF COURT ASSOCIATION
BOARD OF DIRECTORS
Wednesday, November 30, 2022
2:00 PM
NATCHITOCHES, LA

The Louisiana Clerks of Court Association Board of Directors meeting was held on Wednesday, November 30, 2022, at 2:00 p.m. Kim Turlich-Vaughan, First Vice President called the meeting to order.

Jill Sessions called the roll with the following Clerks present:

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

Other Present: Rick Arceneaux, Erin Hebert, Jason Harris, Randy Deshotel, Stacey Hurst, Connie Desselle, David Stamey, Charlie Jagneaux, Sara Halphen, Dagmar Hebert and Chris Kershaw.

Approval of the Minutes from August 30, 2022 and October 5, 2022 Meetings

A motion to approve the prior minutes was made by Randy Briggs 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 October 31, 2022:

Balance Sheet		Income Statement (YTD)	
Total Assets	\$695,512	Total Revenue	\$314,704
Total Current Liabilities	\$115,091	Total Expenses	\$316,191
Total Capital	\$580,421	Net Income (Loss)	(\$1,487)
Total Liabilities & Capital	\$695,512		

A motion was made by Holli Vining and seconded by Jeff Skidmore to receive the financial reports for the Association and with no opposition, the motion was passed.

Audit Report

The audit report was presented to the board by Jason Montegut as to the audit of the Association and the Clerk Compensation Supplemental Fund. As reported, there were no uncorrected misstatements found and no difficulties in performing the audit. There were no findings reported. A clean opinion was issued on the Association and the Clerk Supplemental Compensation Fund. Per the required LLA's statewide agreed upon procedures, the board voted to adopt the association's policy regarding the reporting in the sexual harassment policy. A motion was made by Melissa Henry and seconded by Susan

Racca to receive the audit report for the Association and with no opposition, the motion was passed. A motion by Bridget Hanna and seconded by Randy Briggs to receive the audit reports for the Clerk Supplemental Compensation Fund and with no opposition, the motion was passed.

For the Supplemental Board, Debbie Hudnall presented the compliance questionnaire. A motion was made by Annette Fontana to approve the questionnaire as presented and seconded by David Stamey and with no opposition, the motion passed. In regard to the Workplace Harassment Policy, Debbie Hudnall stated the auditor recommended the Supplemental Board adopt the Association's policy as to the reporting of sexual harassment. A motion was made by Jill Sessions to adopt the Association's policy as to reporting, seconded by Shelly Salter, with no opposition, the motion was passed.

Board Reports

LCRAA

Rick Arceneaux reported the Board met on November 16, 2022 and presented the following financial report:

As of October 31, 2022	
Total Revenue	\$541,314
Total Portal Costs	\$125,088
Total Grants	\$181,140
Total Admin Expenses	\$53,304
Total Net Income	\$181,782
Total Assets	\$7,393,608

Rick Arceneaux reported that LCRAA's audit received an unmodified clean opinion. The board voted and adopted the agreed upon procedure as to the required reporting for the Sexual Harassment as stated in the Association's Workplace Harassment Policy.

Rick Arceneaux summarized the Antares update noting 64 parishes have land records, 61 parishes have marriage records and 57 have civil records.

The report for I3 Software & Services was given at the Clerks Only meeting.

A grant update was given regarding 7 current grants in process and two grants in review. Three applications for grants were approved.

Attorney Sheri Morris reported the trademark application was still pending.

Retirement and Relief Fund

Debbie Hudnall reported that four money managers made presentations. The Retirement audit received the cleanest audit report possible. There was one finding in the agreed upon procedures audit regarding the required reporting in the sexual harassment policy. The board voted to adopt the Association's policy as to the required reporting.

The number of active members is declining with 2,186 members in 2021 and 2,134 members in 2022. As of 2021, there were 1,513 retired members and in 2022, 1,570 retired members. There are 67 members awaiting the benefited once reaching the appropriate age. Current retired members are not eligible for a COLA.

Debbie Hudnall reminded the board that for actuarial purposes the losses are smoothed over a five-year period. The current rate for the employer contribution is 22.25% and once PRSAC adopts the Actuary report, the Board will set the next fiscal year's Employer Contribution rate.

Supplemental

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

Balance Sheet		Income Statement (YTD)	
Total Current Assets	\$217,328	Total Revenue	\$628,971
Total Other Assets	\$146,833	Total Expenses	\$556,700
Total Assets	\$364,161	Net Income	\$72,271
Total Current Liabilities	\$133,250		
Total Capital	\$230,911		
Total Liabilities & Capital	\$364,161		

Committee Reports

Education Committee

Kim Turlich-Vaughan reported everything is in place on the agenda for the next Institute that will be held February 7-10 at the Embassy Suites in Baton Rouge.

2023 Conference

Diane Broussard was not present but as reported by Susan Racca, Diane is working hard on the conference that is set for April 3-6, 2023.

Executive Director Report

Legislative

Debbie Hudnall presented a proposed contract renewal Cornerstone for governmental relations maintaining the rate of \$4,500 per month for a one-year contract. Motion was made by Bridget Hanna to approve the contract and seconded by David Dart, with no opposition, the motion passed.

District Reports

District One

Melissa Henry reported they met by zoom. They discussed the challenges of elections, people running for office and voting machines. She also discussed the form for DCFS to collect from the state on hearings with child support in civil matters. Melissa furnished the email from DCFS and the form to Debbie for review.

District Two

Darren Lombard stated his district met for introductions and a brief meeting.

District Three

Susan Racca reported they were unable to have a meeting but have been talking with Diane Broussard, regarding the Conference.

District Four

Holli Vining reported they were unable to have a meeting due to election business.

District Five

Laura Culpepper reported they were not able to have a meeting due to election business.

District Six

Christy Lee reported they were able to meet and discussed past, present and current issue of elections. They were curious as to the social security windfall bill.

District Seven

Shelly Salter stated they met and discussed, mainly, staffing issues.

District Eight

David Dart reported they met and discussed elections and the cost of online access. The board discussed potential options for a statewide uniform online access.

A motion was made by Randy Briggs that each district representative meet with their district members to discuss and come up with a recommendation for the 9 districts to present at the next board meeting. Motion was seconded by Chelsey Napoleon. With no opposition, the motion passed.


Other Business

Bridget Hanna makes a motion for the clerk association employees to receive an additional \$1,000 check. Jeff Skidmore makes a second as to the motion, no opposition, and the motion passes.

Adjournment

There being no further business, Jeff Skidmore moved that the meeting be adjourned. Motion seconded by Susan Racca. Meeting adjourned.

Respectfully Submitted,



Jill M. Sessions, Secretary

Approved:



Robin Hooter, President