

APPROVED MINUTES

**LOUISIANA CLERKS OF COURT ASSOCIATION
BOARD OF DIRECTORS
Wednesday, September 6, 2023
1:00 PM
Baton Rouge, LA**

The Louisiana Clerks of Court Association Board of Directors meeting was held on Tuesday, September 6, 2023, at 1:00 p.m. Kim Turlich-Vaughan, President called the meeting to order.

Invocation and Pledge:

Randy Briggs gave an opening prayer and Andy Anders led the Pledge of Allegiance.

Roll Call:

Debbie Hudnall called the roll with the following Clerks present:

Kim Turlich-Vaughan, Louis Perret, Annette Fontana, Chelsey Richard Napoleon, Robin Hooter, Melissa Henry, Darren Lombard, Susan Racca, Connie Desselle, Shelly Salter, and Cherie Lott. Also, present Debbie Hudnall, Erin Hebert, Chris Kershaw, and Dagmar Hebert.

ABSENT: Jeff Skidmore, Jill Sessions, Holli Vining, Laura Culpepper, Jason Harris and Veronica Koclanes.

Oath of Office

President Kim Turlich-Vaughan administered the oath of office to 2nd District Member, Darren Lombard.

Appointment of the Supplemental Board

President Kim Turlich-Vaughan appointed Erin Hebert and Jason Harris to the Clerks Supplemental Compensation Board. She administered the oath to Erin Hebert.

Approval of the Minutes from June 20, 2023, Meeting

The minutes from the June 20, 2023, meeting, were distributed to the Board for review. A motion to approve was made by Louis Perret and seconded by Cherie Lott. **MOTION PASSED WITH NO OPPOSITION.**

Financial Reports

Annette Fontana, Treasurer, presented the Balance Sheet ending June 30, 2023:

Assets		Liabilities and Capital	
Total Current Assets	\$618,823	Total Current Liabilities	\$26,336
Total Property and Equipment	\$9,385	Total Capital	\$633,748
Total Other Assets	\$31,875	Total Liabilities and Capital	\$660,083
Total Assets	\$660,083		

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Annette Fontana, Treasurer, presented the Income Statement for eleven months ending June 30, 2023:

Current Month Actual		Current YTD Actual	
Total Revenue	\$83,056	Total Revenue	\$1,129,583
Total Expenses	\$80,914	Total Expenses	\$1,077,744
Net Income	\$2,143	Net Income	\$51,840

A motion was made by Susan Racca and seconded by Randy Briggs to receive the financial report for the Association. **MOTION PASSED WITH NO OPPOSITION.**

Board Reports

LCRAA

Debbie Hudnall, on behalf of LCRAA Chairman Rick Arceneaux reported the Board met on August 22, 2023, and presented the following financials:

	July 2023
Total Revenue	\$194,545
Total Direct Costs	\$18,420
Total Grants	\$49,990
Total Admin Expenses	\$18,085
Total Net Income	\$108,050

	July 2023
Total Assets	\$7,860,681
Current Liabilities	\$0
Net Income	\$108,050
Total Net Position	\$7,860,681
Total Liabilities & Net Income	\$7,860,681

Antares provided the statewide portal parish participation statistics: Land Records = 64, Marriage Records= 62, and Civil Records = 58. There are 15 parishes with LCRAA recording software that are live and 3 in progress. The Statewide portal Fraud Alert went live on July 1, 2023. The eClerksLA single sign-on with Clerk Connect is in process. A change order was approved to add a QR code on certified copies at a cost of \$12,000; ability to allow correction of historical documents at a cost of \$5,000 and updates for software technology.

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i3/Software & Services reported that 25 parishes are live with the stand-alone E-filing and 8 others in various stages of implementation. The case management and jury implementation is in progress in Ascension, St. Tammany, Bienville, Jefferson Davis and Calcasieu and other parishes are scheduled.

The administrative staff reported the remittances received for July 2023 were \$132,808. eFiling grants in the amount of \$47,000 out of the \$100,000 allocated have been paid. 62 parishes have submitted their monthly LCRAA report through the online web portal. LCRAA approved a development project to outline the transition of credit card processors from Heartland to Pace at a cost of \$17,500.

The grant committee reported there are 10 prior grants still in process. In the 2nd quarter, four applications were received a total of \$178,953 and approved.

Attorney Sheri Morris stated the release/settlement agreement with St. Tammany Parish is being reviewed.

The next meeting is scheduled for Tuesday November 14th.

Retirement and Relief Fund

Debbie Hudnall reported a net income of \$50.5 million as of June 30, 2023. The investment return was 9.67%, which is more than the required rate of return, but with the 5-year actuarial smoothing the Fund still looks towards a potential increase in the minimum employer contribution next year. The Board agreed on possible legislation to introduce during the next session including the following: Remove “at the time of retirement” language from Option 1 and to Remove “living with” language from surviving spouse. There was also discussion on clarifying the definition of “actively contributing member”. The actuary, Greg Curran, also brought to the Board potential legislation regarding the employer rate that is paid to a transferring system.

Supplemental

Chris Kershaw presented the financial report as of June 30, 2023:

Balance Sheet		Income Statement (YTD)	
Total Current Assets	\$322,651	Total Revenue	\$1,866,707
Total Other Assets	\$159,545	Total Expenses	\$1,603,200
Total Assets	\$482,196	Net Income	\$183,807
Total Current Liabilities	\$139,750		
Total Capital	\$342,446		
Total Liabilities & Capital	\$482,196		

Debbie reported that all parishes are paying supplemental fees using the portal.

Committee Reports

Education Committee

Melissa Henry and Kim Turlich Vaughan gave a report on the recent Institute including suggestions for more interactive presentations and round table talks.

Executive Director Report

ICJIS (Integrated Criminal Justice Information System) – The next meeting will be held at the Association office on September 21st. There was discussion regarding a new law (Act 278) that went into effect on August 1 requiring the D.A. to provide extra information on the bill of information. Debbie asked the Clerks to let her know if that additional information was being provided.

Judicial Structure Committee

There was a subcommittee meeting for district courts working on reporting case types and time allotted by judges per case type. There has been resistance from the judges. At the last meeting, Representative Magee presented the PACERS system used by Mississippi. The next meeting is scheduled for December 13th at 1:00 pm.

The law institute will be looking into proposed legislation for eFiling of wills, retention of original documents, items filed as evidence, and promissory notes. There was discussion on maintaining original documents and specific designation of items to be maintained.

Debbie also reminded the Board that she will be putting the information together and will need the Clerks input in response to Rep. Magee's resolution.

Litigation

Debbie reported that an exception had been filed with a hearing set for May 15th that had been continued at the plaintiff's request.

District Reports

District One

Melissa Henry reported that there was discussion regarding the uniformity of website fees with different subscription levels for a certain number of parishes and to charge the same copy fee.

District Two

No report.

District Three

Susan Racca reached out to her district members about subscriptions but has not yet heard back from her district members.

District Four

No report.

District Five

No report.

District Six

Connie Desselle reported the district is working to schedule a meeting soon.

District Seven

No report.

District Eight

Debbie reported that District 8 had met at the Institute.

District Nine

No report.

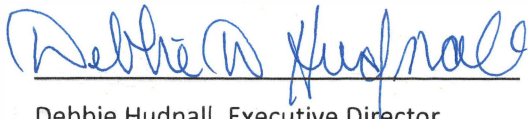
Other Business

The Clerks Winter Meetings will be held November 28-30, 2023, in New Orleans. Kim reminded everyone to book their hotel rooms and an RSVP will be sent soon.

Adjournment

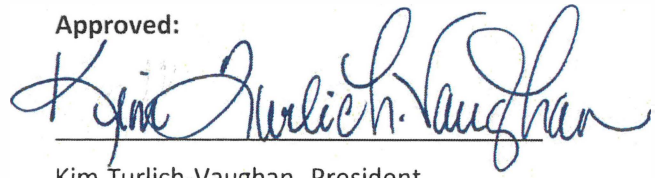
There being no further business, Annette Fontana moved that the meeting be adjourned. Motion seconded by Cherie Lott. Meeting adjourned.

Respectfully Submitted,



Debbie Hudnall, Executive Director

Approved:



Kim Turlich-Vaughan, President