

Proposed Minutes

**LOUISIANA CLERKS OF COURT ASSOCIATION
BOARD OF DIRECTORS
Wednesday, November 29, 2023
1:00 PM
New Orleans, LA**

The Louisiana Clerks of Court Association Board of Directors meeting was held on Wednesday, November 29, 2023, beginning at 2:35p.m. Kim Turlich-Vaughan, President called the meeting to order.

Invocation and Pledge:

Randy Briggs gave an opening prayer and Jeff Skidmore led the Pledge of Allegiance.

Roll Call:

Jill Sessions called the roll with the following Clerks present:

Kim Turlich-Vaughan, Louis Perret, Jeff Skidmore, Randy Briggs, Jill Sessions, Chelsey Richard Napoleon, Robin Hooter, Melissa Henry, Darren Lombard, Susan Racca, Connie Desselle, Shelly Salter, Veronica Koclanes, and Cherie Lott. Also Present: Debbie Hudnall, Randy Deshotel, Bridget Hanna, Diane Meaux Broussard, Rick Arceneaux, Shane LeBlanc, Alexandria Irvin, Dagmar Hebert and Chris Kershaw.

Approval of the Minutes from September 6, 2023 Meeting

A motion to approve the prior minutes was made by Cherie Lott and seconded by Connie Desselle. No discussion was had. The motion was passed with no opposition.

Financial Reports

Chris Kershaw presented the Balance Sheet on behalf of Annette Fontana, Treasurer, presented the Balance Sheet ending October 31, 2023:

Assets		Liabilities and Capital	
Total Current Assets	\$743,416	Total Current Liabilities	\$114,437
Total Other Assets	\$15,188	Total Capital	\$650,386
Total Assets	\$764,823	Total Liabilities and Capital	\$764,823

Chris Kershaw presented the Income Sheet on behalf of Annette Fontana, Treasurer, presented the Balance Sheet ending October 31, 2023:

Current Month Actual		Current YTD Actual	
Total Revenue	\$80,235	Total Revenue	\$335,547
Total Expenses	\$79,176	Total Expenses	\$315,743
Net Income	\$1,059	Net Income	\$19,804

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A motion was made by Randy Briggs and seconded by Susan Racca to receive the financial reports for the Association and with no opposition, the motion was passed.

Audit Reports

Overview and the results of the Association Financial Audit Report and Supplemental Financial Audit Report are presented by Michelle Cunningham.

Regarding the Association Financial Audit Report, as the of fiscal year ending June 30, 2023, the result of the audit is that the financial statements were materially stated and received an unmodified opinion and no significant deficiencies or significant deficiencies that were material weaknesses. As of June 30, 2023, total assets were almost \$660,000, which is around a \$61,000-\$62,000 increase since 2022. Total liabilities for 2023 are \$26,000, and that was about a \$10,000 increase since it was \$16,000 in 2022. The total net assets are \$630,000.

On the Supplemental Financial Audit Report, the audit resulted in an unmodified opinion of the financial statements and no significant deficiencies that were material weaknesses. Because the clerks supplemental board is a government entity, compliance with laws and regulations was also analyzed and there were no violations found. Total assets were \$342,000, revenue was \$1.8 million, expenses of \$1.682 million and a net income of \$183,000.

In regard to, the Supplemental Statewide Agreed Upon Procedures Audit Report, there were no findings on any of the policies or procedures.

A motion to approve the audit reports was made by Jeff Skidmore and seconded by Jill Sessions. No discussion was had. The motion was passed with no opposition.

Robin Hooter makes a motion to approve the Louisiana Compliance Questionnaire for the supplemental board. Motion is seconded by Shelly Salter. With no opposition, the motion passed.

Board Reports

LCRAA

Rick Arceneaux reported the Board met on November 14, 2023 and presented the following statement as of October 31, 2023:

Total Net Income	\$322,903
Total Assets	\$7,910,000
Total Liabilities & Net Income	\$7,910,000

Regarding the LCRAA Audit Report, as the of fiscal year ending June 30, 2023, the audit received an unmodified opinion.

Antares provided the statewide portal parish participation statistics: Land Records = 64, Marriage Records = 62, and Civil Records = 58. There are 17 recording software that are live and 2 in process.

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The contract with Antares was expiring, and a motion was passed to extend the contract to June 30, 2024 under the same terms.

There is a contract change order eClerksLA single sign-on with Clerk Connect in process to correlate with Clerk Connect. The change order for the QR code and historical documents is completed.

The criminal search proposal was discussed at the Clerks Only meeting.

Regarding Software & Services, 36 parishes have standalone e-filing and 5 others are in various stages of implementation. Case management and jury program implementation are in progress in 5 other parishes.

In the administrative report, the monthly remittance for the month of October was at \$120,572.50, the YTD was \$554,601.50, and the amounts are still down due to lower filings.

E-filing grants for standalone software have been paid in the amount of \$47,000 of the approved \$100,000. Eight prior grants are still in process. Four grant applications were approved in the amount of \$117,515 and were approved in full. There is still \$166,856 available for the quarter. The next meeting is February 20, 2024.

Retirement and Relief Fund

Debbie Hudnall reported that they had a very long meeting with presentations by the four money managers as well as the AndCo report. The AndCo report stated October was not a very good month; however, November is going to be a very good month. They received the audit report with the cleanest, highest report possible. The actuary report was received and will have to be approved by PRSAC which usually meets in February. The required employer contribution will be 21.5% and clerks are currently paying 23%, the difference will go into the Funding Deposit Account. The funding ratio was 81.6%. Payroll was up compared to last year. A COLA can be granted and the board will have to decide in the March board meeting if approved by PRSAC. They passed a resolution in the City of New Orleans about the ad valorem tax that they pass every December. They discussed several matters of legislation and authorized items for advertisement.

Supplemental

Debbie Hudnall presented the financial report as of October 31, 2023:

Balance Sheet		Income Statement (YTD)	
Total Current Assets	\$386,000	Total Revenue	\$677,738
Total Other Assets	\$159,545	Total Expenses	\$629,800
Total Assets	\$546,545	Net Income	\$48,000
Fund Balance	\$342,446		
Total Current Liabilities	\$156,000		
Net Income	\$47,938		
Total Capital	\$390,000		

Committee Reports

Education Committee

Melissa Henry gave the report regarding the spring Clerk Institute that will be held at the Doubletree in Lafayette on February 27 – March 1, 2024. The education committee is still working on finalizing additional speakers for the afternoon sessions to break the time up. There will be sexual harassment and ethics training as well.

Executive Director Report

Cornerstone Contract

Cornerstone contract is up for renewal which is a one year contract at \$4,500 per month. A motion was made by Jeff Skidmore to renew the contract as is and seconded by Melissa Henry and with no opposition, the motion was passed.

Legislation

Debbie stated legislation was discussed at the Clerks only yesterday. A zoom meeting will be set up to take a vote on the issue discussed.

Litigation

Debbie reported the update on the Dr. Slaughter lawsuit that all clerks who were served have been dismissed. Dr. Slaughter has filed an appeal regarding other parties. The judgment on the dismissal has been prepared and sent to him.

District Reports

District One

Melissa stated they have not had a meeting due to no one available.

District Two

Darren stated they had a very brief meeting and discussed reaching out to legislators on items upcoming.

District Three

Susan stated they have not met and plan to meet prior to the zoom meeting and legislative session.

District Four

Holli is not present for a report. Jill reported there was no meeting held.

District Five

Laura is not present for a report.

District Six

Connie stated they have not had a meeting due to no one available.

District Seven

Shelly stated they had met in Natchitoches and discussed issues in the office and about insurance increase.

District Eight

Jason is not present for a report. Bridget reported there was no meeting held.

District Nine

Veronica reported they had not formerly met but had communicated over email discussing Al. Robin Jones, 2nd Circuit Court of Appeal Clerk, went to the institute to try to get involved and engaged from their end. Debbie stated a clerk from a court of appeal contact her inquiring what benefit the association is to their office and that another office was no longer a member of the association.

Other Business

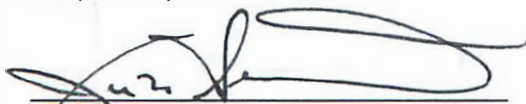
Robin stated that every year Debbie presents to the board for a vote for an extra check of \$1,000 to the association full-time employees. Robin makes a motion for approval of the extra check which is seconded by Randy Briggs. With no opposition, the motion passes.

The street car ride is planned for the evening with snacks.

Adjournment

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

Respectfully Submitted,



Jill M. Sessions, Secretary

Approved:



Kim Turlich-Vaughan, President