

## Approved Minutes

**LOUISIANA CLERKS OF COURT ASSOCIATION  
BOARD OF DIRECTORS  
Tuesday, May 21, 2024  
1:00 PM  
Baton Rouge, LA**

The Louisiana Clerks of Court Association Board of Directors meeting was held on Tuesday, May 21, 2024, at 1:00 p.m. Kim Turlich-Vaughan, President called the meeting to order.

**Invocation and Pledge:**

Chelsey Richard Napoleon gave an opening prayer and Jason Harris 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, Annette Fontana, Andy Anders, Chelsey Richard Napoleon, Robin Hooter, Erin Hebert, Connie Desselle, Shelly Salter, Jason Harris, Veronica Koclanes and Cherie Lott. Also, present Debbie Hudnall and Chris Kershaw.

**Approval of the Minutes from March 13, 2024, Meeting**

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

**Financial Reports**

Annette Fontana, Treasurer, presented the Balance Sheet ending April 30, 2024:

<b>Assets</b>		<b>Liabilities and Capital</b>	
Total Current Assets	\$742,758	Total Current Liabilities	\$127,934
Total Property and Equipment	\$6,219	Total Capital	\$621,239
Total Other Assets	\$195	Total Liabilities and Capital	\$749,173
Total Assets	\$749,173		

Annette Fontana, Treasurer, presented the Income Statement ending on April 30, 2024:

<b>Current Month Actual</b>		<b>Current YTD Actual</b>	
Total Revenue	\$107,898	Total Revenue	\$1,025,795
Total Expenses	\$219,193	Total Expenses	\$1,035,137
Net Income (Loss)	(\$111,295)	Net Income	(\$9,342)

A motion was made by Connie Deselle and seconded by Shelly Salter to receive the financial reports for the Association and with no opposition, the motion was passed.

**Budget Proposal for FY 2024-2025 (Exhibit A)**

Chris Kershaw presented the Association Budget. He reported on revenues and expenses for the current annual budget, proposed budget for FYE 2025 and comparison of FYE 2025 vs FYE 2024.

	<b>Current Annual Budget 2023-2024</b>	<b>FYE 2025 Proposed Budget</b>	<b>FYE 2025 vs FYE 2024</b>
Revenues	\$986,600	\$1,033,900	\$47,300
Expenses	\$1,077,950	\$1,119,950	\$42,000
<b>Net Income (Loss)</b>	<b>(\$91,350)</b>	<b>(\$86,050)</b>	<b>\$5,300</b>

He noted that the majority of the increase in revenue is from retirement fund reimbursement to the Association of \$24,000 and same with LCRAA with an increase of \$1,000 per month. There is a budget line item of \$6,000 for the new directory. Expenses stayed consistent with the largest increase being the staff salaries. Chris also stated there is an increase in the executive director for the annual contract. Debbie Hudnall stated that it does include a raise for the staff of the association.

A motion was made by Jeff Skidmore and seconded by Robin Hooter to adopt the proposed budget for fiscal year 2024-2025, and with no opposition, the motion was passed.

**Board Reports**

**LCRAA**

Chairman Rick Arceneaux reported they met on May 14, 2024, and reported the financials through April 30, 2024, with the current month being \$177,285 and total FYTD revenue was \$1,623,329. The total portal direct costs for the month are \$55,921 and YTD total is \$512,419. For the grant program costs, the current month is \$51,105 and YTD total of \$265,807. Administration expenses for the current month are \$20,605 with YTD total \$205,633, leaving a current month net income of \$49,654 with the YTD total for the fiscal year of \$639,570 and total assets of \$8,226,911. There are no current liabilities. The 2024-2025 budget was approved and adopted.

All Parishes are uploading land indices; 62 parishes have marriage; 60 parishes have civil records; and 3 parishes have criminal records. The Antares contract was extended an additional six months with the only change is a 15% increase in labor rates.

In regards to i3 Verticals, there are 58 parishes live with e-filing with 5 others in various stages of implementation. Progress was reported at the LCRAA meeting for juvenile, criminal and jury contracts.

The April monthly revenue was \$118,761. The YTD revenue is a total of \$1,227,118.

Of the E-filing Parish Grants, \$60,000 of the approved \$100,000 has been used. Regarding the previously \$100,000 approved emergency grants, \$42,000 has been used.

COTT System's provided a criminal and juvenile proposal with a one-time fee of \$58,000 and \$8,400 per year for all maintenance including criminal for all 18 parishes.

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ClerkNet also provided a criminal and juvenile proposal with a one-time fee of \$19,500 for criminal and a one-time fee for juvenile of \$14,500 with a \$2,500 charge for each parish for implementation and an annual \$1,500 in maintenance for 3 parishes. The total for the current grants still in process is \$536,584. The grant committee received 3 grant applications with two being approved for a total of \$129,786.

Attorney Sheri Morris' contract is up for renewal and the Attorney General has increased their approved rates. An approved contract with the new rate of \$300 was approved.

Gratitude was expressed to the outgoing members of Melissa Henry, Jill Sessions, Mark Graffeo and Anne Raymond. The next meeting is August 13, 2024.

Scott Carrington reported that all i3 Verticals clients will have their criminal records uploaded to eClerksLA by June 2024.

**Retirement and Relief Fund**

Debbie Hudnall reported the Retirement Board had met today and that the retirement fund is almost \$814,000,000. The rate return for the fiscal year so far is 11.58% which is \$73,000,000 profit for the year through March 31, 2024.

The Retirement Board approved a COLA for retirees over the age of 65 at 2% of their original retirement benefit.

The previously discussed clerk sponsored legislation was passed regarding a clarification of the spouse being the "person you're married to" rather than "married to and living with" as well as removing the requirement of naming the beneficiary in Option 1 of retirement.

**Supplemental**

Chris Kershaw presented the financial report on behalf of Shane Leblanc as of February 29, 2024:

<b>Balance Sheet</b>	
Total Current Assets	\$385,754
Total Other Assets	\$159,545
Total Assets	\$545,299
Total Current Liabilities	\$169,000
Total Capital	\$376,299
Total Liabilities & Capital	\$545,299

<b>Income Statement (Current Month)</b>		<b>Income Statement (YTD)</b>	
Total Revenue	\$166,113	Total Revenue	\$1,652,652
Total Expenses	\$169,000	Total Expenses	\$1,618,800
Net Income	(\$2,887)	Net Income	\$33,852

Debbie Hudnall stated that normally, at this time, there is a presentation of the proposal for next year's supplemental, but due to pending legislation, that proposal is delayed. There will be a zoom meeting in reference to the proposal at a later date.

Louis Perret asked how many parishes pay the maximum amount and it was stated 10-11 parishes with all other parishes paying per suit with the exception of Orleans.

### **Committee Reports**

#### **Education Committee**

Kim Turlich-Vaughan reported that the upcoming institute will be held on August 20-23, 2024, at the Crowne Plaza in Baton Rouge. The education committee has a meeting on May 23 to finalize the agenda.

#### **2024 Conference**

Debbie Hudnall reported that the conference was excellent with 44 Clerks of Court, 24 spouses, 109 deputy clerks, 16 deputy clerk spouses, 2 retired clerks, 61 vendors and sponsors as well as single day registrations of 6 attendees and 5 cancellations/no shows for a total of 262 attendees. The net income from the conference was \$22,721. Debbie stated there has been a policy that anything over \$20,000 would go to the general fund. Debbie proposed a change that anything over \$25,000 would go to the general fund and the balance to remain in the conference fund. Robin Hooter made the motion as to that proposal and seconded by Kim Turlich-Vaughan. No opposition is stated, and the motion passed.

#### **Scholarship Committee**

Debbie Hudnall reported \$14,400 in scholarships were awarded this year. Six recipients received \$1,200, four recipients received \$400 and six recipients received \$600.

### **Executive Director Report**

#### **Legislation**

Debbie reported the status of HB 439 regarding the COLA bill for the clerks. The board discussed advertising and the COLA.

Debbie gave a report on all of the bills that affect the clerks' offices and multiple discussions were had regarding the bills as to LCRAA board, online records, elections, absentee ballots, political party watchers and interdiction judgments.

The bill to raise the commissioner pay is still pending in the appropriations committee.

#### **Legislative Day**

Debbie Hudnall stated that 36 clerks, 22 senators, 19 representatives, 57 guests and 60 staff for a total of 194 people in attendance. Sixteen clerks did not pay for legislative day. Total monies received were \$7,350 with expenses of \$8,286.

#### **Litigation**

Debbie gave the status of the Dr. Slaughter litigation.

**District Reports**

**District One**

Erin Hebert stated the district met and discussed elections, voting machines, issues with drayman, HR situations, and audits.

**District Two**

Kim Turlich-Vaughn stated they did not meet.

**District Three**

Louis Perret gave the report on behalf of Susan Racca that the district met and gave Robby Barousse a retirement party.

**District Four**

Holli Vining is not present to give the report.

**District Five**

Laura Culpepper is not present to give the report.

**District Six**

Connie Deselle reported that they did not meet.

**District Seven**

Shelly Salter stated that they did not meet.

**District Eight**

Jason Harris reported they met at the Institute and celebrated Mark Graffeo's retirement.

**District Nine**

Veronica Koclanes is not present to give the report.

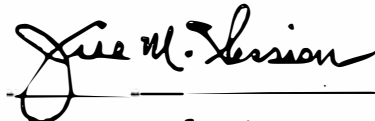
**Other Business**

The next meeting will be arranged at a later time with notice being sent out to everyone. Kim Turlich-Vaughan was thanked for her service as the president.

**Adjournment**

There being no further business, Jeff Skidmore moved that the meeting be adjourned and seconded by Annette Fontana. Meeting adjourned.

Respectfully Submitted,



Jill M. Sessions, Secretary

Approved:



Kim Turlich-Vaughan, President

Louisiana Clerk of Court Association				
Budgets - FYE 2025 and FYE 2024				
	Cur Annual Budget		FYE 2025	FYE 2025
	2023-2024		Proposed Budget	vs FYE 2024
<b>REVENUES</b>				
Association Dues @ 1.5%	166,000.00		168,000.00	2,000.00
Dues - Associate	17,000.00		17,000.00	0.00
Interest Income	20,000.00		25,000.00	5,000.00
Int Inc - Bricksome	0.00		0.00	0.00
Insurance Reimbursement	99,600.00		101,400.00	1,800.00
Retirement Reimbursement	510,000.00		534,000.00	24,000.00
LCRAA Reimbursement	132,000.00		144,000.00	12,000.00
Conference Receipts	0.00		0.00	0.00
Certification Fee Rec.	500.00		500.00	0.00
Institute Earnings	20,000.00		15,000.00	(5,000.00)
Other Inc - Leg. Day	5,000.00		6,500.00	1,500.00
Other Inc - Sponsorship	10,000.00		10,000.00	0.00
Other Inc - Directory	0.00		6,000.00	6,000.00
Other Inc - W/C Mktg. Fee	6,500.00		6,500.00	0.00
Total Revenues	986,600.00		1,033,900.00	47,300.00
<b>EXPENSES</b>				
Attorney's Fees	20,000.00		20,000.00	0.00
Audit	9,000.00		9,000.00	0.00
Bank Charges	6,000.00		7,500.00	1,500.00
Board Per Diem	11,000.00		11,000.00	0.00
Board Secretary Fee	1,250.00		1,250.00	0.00
Bonds and Insurance	15,000.00		12,000.00	(3,000.00)
Books and Publications	3,500.00		3,500.00	0.00
Certification	0.00		0.00	0.00
Conference Expense	0.00		0.00	0.00
Contingency	3,000.00		3,000.00	0.00
Depreciation	4,000.00		4,000.00	0.00
Directory	0.00		4,000.00	4,000.00
Equipment Rental	14,000.00		14,000.00	0.00
Executive Director	247,500.00		250,000.00	2,500.00
IGO (IACREOT)	4,000.00		4,000.00	0.00
Institute	5,000.00		5,000.00	0.00
Insurance Cont. - ER on RetEE	3,500.00		3,500.00	0.00
Janitorial	8,000.00		8,000.00	0.00
Legislative Exp.	4,000.00		4,000.00	0.00
Legislative Day	10,000.00		10,000.00	0.00
Maintenance - Computer	15,000.00		15,000.00	0.00
Meeting Expense	35,000.00		45,000.00	10,000.00
Membership Dues	1,000.00		1,000.00	0.00
Office Equipment	7,500.00		7,500.00	0.00
Office Supplies	4,500.00		4,500.00	0.00
Other Office Services	5,000.00		5,000.00	0.00
Other Professional Fees	60,000.00		60,000.00	0.00
Postage	4,000.00		4,000.00	0.00
Rent - Building	10,200.00		10,200.00	0.00
Scholarship Awards	12,500.00		12,500.00	0.00
Dues, Seminar & Travel Exp	1,000.00		2,000.00	1,000.00
Staff Salaries & Exp	524,000.00		550,000.00	26,000.00
Telephone	12,500.00		12,500.00	0.00
Utilities	6,000.00		6,000.00	0.00
Website & Mobile App	11,000.00		11,000.00	0.00
Total Expenses	1,077,950.00		1,119,950.00	42,000.00
<b>NET INCOME (LOSS)</b>	<b>(\$ 91,350.00)</b>		<b>(\$ 86,050.00)</b>	<b>\$ 5,300.00</b>