

**APPROVED MINUTES  
LOUISIANA CLERKS OF COURT ASSOCIATION  
BOARD OF DIRECTORS  
Tuesday, August 6, 2024  
1:00 PM  
Baton Rouge, LA**

The Louisiana Clerks of Court Association Board of Directors meeting was held on Tuesday, August 6, 2024, at 1:00 p.m. Louis Perret, President called the meeting to order.

**Invocation and Pledge**

Kim Turlich-Vaughan gave an opening prayer and Louis Perret led the Pledge of Allegiance.

**Roll Call**

Secretary Chelsey Richard Napoleon called the roll with the following Clerks present:

Louis Perret, Jeff Skidmore, Randy Briggs, Chelsey Richard Napoleon, Jill Sessions, Andy Anders, Stuart Shaw, Kim Turlich-Vaughan, Erin Hebert, Darren Lombard, Diane Meaux Broussard, Holli Vining, Tifani Thomas, Connie Desselle, Shelly Salter, Jason Harris, and Cherie Lott. Also Present: Rick Arceneaux.

**Supplemental Board Appointment and Oaths of Office**

Louis Perret appointed Shane LeBlanc and Lynn Jones on the Supplemental Board. He then swore in Tifani Thomas as 5<sup>th</sup> District Member on the Association Board and Jason Harris as a member of the Supplemental Board.

**Approval of the Minutes - May 21, 2024 meeting and July 15, 2024 District Clerk's Zoom meeting**

A motion to approve the prior minutes was made by Kim Turlich-Vaughan and seconded by Tifani Thomas. No discussion was had. The motion was passed with no opposition.

**Financial Reports**

Jill Sessions, Treasurer, presented the Balance Sheet ending as of June 30, 2024:

<b>Assets</b>		<b>Liabilities and Capital</b>	
Total Current Assets	\$614,877	Total Current Liabilities	\$11,924
Total Property and Equipment	\$6,219	Total Capital	\$630,699
Total Other Assets	\$21,527	Total Liabilities and Capital	\$642,623
Total Assets	\$614,623		

Jill Sessions, Treasurer, presented the Balance Sheet ending June 30, 2024.

<b>Current YTD Actual</b>	
Total Revenue	\$ 197,372
Total Expenses	\$ 1,197,254
Net Income	\$ 118

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A motion was made by Kim Turlich-Vaughan and seconded by Jeff Skidmore to receive the financial reports for the Association and with no opposition, the motion was passed.

**Board Reports**

**LCRAA**

Chairman Rick Arceneaux presented the LCRAA report noting that the criminal case management implementations have been put on hold pending potential grant funds from the Supreme Court.

**Retirement**

Debbie Hudnall reported the end of the fiscal year with 12.81% rate of return. This positive return should help with the employer contribution rate next year. As of June 30, 2024 the retirement fund is at \$819,000,000.

**Supplemental**

Chris Kershaw presented the financial report as of June 30, 2024:

<b>Balance Sheet</b>	
Total Current Assets	\$397,001
Total Other Assets	\$156,742
Total Assets	\$554,443
Total Liabilities	\$169,000
Total Capital	\$385,443
Total Liabilities & Capital	\$554,443

<b>Income Statement (YTD)</b>	
Total Revenues	\$1,999,797
Total Expenses	\$1,956,800
Net Income	\$42,997

**Committee Reports**

**Education Committee**

Kim Turlich-Vaughan reported the 71<sup>st</sup> Clerks Institute will be held August 20 – 23 at the Crowne Plaza in Baton Rouge. As of July 29<sup>th</sup>, 220 people registered and approximately 40 -50 more people will register. Kim Turlich-Vaughan mentioned there will be break-out sessions.

**2025 Conference**

Louis Perret stated the 2025 conference will be held in Lafayette, Louisiana from May 12<sup>th</sup> to May 16<sup>th</sup>.

**Executive Director Report**

**Directory**

Debbie Hudnall stated she is waiting on a few clerks to provide updated information and new pictures for the printed directory.

### **Dues**

Debbie Hudnall stated that 76% of the dues have been collected and 24% outstanding.

### **Generic Confidential Address Form**

Debbie Hudnall stated Judge Oppenheim wanted to know if the Clerks had a generic confidential address form that everyone uses for victims not to have to disclose their address or parish in divorces or would the Clerks approve the LPOR "F" form to be used. The Clerks agreed to use the LPOR "F" Form.

### **Legislation**

Debbie Hudnall reported that new legislation requires all criminal case convictions to be uploaded to LCRAA. Three district clerks have not approved their records for upload, and no juvenile records are online yet. Debbie provided a summary list of the 2024 Legislative Acts and is open to suggestions to make the upcoming Institute presentation more interesting.

### **Website**

Debbie Hudnall stated there would be an enhancement to the Louisiana Clerks of Court Association website. The clerks will be able to donate to another parish under the Surplus Property tab and there would be an index to many of the statutes that pertain to operations of Clerks' offices.

### **District Reports**

#### **District One**

Erin Hebert stated the district last met in June and plans to meet with the new clerks at the 71<sup>st</sup> Clerks Institute.

#### **District Two**

Darren Lombard stated the district met last week. They discussed information Debbie reported during this meeting and more specific district two issues.

#### **District Three**

Diane Meaux Broussard reported they had a district/retirement meeting with two retirees. They discussed how it was being the clerk of court and the 71<sup>st</sup> Clerks Institute.

#### **District Four**

Holli Vining stated they did not have an individual meeting. However, district seven hosted them at a luncheon.

#### **District Five**

Tifani Thomas stated they did not meet.

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**District Six**

Connie Desselle reported they did meet June 25, 2024, everyone was except Robin, Christy Lee, and Stacey. They discussed the workload of each offices, the Institute being broken into small, medium, and large parishes, and sworn-in happening on July 1, 2024.

**District Seven**

Shelly Salter stated all the district members were present at the meeting on July 1, 2024.

**District Eight**

Jason Harris stated everyone was in attendance but Amy at the meeting held on July 9, 2024. They discussed legislation and firearm free zone.

**District Nine**

Andy Anders reported the discussion with the governor.

**Other Business**

The District Attorney's Association reached out to Debbie Hudnall regarding immediate expungements.

**Adjournment**

There being no further business, Louis Perret moved the meeting be adjourned. Meeting adjourned.

**Respectfully Submitted,**



Chelsey Richard Napoleon, Secretary

**Approved:**



Louis Perret, President