

APPROVED MINUTES

LOUISIANA CLERKS OF COURT ASSOCIATION
BOARD OF DIRECTORS

Wednesday, November 20, 2024

9:00 am

Natchitoches, LA

The Louisiana Clerk of Court Association Board of Directors meeting was held on Wednesday, November 20, 2024, at 9:00 a.m. President Louis Perret called the meeting to order.

Invocation and Pledge:

Tifani Thomas gave an opening prayer, and Erin Hebert led the Pledge of Allegiance.

Roll Call:

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

Louis Perret, Jeff Skidmore, Randy Briggs, Annette Fontana, Chelsey Richard Napoleon, Jill Sessions, Andy Anders, Stuart Shaw, Kim Turlich-Vaughan, Erin Hebert, Darren Lombard, Diane Meaux Broussard, Holli Vining, Tifani Thomas, Shelly Salter, and Cherie Lott.

ABSENT: Connie Desselle and Jason Harris

GUESTS PRESENT: Mike Spence, Greg Renfro, Bridget Hanna, Randy Deshotel, Rick Arceneaux, Laura Blanchard, Susan Racca, David Stamey, Brian Lestage, Dagmar Hebert and Chris Kershaw.

Approval of Minutes

A motion to approve the minutes of the meeting held on August 6, 2024, was made by Cherie Lott seconded by Kim Turlich-Vaughan. No discussion was had. The motion was passed with no opposition.

Financial Reports

Treasurer Jill Sessions presented the Association Financial Statements as of October 31, 2024:

BALANCE SHEET			
Assets		Liabilities and Capital	
Total Current Assets	\$767,575	Total Current Liabilities	\$124,976
Total Property & Equipment	\$6,219	Total Capital	\$651,281
Total Other Assets	\$2,463	Total Liabilities and Capital	\$776,257
Total Assets	\$776,257		

INCOME STATEMENT	
	YTD Actual
Total Revenue	\$ 362,962
Total Expenses	\$ 342,380
Net Income	\$ 20,582

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

Audit Reports

Michelle Cunningham, Auditor with Duplantier, Hrapmann, Hogan & Maher presented the results of the Financial Statement and Compliance Audits for the fiscal year ended June 30, 2024, for the Clerks Association and Supplemental Compensation Fund. She reviewed Management's and the Auditor's responsibilities.

Association: The Association received an unmodified opinion. There were no uncorrected misstatements and no difficulties performing the audit.

Total Assets as of June 30, 2024, were \$642,043 as compared to the previous year of \$659,917. The decrease is due to the Bricksome Condo note being paid in full and a decrease in prepaid expenses.

Total Liabilities were \$11,925 as compared to the previous year of \$26,336. Michelle also stated Total Net Assets were the same from the prior year with a total of \$630,000 which includes Board Designated funds of \$20,000 for the annual conference.

Total Revenues were \$1,018,062 including interest income of \$35,821. Total Expenses were \$1,018,525 with a net decrease in assets of (\$463) for the fiscal year ended June 30, 2024.

A motion was made by Randy Briggs and seconded by Jeff Skidmore to approve the Association Audit report as presented and with no opposition, the motion was passed.

Supplemental: Michelle stated the Supplemental Fund received an unmodified opinion. Total Assets as of June 30, 2024, were \$554,000, which is a \$72,000 increase from the prior year which was due to an increase in the amount collected per suit and the CAP. Supplemental Payable was \$169,000. Total Revenue was \$1,999,796 and total expenses were \$1,956,800 leaving a net income of \$42,996.

Louisiana Legislative Auditor required the statewide procedures to be performed. For all policies and procedures, there were no findings. The next audit (2025) may exclude statewide procedures due to no findings this year.

A motion was made by Chelsey Richard Napoleon and seconded by Kim Turlich-Vaughan to receive the Supplemental audit report as presented with no opposition, the motion was passed.

Debbie Hudnall presented the compliance questionnaire for the Clerks Supplemental Fund. A motion was made by Diane Meaux Broussard to approve the questionnaire as presented and seconded by Erin Hebert and with no opposition, the motion was passed.

Board Reports

LCRAA: Debbie Hudnall reported on behalf of Chairman Rick Arceneaux:

Assets		Liabilities	
Current Assets	\$7,200,000	Total Liabilities	\$16,664
Total Assets	\$8,000,000	Net Position	\$8,000,000

INCOME STATEMENT as of October 31, 2024	
Total Revenue (Year-to-Date)	\$702,547
Total Portal Direct Costs	\$277,683
Total Administrative Expense	\$97,484
Grant Program	\$374,033
Total Administrative Expenses	\$97,484
Total Net Income (Loss)	(\$46,653)

There are approximately \$500,000 awarded grants that have not been paid pending the completion of the project. LCRAA allows quarterly for 30% of the revenue to be allocated to grants. LCRAA granted three applications, and the remaining funds allowed the completion of previously partially funded grants from the previous quarter.

The Board approved the renewal of the Antares contract. I3 original contract expired in October and some deliverables in the contract remain unmet. However, I3 contract will be extended to February 2025 for a resolution.

Retirement & Relief Fund

Debbie Hudnall reported the Retirement Fund Balance as of September 2024 was \$853,000,000. She reported that the audit report had been presented and the Fund received an unmodified opinion. The actuary report was also presented with 2,106 active members and 1,613 retired members. The System is 83% funded and the market rate of return for the fiscal year was 11.6%. The minimum required employer contribution rate is 19.25%. The current employer contribution rate is set at 23%. The Board will set that rate once PRSAC approves the report. Debbie also stated that DROP Annuities are irrevocable.

Supplemental

Chris Kershaw, Controller, presented the financial report for the Supplemental Fund as of October 31, 2024.

Assets		Liabilities and Capital	
Cash and Investments	\$369,912	Total Liabilities	\$175,500
Accounts Receivable	\$157,000	Fund Balance	\$351,154
Total Assets	\$526,654	Total Liabilities and Capital Reserves	\$526,654
Total Revenue (YTD)	\$675,611		
Total Expenses (YTD)	\$709,900		
Net Income (Loss)	(\$34,289)		

Committee Reports

Education: Kim Turlich-Vaughan stated the next institute will be February 18 – 21, 2025 in Baton Rouge at the Marriott. Ethics and sexual harassment training will be included on the agenda.

2025 Conference: Louis Perret reported that the 2025 conference will be in Lafayette from May 12 – 16. The clerks are encouraged to bring their staff and there will be a Chief Deputy luncheon.

Executive Director Report

Cornerstone Contract: Debbie Hudnall reported that Cornerstone has agreed to renew the contract for another year. The current monthly fee is \$4,500. A motion was made by Jeff Skidmore to renew the contract for \$4,500 per month and seconded by Annette Fontana and with no opposition, the motion was passed.

There was discussion about Cornerstone and the efforts of Stephen Ledet during the last legislative session and the positive outcome of the Clerks COLA legislation. A motion was made by Stuart Shaw and seconded by Randy Briggs to give a stipend of \$10,000 to Cornerstone and with no opposition, the motion was passed.

Directory: Debbie Hudnall stated that the new directory was available. The estimated amount collected from vendor advertisements was \$5,800 and associated printing costs were about \$2,000. The website provides real-time updates to information like emails or photos and Debbie reminded the Clerks to contact the office to make changes as the directory is updated only every 4 years.

Legislation: Discussed at Clerks Only Meeting.

Litigation Update: Debbie stated that the case brought by Dr. Slaughter was dismissed. Clerks who were served will be dismissed from the case. Those who were not served will let the matter go quiet.

District Reports

District 1: Erin Hebert presented the report. Only three members were present for the meeting. A follow-up meeting will be scheduled, with invitations extended to Louis Perret (President) and Debbie Hudnall (Executive Director).

District 2: No reports at this time.

District 3: Diane Meaux Broussard presented the report. There has not been a physical meeting yet, but regular phone discussions focused on the election and conflicts.

District 4: Holli Vining presented the report. The district discussed the election, legislation in detail, issues with the legal journal's frequency and increased prices for advertisements, the possibility of a digital alternative and whether parish-governing authorities could handle the responsibility for posting public notices.

District 5: No reports at this time.

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District 6: No reports at this time.

District 7: No meeting held.

District 8: No reports at this time.

Other Business: The next meeting is scheduled for February 4, 2025, at 1:00 p.m. in Baton Rouge.

Comments by Board Members: Several Clerks shared their recent election experiences. The Clerks expressed their thanks to Stuart Shaw for hosting the previous evening event.

A motion was made by Randy Briggs to give an extra check of \$1,000 to the Association full-time employees. Jeff Skidmore seconded the motion. With no opposition, the motion passed.

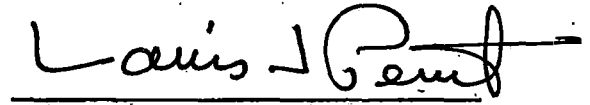
Adjournment: There being no further business, Louis Perret moved the meeting be adjourned. Meeting adjourned.

Respectfully submitted,



Chelsey Richard Napoleon, Secretary

APPROVED:



Louis Perret, President