

PROPOSED MINUTES
LOUISIANA CLERKS OF COURT ASSOCIATION
BOARD OF DIRECTORS
TUESDAY, FEBRUARY 4, 2025, at 1:00 pm
Baton Rouge, LA

The Louisiana Clerks of Court Association Board of Directors meeting was held on Tuesday, February 4, 2025, at 1:00 p.m. President Louis Perret called the meeting to order.

Invocation and Pledge

Tifani Thomas gave an opening prayer, and Jason Harris 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, 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, Connie Desselle, Shelly Salter, Jason Harris, Veronica Koclanes and Cherie Lott. Also Present: Bridget Hanna, Shane LeBlanc, Chris Kershaw and Dagmar Hebert.

Approval of the Minutes

A motion to approve the November 20, 2024 minutes was made by Kim Turlich-Vaughan and seconded by Randy Briggs. **MOTION PASSED.**

Financial Reports

Treasurer Jill Sessions presented the Balance Sheet as of December 31, 2024:

Assets		Liabilities and Capital	
Total Current Assets	\$709,130	Total Current Liabilities	\$97,178
Total Property and Equipment	\$5,639	Total Capital	\$620,054
Total Other Assets	\$2,463	Total Liabilities and Capital	\$717,232
Total Assets	\$717,232		

Treasurer Jill Sessions presented the Income Statement for the six months ending December 31, 2024.

Current YTD Actual	
Total Revenue	\$ 540,357
Total Expenses	\$ 550,422
Net Income (Loss)	(\$10,065)

A motion was made Holli Vining and seconded by Jeff Skidmore to receive the financial reports for the Association. **MOTION PASSED.**

Board Reports

LCRAA

Louis Perret reported that the Board has not met since the last meeting. There is nothing new to report.

Retirement

Debbie Hudnall reported that even with a down market in December 2024 the Clerks portfolio is up 4.68% or approximately \$24 million dollars for the fiscal year. PRSAC approved the Clerks Actuary Valuation report, and the Board decided to maintain the employer contribution rate at 23% for the 2025-2026 fiscal year.

Supplemental

Chris Kershaw presented the financial report as of December 31, 2024:

Balance Sheet	
Total Current Assets	\$359,018
Total Other Assets	\$156,742
Total Assets	\$515,760
Total Liabilities	\$175,500
Total Capital	\$340,260
Total Liabilities & Capital	\$515,760

Income Statement (YTD)	
Total Revenues	\$1,017,917
Total Expenses	\$1,063,100
Net Income (Loss)	(\$45,183)

Committee Reports

Education Committee

Kim Turlich-Vaughan reported the 72nd Clerks Institute will be February 19-21 at the Marriott in Baton Rouge, LA. There are 230 registrants. The committee has confirmed the location for the August Institute in Bossier City, LA.

2025 Conference

Louis Perret stated the 2025 conference will be held in Lafayette, Louisiana from May 12-16, 2025. A save the date will be sent shortly to be followed by registration.

Executive Director Report

DCFS

Debbie Hudnall reported that a survey had recently been sent to the Clerks about collection issues. She noted that the new administration had turned over the payment process from DCFS to the procurement office and some payments were behind. Debbie noted that she had received notice that Clerks should begin to receive those past due payments.

Legislation

There was discussion regarding potential legislation on the handling of fentanyl. The District Attorney's Association was not receptive but said they would get back with Debbie about it. The Sheriff's Association wanted to know the DA's thoughts on it. Debbie isn't aware of any Clerk's office still having problems with this. Bridget Hanna was going to speak with her Sheriff and Representative Bacala.

Debbie stated there was no Board sponsored retirement legislation for this upcoming session.

Legislative Day

Clerks Legislative Day will be Monday, April 28, 2025, Debbie explained that the Retirement Board will meet that morning, and the Association and Insurance Boards will meet the following day. A shuttle will be provided from the hotel to the Pentagon Barracks, as a room block is already there.

Form W4

Debbie reminded the Board that a new Form W4 was required for any new employees as of 2023. If any employee wants to make a change to their federal withholding, they will also have to complete the new form. If the form is incorrect or incomplete, the default withholding is single with no deductions. Debbie also mentioned that a new W4P for retirees was also required. She noted that there is no option for a flat rate withholding amount. Jason Harris commented on a local company he hired to audit his

employee files to ensure he was compliant. Stuart Shaw asked if a check list could be compiled for smaller offices as a guide. Annette Fontana mentioned that this would be a great class at an upcoming institute for Clerks & Chief Deputies.

Judicial Structure Committee - Debbie explained that the committee was in the process of studying the time Judges spent on certain cases. The Supreme Court is working with the Judge's association to gather this information, and the study requires the number of different case types. Debbie provided a handout of the Case Type Categories. She will be sending a form for the Clerks to complete summarizing their office case types into the provided categories. This will be helpful to the Supreme Court's endeavors to gather the judges' time information.

DOC – Debbie explained that DOC had several classes on uploading UCO information. She further noted that the Clerks shouldn't have to reinput the information into the DOC's system as the information should be uploaded to ensure correctness. She explained the new broker system as an information exchange between the DA's, Sheriff's and Clerks. Although the UCO's should be sent electronically, the clerks should not have to reinput the same data in the DOC's system.

eFiling – Debbie reminded the Board that mandatory eFiling begins January 1, 2026. The law requires that Clerks should have published rules and regulations for eRecording and eFiling. The Executive Committee has started to put these rules together. President Louis Perret has appointed a committee to develop and finalize the standards by the May conference. The committee is Chairman Annette Fontana, Jill Sessions, Chelsey Napoleon, Bridget Hanna, Stuart Shaw, David Benton and Frank Borne along with Louis Perret and Debbie Hudnall as Ex-Officio members.

District Reports

District One

Erin Hebert stated the district last met via Zoom discussing software, grant opportunities and upcoming Institutes. She noted that there are 3 new Clerks in her district.

District Two

No report at this time.

District Three

No report at this time.

District Four

No report at this time.

District Five

No report at this time.

District Six

Connie Desselle reported that the members had communicated via email and will meet at the upcoming Institute.

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District Seven

Shelly Salter reported they had a short meeting with discussions on auditor costs, DOC portal, and the possibility of live streaming the Institute for those who cannot attend in person. Jeff Skidmore shared his office's participation at a job fair to find new election commissioners.

District Eight

Jason Harris stated that his office had sent information out to the school system about becoming commissioners. District 8 will be meeting Wednesday night at the Institute to discuss legislation and software.

District Nine

Veronica Koclanes had a question from the Court of Appeal clerks about being commissioners. She has inquired with their general counsel. She has expressed to her district members to reach out to their district clerks and attend the Institutes.

Other Business


Debbie reminded the Board of the dinner plans for the evening with a shuttle leaving the hotel at 5:30 pm. The next meeting is scheduled for Tuesday, April 29th at 9:00 am in Baton Rouge, LA.

Adjournment

There being no further business, a motion was made by Stuart Shaw to adjourn. The motion was seconded by Kim Turlich-Vaughan: **MOTION PASSED.**

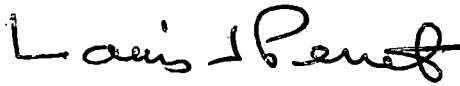
MEETING ADJOURNED.

Respectfully Submitted,



Chelsey Richard Napoleon, Secretary

Approved:



Louis Perret, President