

**PROPOSED MINUTES
LOUISIANA CLERKS OF COURT ASSOCIATION
BOARD OF DIRECTORS
TUESDAY, APRIL 29, 2025 at 9:00 AM
BATON ROUGE, LA**

The Louisiana Clerks of Court Association Board of Directors meeting was held on Tuesday, April 29, 2025, at 9:00 a.m. President Louis Perret called the meeting to order.

Invocation and Pledge

Randy Briggs gave an opening prayer, and Darren Lombard 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, Cherie Lott and Debbie Hudnall. **Also Present:** Laura Faul, Bridget Hanna, Brian Lestage, Susan Racca, Jon Gegenheimer, Rick Arceneaux, Lisa Ray Diggs, Karan Corley, Robin Hooter, Lance Marino, Charlie Jagneaux, Dodi Eubanks, Chris Kershaw and Dagmar Hebert.

Approval of the Minutes

A motion to approve the February 4, 2025 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 March 31, 2025:

Assets		Liabilities and Capital	
Total Current Assets	\$720,385	Total Current Liabilities	\$47,209
Total Property and Equipment	\$5,639	Total Capital	\$681,279
Total Other Assets	\$2,463	Total Liabilities and Capital	\$728,488
Total Assets	\$728,488		

Treasurer Jill Sessions presented the Income Statement for the nine months ending March 31, 2025.

Current YTD Actual	
Total Revenue	\$ 847,272
Total Expenses	\$ 796,112
Net Income (Loss)	\$51,159

A motion was made Cherie Lott and seconded by Kim Turlich-Vaughan to receive the financial reports for the Association. **MOTION PASSED.**

Board Reports

LCRAA

Chairman Rick Arceneaux reported the LCRAA Board held a special meeting on April 8. The March 2025 financial report provided a total FYTD revenue of \$1,443,448, total direct portal costs \$547,308, grant program cost \$579,014 and administrative expenses \$321,618, leaving a net loss for the fiscal year of (\$4,592) and total assets of \$8,128,416. The Board adopted the eFilings Rules and Procedures as presented by Annette Fontana. Additional funding for emergency grants was approved. The contracts with Antares for AI integration and a mortgage certificate creator were both approved. He also reported on vendor issues and rescission of a grant for non- performance. The contract with i3 Verticals was extended until December 31, 2025 and issues were discussed regarding the implementation of the

case management systems. LCRAA was awarded a grant from the Supreme Court for criminal case management implementation. Debbie provided more information on the AI indexing with LCRAA covering the costs for the first 6,000 instruments recorded in each parish per fiscal year. President Louis Perret thanked Rick and Annette for the committee's work on the eFiling Procedures and explained that those would be presented at the upcoming Clerks only meeting at the conference. Chairman Rick Arceneaux stated that the next LCRAA Meeting is scheduled for May 20, 2025.

Retirement

Debbie Hudnall reported the Clerks' Investment Portfolio had a return of 4.14% through March 31, 2025. It is estimated for a 2% return for the fiscal year. Even with a potential loss of up to -0.45%, there may not have to be an increase in the employer contribution rate; however, 2026 looks bleak as one of the best return years will be dropped from the actuarial smoothing. The Board adopted additional language in the Investment Policy regarding proxy voting and portfolio oversight. The GASB 68 report had been approved. The report is available on the website for the Clerk's auditors to pick up the office's proportionate share of the net pension liability, which decreased for the fiscal year ending June 30, 2024.

Supplemental

Jill Sessions presented the financial report as of March 31, 2025:

Balance Sheet	
Total Current Assets	\$329,499
Total Other Assets	\$156,742
Total Assets	\$486,241
Total Liabilities	\$175,500
Total Capital	\$310,741
Total Liabilities & Capital	\$486,241

Income Statement (YTD)	
Total Revenues	\$1,514,898
Total Expenses	\$1,589,600
Net Income (Loss)	(\$74,702)

Debbie further explained the loss was budgeted for the fiscal year by using the surplus funds to cover the recent increase in supplemental pay.

LACCRMA

Chairman Brian Lestage reported the LACCRMA Board held a meeting on April 10th and voted to move the administrator from King Insurance to Gallagher Insurance. Gallagher is a local consultant who already administers the Clerks Insurance Trust. The Association will handle the accounting functions including the audit. Controller Chris Kershaw presented a preliminary financial report. Brian commented on a future rate decrease. Gallagher will be handling the billing. Chelsey Richard Napoleon questioned the liability for any audit findings and suggested a disclaimer that the Association is producing the information that was provided by King Insurance.

Committee Reports

Education Committee

Kim Turlich-Vaughan reported the 73rd Clerks Institute will be in August in Bossier City, LA. The committee is looking for topics and will meet soon to plan the agenda. Speaker Mike Johnson is slated to address the attendees as well as some Legislators.

2025 Conference

Louis Perret reviewed the schedule of events including an education session by Retired Clerk Louis Bernard and Clyde Ray Webber, as well as an educational opportunity at the Courthouse and a session about CERA certification.

Scholarship

Debbie Hudnall reported that 20 scholarships were awarded ranging from \$500 to \$1,000. She thanked David Stamey for his work as interim chairman.

Executive Director Report

Hurricane Helene

Debbie Hudnall presented thank you letters received from the Buncombe County Clerk's office in Asheville, North Carolina. The Association raised about \$8,000 in the gift card drive and she thanked Jason Harris leading this support effort.

Legislation

Debbie reported that this was a fiscal session and mostly defensive in nature. She commented on the commissioner pay raise legislation. She also reported on DOC and the UCO upload with Clerks having to currently rekey the information into the system. Debbie is working with Judge Schlegel and the Governor's office. Debbie reported on bills regarding the handling of fentanyl, election code – upcoming closed primaries, no eFiling fee for state agencies, statewide victim's notification, expedited tort jurisdiction, and cash bond notifications. Debbie also reported on Rep. Zeringue's bill regarding eFiling or filing in person no fax or mail filings effective January 1, 2026.

Legislative Day

Debbie reported a great turnout at last night's legislative reception. She thanked the Clerks for being there and thanked East Baton Rouge Parish for their help with the event.

Financial Disclosure Reminder - Debbie reminded the Clerks that their personal financial disclosures are due by May 15, 2025.

District Reports

District One

Erin Hebert stated the district met last night and discussed budgets, income and mental health resources.

District Two

Darren Lombard reported the district met and discussed improving relationships with local officials and discussed eFiling for the City Clerks and if they could be amended into the legislation.

District Three

Diane Meaux Broussard stated that the district had not met but was preparing for the upcoming conference.

District Four

Holli Vining reported that District Four met last week discussed the eFiling amendment, as well as continued work with Judge Pitman to revamp the pauper statutes along with Senator Pressley.

District Five

Tifani Thomas stated the district members plan to meet at the upcoming conference.

District Six

No report at this time.

District Seven

Shelly Salter reported they had a short meeting with discussions office issues and elections.

District Eight

Jason Harris stated that they met at the Institute in February and discussed the technology upgrades through LCRAA, developing relationships with local officials and legislators. They are looking to plan their next meeting before August.

Louis Perret stressed the importance of nurturing the relationships with legislators. Bridget Hanna reminded Clerks about the Groupme notifications and to make sure they are receiving them.

District Nine

Veronica Koclanes reported a meeting the Justices. She is working with the Appeal Court Clerks to get them involved and engaged. She also reminded the board about grants through the Judicial tech fund.

Other Business

The next meeting is to be announced.

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