

PROPOSED MINUTES
LOUISIANA CLERKS OF COURT ASSOCIATION
BOARD OF DIRECTORS
DECEMBER 4, 2025, at 9:00 AM
LAKE CHARLES, LA

The Louisiana Clerks of Court Association Board of Directors meeting was held on Thursday, December 4, 2025 at 9:00 AM in Lake Charles, LA.

President Jeff Skidmore called the meeting to order. Louis Perret gave the opening prayer followed by the Pledge of Allegiance led by Jason Harris.

Members Present:

President Jeff Skidmore	Erin Hebert, 1 st District Member
Randy Briggs, 1 st Vice President	Kim Turlich-Vaughan, 2 nd District Member
Jason Harris, 3 rd Vice President	Diane M. Broussard, 3 rd District Member
Chelsey Richard Napoleon, Secretary	Mike Spence, 4 th District Member
Jill Sessions, Treasurer	Connie Desselle, 6 th District Member
Stuart Shaw, Parliamentarian	Shelly Salter, 7 th District Member
Louis Perret, Past President	Bridget Hanna, 8 th District Member
Debbie Hudnall, Executive Director	Andy Anders, Member-at-large

ABSENT:

Annette Fontana
Brian Lestage
Tifani Thomas
Shelly Salter
Veronica Koclanes

Also Present: Rick Arceneaux, Cherie Lott, Susan Racca, Laura Blanchard, Amy Patin, Randy Deshotel, Laura Faul, Jeremy Williams, David Dart, Michelle Cunningham, Chris Kershaw, Davis Silk and Olivia Hymel

Approval of the Minutes

A motion to approve October 1, 2025, minutes was made by Connie Desselle and seconded by Erin Hebert. **MOTION CARRIED.**

Audit Report

1. Association Financial Audit Report: Michelle Cunningham with Duplantier, Hrapmann, Hogan & Maher presented the audit report for the fiscal year ended June 30, 2025. She reported an unmodified opinion on the basic financial statements and there were no significant deficiencies or significant deficiencies that are material weakness in internal control. Total Net Assets were \$659,816 which increased from 2024. Total Liabilities were \$15,910, an increase from 2024. Total revenue and support were \$1,086,691. A motion to accept the Association Financial Audit Report was made by Kim Turlich-Vaughan. Seconded by Stuart Shaw. **MOTION CARRIED.**

2. Supplemental Financial Audit Report: Michelle Cunningham with Duplantier, Hrapmann, Hogan & Maher presented the audit report for the fiscal year ended June 30, 2025. She reported an unmodified opinion on the basic financial statements; there were no significant deficiencies or significant deficiencies that were material weakness in internal control and no material violations of laws/regulations that have a material effect. Total Assets were \$506,611 which decreased from 2024. Total Liabilities and Net Positions were \$506,611. Total revenues were \$2,059,068 which was an increase from 2024. Total expenses were \$2,113,400, giving a change in net position of **(\$54,332)**. The Net Position for fiscal year 2024 was \$42,966. A motion to accept the Supplemental Financial Audit Report was made by Kim Turlich-Vaughan. Seconded by Connie Desselle. **MOTION CARRIED.** Michelle thanked the staff for their cooperation during the audit. Debbie stated it is always a pleasure to work with Michelle and her crew. Debbie also commended her staff for obtaining the highest possible audit year after year.

3. Supplemental Compliance Questionnaire: Debbie presented the compliance questionnaire for Board approval. A motion was made by Andy Anders to approve the questionnaire as presented. The motion was seconded by Jason Harris. **MOTION CARRIED.**

Financial Reports

Treasurer Jill Sessions presented the Balance Sheet as of October 31, 2025:

Assets		Liabilities and Capital	
Total Current Assets	\$790,334	Total Current Liabilities	\$131,152
Total Property and Equipment	\$7,340	Total Capital	\$671,548
Total Other Assets	\$5,025	Total Liabilities and Capital	\$802,699
Total Assets	\$802,699		

Treasurer Jill Sessions presented the Income Statement for the two months ending October 31, 2025.

Current YTD Actual	
Total Revenue	\$ 354,929
Total Expenses	\$ 343,197
Net Income (Loss)	\$11,732

A motion was made by Kim Turlich-Vaughan and seconded by Randy Briggs to receive the financial reports for the Association. **MOTION CARRIED.**

Board Reports

LCRAA

Chairman Rick Arceneaux gave the October 31, 2025, financial report for the LCRAA Board. He provided Total Assets of \$8,051,545; Total Current Liabilities of \$24,485; Net Income of \$12,654; Total Net Position of \$8,027,060; Total Liabilities and Net Position of \$8,051,545. From the Income Statement the Total Revenues were \$830,046; Total Direct Costs of \$408,969; Grant Expenses of \$249,318; Administrative Expenses of \$159,105; leaving a Net Income of \$12,654. He informed the Board that Garrett Orgeron presented the audit report and it was an unmodified, clean report; Kinetix spoke to the Board about ADA Compliance and that all our websites need to follow those guidelines; SouthStone reported that 24 parishes were live using their AI Indexing program and agreed to excluding certain document types; Antares gave a report on the eClerks LA update, and recording software. Rick also reported some changes were approved – being able to use email for 2 factor authentication; expand index information fields; individual clerks offices could modify subscriptions- these proposals were a

total of \$46,200. 13 has 52 parishes that are live with eFiling and have various other parishes continuing implementation. 13 demonstrated their new cloud-based Jury Software. Rick reported the monthly remittance to LCRRAA for October was \$133,112 and total year to date was \$570,477. He also reported that LCRAA had received \$63,750 in grant funds from the Supreme Court for Criminal Case Management systems. He further reported 10 applications for grants were approved for \$210,301 and two parishes emergency grants were approved for a total of \$9,900. Next meeting is in February.

A motion was made by Randy Briggs to accept the LCRAA Report. Seconded by Kim Turlich-Vaughan.
MOTION CARRIED.

Retirement

Debbie Hudnall reported that they had a great actuary report and the retirement system is doing great. The total salaries paid for all the clerks and their employees for this past fiscal year was \$106,593,000. The Fund is now 88.08% funded. Last year the required employer rate was 19.25% and they kept it at 23%, which allows additional funds to go into the funding deposit account. The new required employer rate is 14.75%, but the Board will make the determination to set the employer rate after the actuary report is approved by PRSAC. The rate can be set between 14.75% to 23%. The Board authorized the Investment Committee to look into possible legislation that is recommended by Greg Curran.

Supplemental Board

Debbie Hudnall reported it is the same report as reported in the Clerks Only Meeting on Tuesday.

LACCRMA

Debbie Hudnall reported it is the same report as reported in the Clerks Only Meeting on Tuesday.

ICJIS

Debbie Hudnall reported it is the same report as reported in the Clerks Only Meeting on Tuesday.

A motion was made by Connie Desselle to accept the Retirement, Supplemental, LACCRMA, and ICJIS Reports. Motion was seconded by Mike Spence. **MOTION CARRIED.**

Committee Reports

Education Committee

Kim Turlich-Vaughan reported the Institute will be held February 24-27 in Baton Rouge at the Marriot. She mentioned things that would be on the agenda – ethics, sexual harassment, great speakers, closed party primaries, breakout sessions and the gumbo panel. She thanked everyone for helping get things finalized from the last Education Committee meeting.

2026 Conference

Jill Sessions reported the 2026 Conference is scheduled for March 16-19 at the Live! Casino in Bossier City. She said they are already making plans for events that will make it a lot of fun and hopes to see everyone there.

Executive Director's Report

Legislation

Debbie Hudnall reported that our Cornerstone contract is up for renewal if the Board wants to renew the contract. A motion was made to renew the Cornerstone Contract by Bridget Hanna and seconded by Kim Turlich-Vaughan. **MOTION CARRIED.**

District Reports

District One

Erin Hebert stated her district was able to meet in person, all but two clerks were able to attend. They discussed updates from other Board meetings, software and voting machines.

District Two

Kim Turlich-Vaughan stated her district could not meet due to elections in Orleans, but they plan to meet before the next Association meeting. She did say she and Chelsey did meet to discuss a few things but would like to get the rest of the district involved.

District Three

Diane Meaux Broussard stated that her district met, and all were in attendance. They discussed a couple things they wanted to do but after more discussion figured it wasn't a good idea.

District Four

Mike Spence stated that his district had met. They discussed Judge Pittman's pauper case. They talked about protective orders and task force he has in Caddo Parish that is now handling protective orders. They also discussed simplifying the protective order forms. He said the Supreme Court is talking to them about allowing people to file for protective orders from their phones.

District Five

Tifani Thomas was not present.

District Six

Connie Desselle stated they met in October. They discussed the new election processes and training commissioners for closed party primaries. They also discussed how to help some of the smaller offices financially.

District Seven

Shelly Salter was not present.

District Eight

Bridget Hanna reported they met on November 19th. They were all present except for Jason. Debbie Hudnall was also there and gave an ICJIS and legislation update. They also discussed registry of the court interest, Act 352 eFiling requirement, how to handle eFilings regarding grace periods, expungements, affidavits, closed party primary updates.

District Nine

Veronica Koclanes was not present.

Other Business

Jeff Skidmore discussed some upcoming tentative dates for the next Board meeting- April 27th, 2026, in Baton Rouge. Also, the tentative date for Legislative day being April 28th, 2026, in Baton Rouge.

Adjournment

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

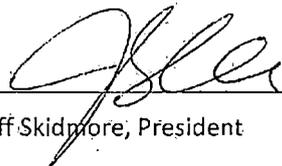
MEETING ADJOURNED.

Respectfully Submitted,



Chelsey Richard Napoleon, Secretary

Approved:



Jeff Skidmore, President