

**APPROVED MINUTES
LOUISIANA CLERKS OF COURT ASSOCIATION
BOARD OF DIRECTORS
OCTOBER 1, 2025 at 1:00 PM
BATON ROUGE, LA**

The Louisiana Clerks of Court Association Board of Directors meeting was held on Wednesday, October 1, 2025, at 1:00 p.m. at Baton Rouge, Louisiana.

President Jeff Skidmore called the meeting to order. Randy Briggs gave the opening prayer, and Annette Fontana led the Pledge of Allegiance.

Members Present:

President Jeff Skidmore	Erin Hebert, 1 st District Member
Randy Briggs, 1 st Vice President	Kim Turlich-Vaughan, 2 nd District Member
Annette Fontana, 2 nd Vice President	Diane M. Broussard, 3 rd District Member
Jason Harris, 3 rd Vice President	Mike Spence, 4 th District Member
Chelsey Richard Napoleon, Secretary	Connie Desselle, 5 th District Member
Jill Sessions, Treasurer	Shelly Salter, 6 th District Member
Brian Lestage, Historian	Andy Anders, Member-at-large
Louis Perret, Past President	
Debbie Hudnall, Executive Director	

ABSENT:

Stuart Shaw
Bridget Hanna
Veronica Koclanes

Also Present: Rick Arceneaux, Chris Kershaw, and Olivia Hymel

Approval of the Minutes

A motion to approve July 22, 2025, minutes was made by Connie Desselle and seconded by Jason Harris.

MOTION CARRIED

Financial Reports

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

Assets		Liabilities and Capital	
Total Current Assets	\$724,445	Total Current Liabilities	\$159,531
Total Property and Equipment	\$5,639	Total Capital	\$637,920
Total Other Assets	\$67,367	Total Liabilities and Capital	\$797,451
Total Assets	\$797,451		

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

Current YTD Actual	
Total Revenue	\$ 166,952
Total Expenses	\$ 187,146
Net Income (Loss)	(\$20,196)

A motion was made by Brian Lestage and seconded by Erin Hebert to receive the financial reports for the Association. **MOTION CARRIED.**

Board Reports

LCRAA

Chairman Rick Arceneaux reported the LCRAA Board held a regular meeting on August 27, 2025. The June 30, 2025, financial report provided a total FYTD revenue of \$1,978,635; total direct portal costs \$890,895; grant program cost \$705,571 and administrative expenses \$439,504, leaving a net loss for the fiscal year of \$57,335 with total assets of \$8,167,596. Antares reported AI indexing integration had been completed and all 20 of their clients are live with the new technology. She further reported that the mortgage certificate document generator project was in process and almost completed. I3 is still in the process of installing case management systems and working on resolving issues. Rick reported that the Board approved a contract for \$500,000 with I3 for the upgrade of 12 parishes with existing I3 case plus the upgrade for Vermillion's criminal case management system. Rick reported that I3's new cloud-based system for jury software would be installed in those parishes who were under the LCRAA contract. He further reported that a contract had been approved with Cott and I3 for AI indexing to be integrated into their recording software. Rick reported in further detail on other grants that had been approved in the amount of about \$79,000.

Retirement

Debbie Hudnall reported that based on the August 31, 2025, Flash Report that the Retirement fund balance was \$923,646,623. She reported that they had received an in-depth report from the actuary on the Experience Study that G. S. Curran had performed.

Supplemental Board

Chris Kershaw reported that as of August 31, 2025, the Supplemental fund had total Assets of \$512,341; \$175,500 total Liabilities, and total Capital of \$336,841. He further reported the fund had \$5,730 net Income through August.

LACCRMA

Chairman Brian Lestage reported that he thought the move LACCRMA had made to Gallagher was a good one. He reported there had been savings on expenses because the Association staff had taken the financials in house. He said the Board would consider in the future the amount that the Association should be reimbursed for the additional work. Chris Kershaw reported that all the invoices had been sent out and premiums had been received since July. He said for the fiscal year ending 2024, the net profit was \$184,000 and that it would even be better for the fiscal year ending 2025.

ICJIS

Debbie reported on the ICJIS broker project that would serve as the connection between all criminal justice entities, ie. District Attorneys, Sheriffs, Clerks of Court, CMIS, State Police, DOC and any other entities. There are currently pilot programs with clerks for the electronic Exception Reports from CMIS and for the electronic transmittal of UCO's to the Department of Corrections. The project through the broker with the UCO would allow for the automatic transfer of the data and documents directly from the clerks' case management system. Debbie said they were still working on the Participation Agreement to make it clearer who the entities were and that the State would pay for the funding of the projects. Debbie told the clerks if ICJIS could get everything into place it could be a benefit to the clerks because most of the data the clerks need from the DA's or Sheriffs would come through the broker. She said she would keep them updated.

Committee Reports

Education Committee

Kim Turlich-Vaughan reported the 73rd Clerks Institute that was held in Bossier City, LA in August was a success although the hotel had some water problems. There were only 246 in attendance compared to 273 the previous August. Billie Tripp had projected the Institute would lose money, but because of the water issues – the hotel did not charge for one breakfast and donated \$1000 toward the reception, the Institute made about \$4000 profit.

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 she knew everyone would enjoy.

Executive Director's Report

Legislation

Debbie reported that Kim Turlich-Vaughan set up a meeting with the Sheriff's Association through her sheriff who is the President of the Sheriff's Association. Kim, Bridget, David Dart and Debbie met with the Sheriff's Association and Kim's sheriff to discuss the possibility of Legislation that would increase the Sheriff's service fees from \$30 to \$50 and they would not charge mileage. We told them it would be a Sheriff's bill and the clerks would fully support them. They seemed to like the idea and said they would talk to all the Sheriffs. Debbie reported that 60% of the sheriffs were for it but 40% were opposed to it because they thought they would lose money. They liked the idea of the bill but wanted it to be a clerk's bill and not a Sheriff's bill. The Clerks Executive Committee had discussed it and they all agreed it could not be a clerk's bill.

Debbie also stated that the clerks might want to propose legislation in reference to Act 303 of 2025 and Act 628 of 2024 to exclude the clerks' records as did the Secretary of State in having to remove personal information from documents of Judges and other elected officials.

Debbie asked the Board for approval of the contract with Gov/App at no cost to the Association, but the Association would provide for some free advertisement. Motion was made by Louis Perret and seconded by Tifani Thomas. **MOTION CARRIED**

Debbie then introduced the new employee, Olivia Hymel and welcomed her on board. Olivia said she was happy to be with the Clerks' Association.

District Reports

District One

Erin Hebert stated her district will meet after the election

District Two

Kim Turlich-Vaughan stated her district will meet before the December meetings.

District Three

Diane Meaux Broussard stated that her district met, and all were in attendance. They voted to not ask for any supplemental criminal funding from the state.

District Four

Mike Spence stated that his district had met and discussed the high cost of audits. He also reported that Judge Pittman was having his first case on a habitual pauper filer and that Judge Pittman wanted to test the system.

District Five

Tifani Thomas said her district met and they discussed concerns about the expensive audits for the smaller offices. She reported that one clerk had to terminate two employees because they were so short of funds. Tifani said they also discussed the mandatory eFiling in January 2026. They also asked that they have breakout sessions at the Institutes on different procedures.

District Six

Connie Desselle stated they met twice. They discussed training of election commissioners and financial issues. She said her district would like to have a session on retention schedules and criminal eFiling at the next Institute.

District Seven

Shelly Salter reported her district met and discussed mortgage certificate issues, eFiling and going paperless.

District Eight

Jason Harris reported on behalf of Bridget Hanna and said they would be meeting before the December meeting.

District Nine

Veronica Koclanes was not present.

Other Business

Louis Perret reported to the Board that he and his office are interested in proposed legislation pertaining to marriage license and the personal information that is on marriage licenses and how to keep it confidential.

Louis further reported that he had served on a committee evaluating all the different voting systems. They had several long days of meetings and reviewed the equipment thoroughly to make sure they met necessary standards. He said that Bridget Hanna would represent the clerks in the selection of the voting machines.

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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