

PROPOSED MINUTES

**LOUISIANA CLERKS OF COURT ASSOCIATION
CLERKS ONLY MEETING
Tuesday, December 2, 2025
2:00 PM
LAKE CHARLES, LA**

The Louisiana Clerks of Court Association Clerks' Only meeting was held on Tuesday, December 2, 2025, at 2:00 PM. President Jeff Skidmore called the meeting to order.

Invocation and Pledge:

Randy Briggs gave the opening prayer, and President Jeff Skidmore led the Pledge of Allegiance.

New Clerk:

President Jeff Skidmore introduced the newest clerk Jodie Burton from Terrebonne Parish who was just sworn in the day before.

Debbie Hudnall introduced Olivia Hymel, the newest employee at the Louisiana Clerks of Court Association.

Roll Call:

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

Laura Faul, Stacy Hurst, Bridget Hanna, Erin Hebert, Connie Desselle, Jill Sessions, Mike Spence, H. Lynn Jones II, Cherie Lott, Susan Racca, Andy Anders, Lisa Lobrano Burson, David Dart, Randy Deshotel, Randy Briggs, Amy Patin, Laura Culpepper, Rick Arceneaux, Louis Perret, Annette Fontana, Steve Andrews, Linda Cook, Chelsey Richard Napoleon, Kim Turlich-Vaughan, Melissa Morris, Shane LeBlanc, Felicia Feist, Charlie Jagneaux, Laura Blanchard, Greg Aucoin, Jodi Burton, Diane Meaux Broussard, Jeff Skidmore, Amanda Gross-Thies, Stewart Hughes and Chesney Chandler.

Approval of the Minutes of the May 12, 2025 Clerks Only meeting

A motion to approve the minutes of May 12th, 14th and 16th was made by Rick Arceneaux and seconded David Dart. **MOTION CARRIED.**

Financial Reports

Treasurer Jill Sessions presented Association Financial Statements as of August 31, 2025:

ASSOCIATION (as of August 31, 2025)			
BALANCE SHEET		INCOME STATEMENT (YTD)	
Total Current Assets	\$724,445	Total Revenue	\$166,952
Total Property & Equipment	\$5,639	Total Expenses	\$187,147
Total Other Assets	\$67,367		
Total Assets	\$797,451	Net Income/(Loss)	(\$20,196)
Total Current Liabilities	\$159,532		
Total Capital	\$637,920		
Total Liabilities and Capital	\$797,451		

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Treasurer Jill Sessions presented the Retirement Financial Statements as of July 31, 2025:

RETIREMENT (as of July 31, 2025)			
BALANCE SHEET		INCOME STATEMENT (YTD)	
Current Assets	\$51,125,500	Total Contributions	\$2,707,894
Other Assets	\$2,964,169	Total Investment Income	\$6,891,515
Investments	\$857,337,282	Total Investment Expenses	\$49,923
Total Assets	\$911,426,950	Other Additions	(\$95,500)
Total Liabilities	\$279,588	Total Deductions	\$4,934,236
Total Reserve Balances	\$911,147,362	Net Increase/(Decrease)	\$4,519,751
Total Liabilities and Capital	\$911,426,950	Total Administrative Exp.	\$113,055

Treasurer Jill Sessions presented the Insurance Financial Statements as of August 31, 2025:

INSURANCE (as of August 31, 2025)			
BALANCE SHEET		INCOME STATEMENT (YTD)	
Total Current Assets	\$4,162,446	Total Contributions	\$12,744,599
Other Assets	\$2,048,030	Total Claims & Admin	\$12,453,328
Total Current Liabilities	\$455,564	Total Expenses	\$241,595
Total IBNR	\$1,124,000	Other Income	\$165,331
Total Liabilities	\$1,579,564	Net Income/(Loss)	\$215,007
Total Reserves	\$4,630,912		
Total Liabilities and Reserves	\$6,210,476		

A motion was made by Connie Desselle to receive the financials. Motion seconded by Kim Turlich-Vaughan. **MOTION CARRIED.**

LACCRMA Board Report

Debbie Hudnall reported on behalf of Chairman Brian Lestage. She reminded the members that we had moved the administration from Hunt Insurance to Gallagher and that the move had gone smoothly. Debbie further reported that all the accounting had moved in-house to Chris Kershaw. The Board also hired new auditors in Baton Rouge, Hawthorn, Waymouth, and Carroll. The audit is currently underway and there appears to be no known problems. Debbie then presented the financial statement.

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LCCRMA (as of October 31, 2025)			
BALANCE SHEET		INCOME STATEMENT (YTD)	
Total Assets	\$2,931,744	Total Revenue	\$566,897
		Total Costs of Sales	\$283,235
Reserve for Unpaid Claims	\$514,488	Total Expenses	\$39,792
Total Liabilities	\$514,488		
Net Position	\$2,173,386	Net Income/(Loss)	\$243,870
Net Income	\$243,870		
Total Capital	\$2,417,256		
Total Liabilities and Capital	\$2,931,744		

LCRAA Report

Rick Arceneaux presented the Financial Statements as of October 31, 2025. He reported that we had the largest number of grant applications this quarter awarding about \$220,000.

LCRAA (as of October 31, 2025)			
BALANCE SHEET		INCOME STATEMENT (YTD)	
Total Current Assets	\$7,509,914	Total Revenue	\$830,046
Total Property & Equipment	\$541,631	Total Direct Costs	\$408,969
Total Assets	\$8,051,545	Grant Program	\$249,318
Total Current Liabilities	\$24,485	Administrative Expenses	\$159,105
Total Net Position	\$8,027,060		
Total Liabilities and Net Position	\$8,051,545	Net Income/(Loss)	\$12,654

Insurance Trust Report

Debbie Hudnall reported on the 2026 insurance renewals stating that the benefits will remain the same. There is a 5.6% increase in medical insurance which is low compared to the national standard of 10%. Dental, life and vision premiums will remain the same for 2026. The Medicare Supplement with United Healthcare Medicare Advantage saw the largest increase of 22.73% because the Federal Government is not supplementing as much as they have in the past. The renewal initially came back with a 31.85% increase and with Gallagher's negotiations got it down to 22.73%. The new premium rate is \$336.50 per month. Which is still lower than 2019 when Gallagher took over our program.

Retirement and Relief Fund Report

Debbie Hudnall provided the current list of retirees receiving a monthly benefit as required annually by statute.

Debbie stated that Treasurer Jill Sessions had reported as of July 31, 2025, the total assets were \$911,427,000 and that the Board would receive the September financial statements tomorrow which will show a significant increase in assets. As of June 30, 2025, our system had 2070 active members and 1661 retirees compared to June 30, 2024, when the system had 2106 active members and 1613 retirees. Debbie informed the clerks that the Retirement Board would be receiving the actuary report tomorrow which will have good news that will be beneficial to all.

Supplemental Compensation Fund Report

Shane LeBlanc presented the supplemental financial report as of October 31, 2025.

Assets		Liabilities and Capital	
Total Current Assets	\$347,101	Total Current Liabilities	\$175,500
Total Other Assets	\$170,707	Total Capital	\$342,308
Total Assets	\$517,808	Total Liabilities and Capital	\$517,808

INCOME STATEMENT YTD	
Total Revenue	\$716,697
Total Expenses	\$ 705,500
Net Loss	\$11,197

Executive Board-Strategic Planning

President Jeff Skidmore informed the members that the Executive Committee had held a Strategic Planning meeting at Houmas House in September. Louis Perret, Annette Fontana, Jason Harris, Jill Sessions, Chelsey Napoleon, Brian Lestage, Debbie Hudnall and himself attended the meeting. The Committee had discussed things that they thought were important for the future of the Association. The items that were prioritized were: Clerk’s Engagement (Association, Legislators, Local Officials); Information Sharing; Increased Revenue for Clerks; Association Succession Plan and Additional Employees; Continuing Education; New Voting Systems; Best Practices Manuals and Subscription Fees. Louis Perret spoke on Clerk’s Engagement and Association Succession Plan. Annette Fontana also spoke on Clerk’s Engagement, Information Sharing and Websites being ADA compliant. Bridget Hanna stated at this time there is really no update on new voting machines other than the different machines that had been tested and certified. She said the Secretary of State’s office had been more focused on closed primaries. Other strategic planning topics will be discussed at the Institute. Jeff said committee members will be appointed to work on Best Practices with two members from large, medium and small parishes.

COMMITTEE REPORTS

By-Laws Committee Report: Chelsey Napoleon, on behalf of Parliamentarian Stuart Shaw, presented a proposed amendment to the By-Laws. The proposed amendment was previously submitted to the By-Laws Committee and previously submitted electronically to the Association. The proposed amendment is to **Article III, Section 1. Regular Members as follows:**

The organization shall be comprised of Clerks of the Court, as hereinafter defined, upon payment of Association dues as provided in Article IV of Section 1 (a) of these By-Laws. ~~For the purposes of these By-Laws, the term Clerk of the Court shall also include the Recorder of Mortgages, Recorder of Conveyances, and Custodian of Notarial Records for Orleans Parish.~~ The privileges of voting and holding an elective office in the Association is limited to its Regular Members. (See Attachment)

Motion was made by Annette Fontana to approve the By-Laws change. Motion seconded by Kim Turlich-Vaughan. **MOTION CARRIED.**

Education Committee Report: Kim Turlich-Vaughan stated that the 74th Annual Institute will be held from February 24th-27th at the Baton Rouge Marriott. Great speakers have already been planned and of course the Secretary of State's office will be giving a presentation on the Closed Party Primaries. She asked that everyone get their registration in as early as possible.

2026 Conference: Chairwoman Jill Sessions said they had a lot of things planned for the 2026 Conference in Bossier, March 16th – 19th at The Live Casino. She said it would be a lot of fun and hoped everyone would come and bring a lot of deputies.

EXECUTIVE DIRECTOR REPORT

Required Training: Debbie Hudnall took a moment to remind everyone about the mandatory training for the end of the year. These include ethics training, which can be completed online, cybersecurity training, which is available through the state or on a file provided by the Association, and sexual harassment training, which is also offered by the Association. It was emphasized that both clerks and their staff must complete these trainings.

E-Filing: Debbie reminded everyone that e-Filing is mandatory January 1, 2026, for both Civil and Criminal and there would be no Fax Filing. She reminded everyone that e-Filing would also be for Adoptions. Additionally, it is the responsibility of the filer to redact any personal information from documents beginning January 1, 2026.

She also said that I-3 asked her to inform their clients that for e-Filing you can have the software programed to collect an additional \$100 for Advance Deposit as a buffer so that you don't have to reject pleadings because of insufficient funds. Discussion then ensued whether the clerks would allow for a grace period on e-Filing.

ICJIS Report: Debbie said that she and Annette had been working with the Integrated Criminal Justice Information System (ICJIS) discussing the responsibilities of each agency for specific information exchanges through the ICJIS Broker. She reported that LCRAA had authorized her to sign a contract with the Case Management vendors to implement the process for the real time Exceptions Reports from CMIS and for the automatic remittance of UCO's through the Broker to DOC. These contracts will be paid by the State and there will be no costs to the agencies. Each clerk will have to sign a participation agreement. She said that she was working with Annette and Sheri Morris to have the proper verbiage in the Participation Agreements.

AI Indexing: Debbie reported that the AI Indexing had been working well for about 24 parishes that are using it. LCRAA has approved contracts for Cott and 13 customers to use AI indexing. She advised that LCRAA had approved the exclusions of certain documents for AI indexing: Maps, Oaths of Office, Notice of Candidacy, Officiant Registrations and DD 214's. She reminded the clerks that LCRAA pays for the set up for each parish and pays for the first 6000 instruments that are AI indexed.

LEGISLATION

Commissioners Pay Raise: Debbie and Bridget Hanna reported that this would be the priority legislation. They had met with Representative Bacala who said he would be happy to handle the legislation but suggested that since it was stalled in the Senate Finance Committee that we might want to check with Senator Womack. Randy Briggs would check with Senator Womack, but otherwise Representative Bacala would introduce the bill.

Uniform Sheriff Fees: Bridget Hanna, Kim Turlich-Vaughan, David Dart and Debbie had met with the Sheriff's Association and some of the sheriffs were in support of the bill, and some were not, but they said they did not want it to be a sheriff's bill they wanted it to be a clerk's bill. Therefore, we are not moving forward with the bill.

Registry of the Court Funds: There was discussion of increasing the one percent interest the clerks receive on the Registry of Court. Debbie said we need to gather data on the amounts in the Registry of Courts to present the proposal to the Judicial Council next October in order to introduce it for the 2027 legislation. Rick Arceneaux said we need to include language that if a party is cast for cost, that does away with their pauper status.

Pauper Cases – Judge Pittman would like to see some clean up on pauper laws. Debbie asked Mike Spence to get the recommendations from Judge Pittman so we can introduce the bill. It might include something about capping the dollar amount and or setting time limits to have it reviewed.

Prohibit Fentanyl in Courtroom: Debbie said that Gary Stanga said he would be asking his legislators to introduce the same legislation as last year. Debbie said that neither the DA's nor sheriffs are in favor of this legislation and that it was not even brought up in committee last year.

Limiting Access to Personal Information: Debbie said that we might need clean up legislation to exempt clerks of court like the Secretary of State from having to redact personal information online for judges, legislators, statewide elected officials, public service commissioners, DA's, ADA's and their investigators. This law includes their spouses and children who are living at home. Debbie asked Bridget to see if Rep. Bacala would introduce this legislation.

Insurance Premiums: Debbie said that Lincoln Parish would be introducing legislation to mandate payment of insurance premiums for retirees with more than 20 years of service which would be a local bill. Also, Bridget Hanna would be introducing legislation that would allow her to set up a special restricted fund to allow for insurance premiums in the future for retirees.

R.S. 33:5052 Subdivision Maps: The proposed legislation by the Police Jury Association was distributed. Debbie said that she had shared copies of it with several clerks who stated they had no issues with the proposed legislation.

Debbie stated that the Retirement Board would be considering possible legislation at tomorrow's Board meeting.

CLOSED PARTY PRIMARIES

Bridget made an excellent detailed presentation on closed party primaries.

NEW BUSINESS: None

OTHER COMMENTS: Debbie gave an update of the agendas for the remainder of the meetings.

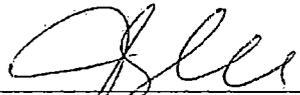
ADJOURNMENT: There being no further business, the meeting adjourned.

Respectfully submitted,

APPROVED:

Chelsey Richard

Chelsey Richard Napoleon, Secretary


Jeff Skidmore, President