

# LOUISIANA CLERKS OF COURT ASSOCIATION

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**APPROVED MINUTES  
BOARD OF DIRECTORS  
WEDNESDAY, MAY 22, 2019  
1:00 PM  
BATON ROUGE, LA**

The Louisiana Clerks of Court Association Board of Directors met on May 22, 2019 at 1:00 p.m. in Baton Rouge, Louisiana. President Steve Andrews called the meeting to order. An opening prayer was given by Kim Turlich-Vaughan and Brian Lestage led the Pledge of Allegiance.

Secretary Annette Fontana called the roll with the following board members present:

Steve Andrews, Brian Lestage, Robin Hooter, Annette Fontana, Randy Deshotel, Kim Turlich-Vaughan, Johnny Crain, Jr., Theresa Robichaux, Mike Spence, Jeff Skidmore, Doug Welborn, Rodd Naquin and Diane Meaux Broussard.

Also present: Debbie Hudnall, Susan Racca, Mark Graffeo, Greg Brown and Chris Kershaw.

## **Oaths of Office**

Steve Andrews administered the oaths of office to Mark Graffeo, Historian, Theresa Robichaux, 2<sup>nd</sup> District Member, Mike Spence, 4<sup>th</sup> District Member and Diane Meaux Broussard, Member at Large.

## **Approval of the Minutes from February 20, 2019**

A motion to approve the prior minutes was made by Kim Turlich-Vaughan and seconded by Diane Meaux Broussard. No discussion was had. The motion passed without opposition.

## **Financial Report - Association**

Treasurer Randy Deshotel gave the financial report for the Association ending April 30, 2019. He reported total current assets at \$593,602, total property and equipment of \$10,885, total other assets of \$126,738 for total assets of \$731,225.

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Total current liabilities of \$30,677 were reported, total liabilities and capital of \$761,225.

Randy reported on the income statement with total year to date revenue of \$871,397, total expenses of \$826,556 with a net income of \$44,841.

A motion by Jeff Skidmore was made to receive the Financial Report, second by Robin Hooter. All voted in favor to receive the Financial Report.

**2019 -2020 Budget Proposal (Attachment A)**

Debbie discussed the proposed 2019 -2020 Budget and asked Chris Kershaw to step out of the room for the board discussion. She compared the current year budget with the 2019-2020 budget.

Regarding the association dues, some clerks did not take the increase in the salary previously and have done so now and thus the increase in dues of \$3,000. Interest income from the Bricksome property is coming down each year and the insurance reimbursement has a proposed increase.

As far as sponsorship, Hunt used to give funds for a sponsorship, but that will no longer be received. The Association would like to make a new directory of Clerks for July 2020 which will generate some revenue.

Other items noted included, books and publications going up every year; institute increases; directory cost; appreciation and the need for a new server. The Association would like to increase the scholarship awards by another \$1,000. Debbie also indicated that the website will need to be upgraded.

Debbie recommended giving each full-time employee a \$150 per month raise and a \$100 per month raise to Evie who is part-time.

Motion by Kim Turlich-Vaughan to accept the budget, seconded by Jeff Skidmore. All voted in favor to accept the budget.

**BOARD REPORTS**  
**LCRAA**

Debbie reported on LACRAA. There are \$3,784,550 in total assets. She indicated revenue has been reduced because of the number of filings reduced.

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Chris Kershaw reported on grants with their being 11 grant request totaling \$438,000.00. Five were approved for \$229,170 to Union, Vernon, Madison, Cameron and Calcasieu.

**Retirement and Relief Fund**

Steve Andrews reported on the Retirement and Relief Fund. He discussed the change to the budget for 2019-2020 which included a \$10,000 increase in actuary fees for an experience study which they perform every five years. All other allocations remained the same.

The attorney contract for Denise Akers was raised to \$240 per hourly rate. Debbie advised that the employer contribution rate will be maintained 19%.

**Supplemental Compensation Board**

Randy Deshotel gave a report on the balance sheet ending April 30, 2019. The total current assets were \$57,659, other assets were \$126,093 for total assets of \$183,752. Total current liabilities were \$133,250, total capital was \$50,502 for total current liabilities and capital of \$183,752. For the income statement ending April 30, 2019 there is a net loss of \$43,930.

A motion by Jeff Skidmore was made to receive the Financial Report, second by Kim Turlich-Vaughan. All voted in favor to receive the Financial Report.

**2019 & 2020 Conference Report**

Debbie Hudnall reported on the 2019 Clerk's Conference. She advised that numbers were as follows:

240 attendees including 34 Clerks, 14 Spouses, 123 Deputies, 5 Retired Clerks and 52 Vendors and Sponsors

The total income was \$120,350, expenses are still coming in and there should be a net income of about \$25,357. She reported that the 2020 Conference is going to be at the Golden Nugget in Lake Charles, the tentative dates are March 22 through March 26, 2020.

**Education Committee**

Theresa reported on the February Institute reporting that there were 191 attendees and a net income of \$5,809.48. Fall Institute is going to be August 20-23, 2019 in Baton Rouge and the Institute next year is February 11-14, 2020 in Lafayette.

**Scholarship Report**

Brian Lestage reported on the scholarship awards for this year. He reported that there were 15 applicants and the committee was able to give all 15 a scholarship. One individual received \$1,500 and two received \$1,250 and the rest were awarded a smaller amount. There is a little over \$3,000 left for next year.

**Executive Director Report**

**Legislative Day**

Debbie commended Dagmar on a job well done for legislative day and thanked Doug Welborn and his staff. Debbie mentioned that there were only 22 Clerks there and 7 guest which was a bit disappointing. In 2013, we had 35 Clerks attend which was the most Clerks we have had.

**Legislation**

Debbie referenced the monitoring reports that they have been sending out by email.

The Clerk's Association was watching the Omnibus Premium Reduction Act of 2019 regarding automobile insurance which lowered the jury threshold to \$5,000. The Association did not take a position, only monitored and provided information as requested.

There was a bill by Representative Miguez regarding a lot of information being redacted from the public records and Debbie got an exception for the Clerk's.

The Remote Notary Bill passed the house committee yesterday. A notary in Louisiana could notarize the signature for someone who is in Texas. This cannot be on authentic acts. Witness would have to be in the room with the person signing and must be done audio/video with special software and presentation of identification. Debbie does not think there will be a lot of this. These documents would be E-Recorded, or they could print them out but there would need to be some authentication for the Clerk. The E-Recording documents would require a digitized signature.

House Bill 611 was related the criminal costs and did allow for a traffic violation and extension of court costs.

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There was another bill that put a limit on the cost for agency adoptions.

East Baton Rouge has a local bill, HB 502 which is currently pending the senate finance committee. This bill is related to East Baton Rouge Family Court and a \$25 fee paid on each case. Judge Green wants to receive partial payments to the Court of that fee. Doug Welborn and Greg Brown spoke more in detail about the bill, particularly, about what is considered administrative fees, the increase of the fee from \$25 to \$50 and a percentage of court cost over \$230.00. Doug requested that the Clerks reach out to the Senate Finance Committee.

**Litigation**

Debbie reported that the litigation is still pending.

**Strategic Planning**

Debbie commented that the Executive Board will be having their Strategic Planning at Nottoway on June 11-13, 2019.

**Other Business**

Debbie also reported that the recording software is coming along. LCRAA signed the E-Filing contract with Tyler Technologies. She has the master agreement. Each clerk that wants to participate will sign a participation agreement. There will be a \$7.00 fee to Tyler, \$1.50 fee to LCRAA. LCRAA would use the that money to integrate e-filing into the Clerks' case management. Cott is currently in talks with Tyler.

**District Reports**

**District 1** – Johnny Crain reported that they had a meeting in April with the Secretary of State to discuss elections. He reported that Felicia Ann and Darlene are going to be retiring.

**District 2** – Theresa Robichaux that District 2 had also met with Secretary of State Ardoin.

**District 3** – There was no report.

**District 4** – Mike Spence also reported that their district had a meeting with the Secretary of State. They discussed the Clerks having more control over the draymen and the problems with the draymen. Mike reported that Gary Loftin came to work and is doing better. He stated that Holli Nash with COTT indicated that she wanted to come to the Institute. He stated that they discussed limiting liability for mortgage certificates and audit costs going up.

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**District 5** – There was no one present.

**District 6** – Robin Hooter reported that her district met with the Secretary of State.

**District 7** – Jeff Skidmore reported that his district met with the Secretary of State.

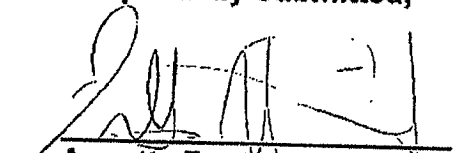
**District 8** – Doug Welborn reported that District 8 met at Sno's restaurant and met with Kyle Ardoin.

**District 9** – Rodd Naquin reported that he met with the Judicial Budget Control Board. Chiefs are meeting in August so if anyone has issues to let him know. He advised that the 5<sup>th</sup> Circuit would be getting a new Clerk.

**Adjournment**

With their being no other business. A motion to adjourn was made by Rodd Naquin, second by Jeff Skidmore. The motion passed without opposition.

**Respectfully Submitted,**

  
**Annette Fontana, Secretary**

**Approved:**

  
**Steve Andrews, President**

<b>Louisiana Clerk of Court Association</b>			
<b>Budgets - FYE 2020 and FYE 2019</b>			
	<b>Cur Annual Budget</b>	<b>FYE 2020</b>	<b>FYE 2020</b>
	<b>2018-2019</b>	<b>Proposed Budget</b>	<b>vs FYE 2019</b>
<b>REVENUES</b>			
Association Dues	160,000.00	163,000.00	3,000.00
Dues - Associate	15,000.00	15,000.00	0.00
Interest Income-Assn.	6,000.00	6,000.00	0.00
Int Inc - Bricksome	2,800.00	2,350.00	(450.00)
Insurance Reimbursement	69,000.00	72,000.00	3,000.00
Retirement Reimbursement	420,000.00	420,000.00	0.00
LCRAA Reimbursement	84,000.00	84,000.00	0.00
Conference Receipts	0.00	0.00	0.00
Certification Fee Rec.	500.00	500.00	0.00
Institute Earnings	10,000.00	10,000.00	0.00
Other Inc - Leg. Day	6,000.00	6,000.00	0.00
Other Inc - Sponsorship	9,000.00	6,000.00	(3,000.00)
Other Inc - Directory	0.00	6,000.00	6,000.00
Other Inc - W/C Mktg. Fee	6,000.00	6,000.00	0.00
Grant Income	75,000.00	75,000.00	0.00
<b>Total Revenues</b>	<b>863,300.00</b>	<b>871,850.00</b>	<b>8,550.00</b>
<b>EXPENSES</b>			
Attorney's Fees	25,000.00	25,000.00	0.00
Bank Charges	1,500.00	1,500.00	0.00
Books and Publications	1,800.00	2,000.00	200.00
Bonds and Insurance	12,000.00	12,000.00	0.00
Institute Expenses	2,000.00	3,000.00	1,000.00
Audit	7,000.00	7,000.00	0.00
Board Secretary Fee	1,250.00	1,250.00	0.00
Conference Expense	0.00	0.00	0.00
Board Per Diem	11,000.00	11,000.00	0.00
Depreciation Expense	3,000.00	3,000.00	0.00
Annual Directory Expense	0.00	3,000.00	3,000.00
Legislative Meeting Exp.	5,000.00	5,000.00	0.00
Utilities	6,000.00	6,000.00	0.00
Equipment Rental	14,000.00	14,000.00	0.00
Contingency Expense	5,000.00	5,000.00	0.00
Rent - Building	22,300.00	22,750.00	450.00
Office Equipment	5,000.00	11,000.00	6,000.00
IGO Expense	6,000.00	6,000.00	0.00
Janitorial	8,000.00	8,000.00	0.00
Maintenance - Computer	15,000.00	15,000.00	0.00
Seminar & Travel Exp	1,200.00	1,200.00	0.00
Membership Dues	1,200.00	1,200.00	0.00
Meeting Expense	26,000.00	26,000.00	0.00
Legislative Day	6,500.00	6,500.00	0.00
Office Supplies	7,500.00	7,500.00	0.00
Other Professional Fees	45,000.00	45,000.00	0.00
Scholarship Awards	9,000.00	10,000.00	1,000.00
Telephone	10,000.00	10,000.00	0.00
Postage	4,000.00	4,000.00	0.00
Insurance Cont. - ER on RetEE	5,500.00	5,500.00	0.00
Exec Director	205,000.00	205,000.00	0.00
Staff Sal Exp	425,000.00	439,000.00	14,000.00
Grant Salary	55,000.00	55,000.00	0.00
Website Upgrade		12,000.00	12,000.00
<b>Total Expenses</b>	<b>951,750.00</b>	<b>989,400.00</b>	<b>37,650.00</b>
<b>NET INCOME (LOSS)</b>	<b>(\$ 88,450.00)</b>	<b>(\$ 117,550.00)</b>	<b>(\$ 29,100.00)</b>