

## **APPROVED MINUTES**

### **LOUISIANA CLERKS OF COURT ASSOCIATION**

#### **BOARD OF DIRECTORS**

**WEDNESDAY, JUNE 13, 2018**

**1:00 PM**

**BATON ROUGE, LA**

The Louisiana Clerks of Court Association Board of Directors meeting was held on June 13, 2018 at 1:00 p.m. at the Clerk's Association Office. Steve Andrews, President called the meeting to order. An opening prayer was given by Kim Turlich-Vaughan and Louis Perret led the Pledge of Allegiance.

Secretary Annette Fontana called the roll with the following members present: Steve Andrews, Brian Lestage, Bridget Hanna, Robin Hooter, Annette Fontana, Randy Deshotel, Kim Turlich-Vaughan, Cliff Dressel, Richard "Rick" Arceneaux, Johnny Crain, Jr., Louis Perret, Mike Spence, Marion Hopkins, Connie Couvillon, Jeff Skidmore, Doug Welborn, Rodd Naquin and Diane Meaux Brossard.

Also present: Felicia Ann Hendl, Lynn Jones, Becky Patin, Susan Racca, David Dart and Ron Looney.

#### **Oaths of Office**

Oaths of Office were administered to Cliff Dressel as Parliamentarian, Louis Perret as 3<sup>rd</sup> District Member, Marion Hopkins as 5<sup>th</sup> District Member and Rodd Naquin as 9<sup>th</sup> District Member.

#### **Appointment of Supplemental Board**

Appointment of the Supplemental Board came before the Board. Steve Andrews nominated Randy Deshotel, Marion Hopkins, Doug Welborn, Jim Martin and David Dart.

There was a motion by Robin Hooter to approve those members to the Supplemental Board, second by Kim Turlich-Vaughan. There was no discussion. The motion passed without opposition.

#### **Approval of the Minutes from March 19, 2018**

Motion to approve the prior minutes was made by Bridget Hanna and seconded by Cliff Dressel. No discussion was had. The motion passed without opposition.

#### **Financial Report**

Treasurer Randy Deshotel gave the Financial Report for the Association ending May 31, 2018. He reported the current assets for the Association at \$534,165, total other assets of \$135,824 for total assets of \$679,666. Total current liabilities of \$21,233 were reported with total capital of \$658,433 and total liabilities and capital of \$679,666.

Randy reported that the total year-to-date revenues were \$1,001,980 and total expenses were \$982,456. He then pointed out the increased Conference Expense as there were two conferences in the budget year because of the late conference last summer. Motion by Jeff Skidmore to receive the Financial Report, second by Kim Turlich-Vaughn. All voted in favor to receive the Financial Report.

**2018 -2019 Budget Proposal (Exhibit A & B)**

Debbie Hudnall presented the 2018-2019 Proposed Budget. She went through the budgeted amount for revenues for 2018-2019 in comparison to 2017-2018 and highlighted the following changes to revenue based on the projected revenue through June 2018:

Association Dues - Increase from \$158,000 to \$160,000

Dues – Associate – Increase from \$13,000 to \$15,000 *(Discussed that out of the \$10.00 collected \$7.00 goes to scholarship and \$3.00 to administrative)*

Interest Income Bricksome – Decrease from \$3,400 to \$2,800

Insurance Reimbursement – Increase from \$67,200 to \$69,000

LCRAA – Increase from \$72,000 to \$84,000. *(Approved by LCRAA Board)*

Institute Earnings – Increase from \$6,000 to \$10,000 *(Based on increased attendance and earnings for the year-to-date.)*

Debbie also pointed out that the increased revenue amount to date was due to the Clerks Conference and explained that conference revenues and expenses are not budgeted.

Debbie went through the budgeted amounts expenses for 2018-2019 in comparison to 2017-2018 and highlighted the following changes to expenses based on the projected expenses through June 2018:

Attorney's Fees – Increase from \$20,000 to \$25,000

Books & Publications – Increase from \$1,500 to \$1800 *(For Revised Statutes)*

Institute Expenses – Decrease from \$5000 to \$2,000

Legislative Meeting Expense – Increase from \$2,000 to \$5,000 *(For more participation and anticipation that the committee will meet more often.)*

Equipment Rental – Increase from \$12,000 to \$14,000 *(Copy machine expense)*

Scholarship Awards – Increase from \$8,000 to \$9,000 *(Getting increased amount from dues)*

Telephone – Increase from \$7,500 to \$10,000 *(Due to conference calls)*

Retirees Insurance – Increase from \$5,000 to \$5,500

Staff Salary – Increase from \$407,500 to \$425,000 *(The executive board approved a pay raise for all employees \$150 except for Evie who is getting an extra \$100. The \$425,000 includes the entire package of insurance, salary, deferred compensation, extra check, sick leave payout and all other associated compensation.)*

Debbie advised that although the Budget shows a deficit there is an adequate fund balance to cover the deficit.

There was a motion by Cliff Dressel to approve the 2018-2019 Budget as presented, second by Jeff Skidmore. All voted in favor to approve the budget.

### **Board Reports**

#### **LCRAA**

Chairman Rick Arceneaux reported that the LCRAA Board met on May 23, 2018.

He informed the Board that in March 2018 Antares had pushed out a production update which included a new dashboard search speed enhancement. There was an increase of searches especially of marriage records.

Rick advised that there was some discussion regarding new technology including an elastic search that provides for faster results. He discussed that the number of mobile users has increased and the possibility of an app or mobile friendly website.

Rick reported that Jefferson and Lafayette will be joining as of August 1, 2018. He also discussed Act 202 of the Regular Legislative Session and the requirement for mandatory participation by all parishes by July 1, 2020.

Rick gave the financial report ending May 31, 2018. The total current assets were \$3,390,295, total property and equipment was \$221,632 for total assets of \$3,611,928. Total liabilities were \$483,797, total net position was \$3,128,131 bringing total liabilities and net position to \$3,611,928.

Rick reported that the LCRAA Board voted to make budget adjustments to the 2017-2018 budget to bring the budget in line with the 5% allowed by law for revenue and expenses.

He reported that there were 5 grant applications received with 3 being awarded to St. Mary, St. James, Webster totaling \$148,500.00. Iberville and St. Bernard did not receive grants.

Rick reported on new projects. The RFP for Recording Software will start June 1st. He discussed that an intergovernmental agreement with Jefferson was approved for providing their software at no cost. Rick reported that they are still researching case management for civil and criminal.

#### **Retirement and Relief Fund**

President Steve Andrews gave a report as of April 30, 2018. Total investments were \$592,849,281 with total assets of \$630,136,330.

Steve reported that the Income Statement for the ten months ending April 30, 2018 reflected a net income of \$2,126,077.

He reported that there were 10 DROP, 7 regular retirement, 8 post-DROP and 3 survivor retirement applications approved by the Board.

Debbie informed the Board that DROP funds can be invested in LAMP or self-directed with Empower. The interest rate for the guaranteed fixed fund with Empower was lower than the rate with LAMP currently at 1.9%. She negotiated with Empower for a reduction in their fee by 25 basis points which would in turn raise the fixed rate to 1.85%. The reduction is across the board not only for the fixed fund.

#### **Supplemental Compensation Board**

Randy Deshotel gave a report on the balance sheet ending May 31, 2018. The total current assets were \$88,225 and total other assets were \$123,646 for total assets of \$211,871. Total current liabilities were \$126,750 and total capital was \$85,121 for a total of liabilities and capital of \$211,871

Randy reported on the income statement for eleven months ending May 31, 2018. Year-to-date gross profit was \$1,411,816 and total expenses were \$1,399,575 which included supplemental pay paid out of \$1,394,250.

Randy noted that at the Clerks Only meeting on May 9, 2018 the Clerks approved a supplemental pay increase of \$100 per month and suit remittance fee will increase by 50 cents to \$17.50 increase.

#### **Committee Reports**

##### **2018 Conference Report**

Diane Meaux Brossard reported that the Conference Income was \$109,200 with expenses of \$96,788 for a net profit of \$12,412. There was an increase in vendors with 21 vendors participating.

##### **2019 Conference Update**

The 2019 Conference will be held in Baton Rouge. Debbie reported that they are still negotiating with the Capital Hilton Downtown for the dates of March 11-14, 2019.

##### **Education Committee**

Debbie Hudnall gave the report for Theresa Robichaux. She stated that the next Clerk's Institute will be held August 21-24, 2018 in Lafayette.

**Executive Committee**

President Steve Andrews reported on the Strategic Planning Session highlighting the topics discussed: Standardization & Best Practices, Association Participation, Conferences, Recording Software, Active Legislative Committee, E-Filing, Case Management Software, Criminal Search Software and State Appropriations. There was also discussion regarding a change in the By-Laws for the term of the officers to be from July – June.

**Executive Director Report**

**Attorney Report**

Debbie discussed the Attorney Contract with Sheri Morris. She reminded the Clerks that if they individually retain Sheri, they are responsible for the cost. Motion to continue to retain Sheri Morris by Doug Welborn, second by Kim-Turlich Vaughn. No discussion was had. All voted in favor.

**Legislation**

There was no report regarding legislation.

**By-Laws Recommendation**

By-Laws Recommendation had already been discussed.

**District Reports**

**District 1** – Johnny Crain, Jr. reported that District One met and discussed Software and that Clerks all do something differently. Johnny wants the Clerks to make sure their procedures are correct.

**District 2** – Theresa Robichaux was not present and no report was presented.

**District 3** – No report

**District 4** – Mike Spence reported that Holli Vining and Dodi Eubanks want more discussion regarding mortgage certificates and possibly getting away from the Clerk's being required to do them. He reported that Brian Flynn wanted to bring up Vendors being allowed in the Education portion of the Clerk's Institutes.

**District 5** – No report

**District 6** – No meeting, no report

**District 7** – Jeff Skidmore reported that District 7 met on June 6<sup>th</sup>. They discussed the Clerks having more uniform processes, charging or appeals, retiree rehires and the increase in judicial administrator fees on July 1, 2018.

**District 8** – Doug Welborn represented that District 8 had a meeting and everything is okay.

**District 9** – Rodd Naquin advised there is no report and they will be having a meeting with the Circuits and the Supreme Court.

**Other Business**

None

**Comments by Board Members**

Randy Deshotel commented that it was good to see participation at the board meeting. Diane thanked all those who attended the conference.

**Adjournment**

Motion to adjourn by Kim Turlich-Vaughan, second by Brian Lestage. Motion passed without opposition.

Respectfully Submitted,

Approved,



Annette Fontana, Secretary



Steve Andrews, President

Louisiana Clerks of Court Association											
Budgets - Actual for FYE 2018 and Proposed for FYE 2019											
		May-18	Thru May 2018		Thru 6/30/2018	Diff	Cur Annual Budget	Jun-18 Budget Adjustment	FY 2018 Amended Budget	FYE 2019 Proposed Budget	FYE 2019 vs FYE 2018 Budget
	Budget Reference	Actual Cur Mo. Actual	Actual Cur YTD Actual	Projected Jun 2018	Projected Jun 2018	Favorable (Unfavorable)	2017-2018				
<b>REVENUES</b>											
Association Dues		11,813.59	149,075.61	11,813.59	160,889.20	2,889.20	158,000.00		158,000.00	160,000.00	2,000.00
Dues - Associate		0.00	15,560.00	0.00	15,560.00	2,560.00	13,000.00		13,000.00	15,000.00	2,000.00
Interest Income-Assn.		825.72	6,582.56	825.72	7,408.28	4,908.28	2,500.00		2,500.00	6,000.00	3,500.00
Interest - Scholarship Fund		0.51	19.04	0.51	19.55	19.55	0.00		0.00	0.00	0.00
Int Inc - Bricksome		267.34	3,238.35	267.34	3,505.69	105.69	3,400.00		3,400.00	2,800.00	(600.00)
Insurance Reimbursement		5,500.00	58,700.00	5,500.00	64,200.00	(3,000.00)	67,200.00		67,200.00	69,000.00	1,800.00
Retirement Reimbursement		35,000.00	385,000.00	35,000.00	420,000.00	0.00	420,000.00		420,000.00	420,000.00	0.00
LCRAA Reimbursement		6,000.00	66,000.00	6,000.00	72,000.00	0.00	72,000.00		72,000.00	84,000.00	12,000.00
Conference Receipts		109,200.00	228,440.00	0.00	228,440.00	228,440.00	0.00		0.00	0.00	0.00
Certification Fee Rec.		0.00	285.00	0.00	285.00	(215.00)	500.00		500.00	500.00	0.00
Institute Earnings		0.00	20,439.83	0.00	20,439.83	14,439.83	6,000.00		6,000.00	10,000.00	4,000.00
Other Inc - Leg. Day		0.00	5,400.00	0.00	5,400.00	(600.00)	6,000.00		6,000.00	6,000.00	0.00
Other Inc - Sponsorship		0.00	7,500.00	0.00	7,500.00	(1,500.00)	9,000.00		9,000.00	9,000.00	0.00
Other Inc - Directory		0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00
Other Inc - W/C Mktg. Fee		0.00	0.00	6,000.00	6,000.00	0.00	6,000.00		6,000.00	6,000.00	0.00
Grant Income		5,400.00	55,739.88	5,400.00	61,139.88	(13,860.12)	75,000.00		75,000.00	75,000.00	0.00
Total Revenues		174,007.16	1,001,980.27	70,807.16	1,072,787.43	234,187.43	838,600.00	0.00	838,600.00	863,300.00	24,700.00
<b>EXPENSES</b>											
Attorney's Fees		5,265.00	16,835.00	1,000.00	17,835.00	2,165.00	20,000.00		20,000.00	25,000.00	5,000.00
Bank Charges		94.16	856.19	94.16	950.35	549.65	1,500.00		1,500.00	1,500.00	0.00
Books and Publications		0.00	1,540.00	0.00	1,540.00	(40.00)	1,500.00		1,500.00	1,800.00	300.00
Bonds and Insurance		0.00	9,577.00	0.00	9,577.00	2,423.00	12,000.00		12,000.00	12,000.00	0.00
Institute Expenses		0.00	1,462.56	0.00	1,462.56	3,537.44	5,000.00		5,000.00	2,000.00	(3,000.00)
Audit		0.00	6,975.00	0.00	6,975.00	25.00	7,000.00		7,000.00	7,000.00	0.00
Board Secretary Fee		0.00	750.00	250.00	1,000.00	250.00	1,250.00		1,250.00	1,250.00	0.00
Conference Expense		95,457.09	191,413.75	1,523.04	192,936.79	(192,936.79)	0.00		0.00	0.00	0.00
Board Per Diem		0.00	6,000.00	2,250.00	8,250.00	2,750.00	11,000.00		11,000.00	11,000.00	0.00
Depreciation Expense		0.00	0.00	0.00	0.00	3,000.00	3,000.00		3,000.00	3,000.00	0.00
Annual Directory Expense		0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00
Legislative Meeting Exp.		133.14	337.50	0.00	337.50	1,662.50	2,000.00		2,000.00	5,000.00	3,000.00
Utilities		362.16	4,479.90	362.16	4,842.06	1,157.94	6,000.00		6,000.00	6,000.00	0.00
Equipment Rental		1,563.71	10,659.83	1,563.71	12,223.54	(223.54)	12,000.00		12,000.00	14,000.00	2,000.00
Contingency Expense		0.00	0.00	0.00	0.00	5,000.00	5,000.00		5,000.00	5,000.00	0.00
Rent - Building		1,786.33	19,649.63	1,786.33	21,435.96	564.04	22,000.00		22,000.00	22,300.00	300.00
Office Equipment		0.00	1,950.00	0.00	1,950.00	3,050.00	5,000.00		5,000.00	5,000.00	0.00
IGO Expense		0.00	1,157.85	4,800.00	5,957.85	42.15	6,000.00		6,000.00	6,000.00	0.00
Janitorial		551.58	6,067.38	551.58	6,618.96	1,381.04	8,000.00		8,000.00	8,000.00	0.00
Maintenance - Computer		741.36	11,888.15	741.36	12,629.51	2,370.49	15,000.00		15,000.00	15,000.00	0.00
Seminar & Travel Exp		0.00	0.00	0.00	0.00	1,200.00	1,200.00		1,200.00	1,200.00	0.00
Membership Dues		0.00	1,045.25	0.00	1,045.25	154.75	1,200.00		1,200.00	1,200.00	0.00
Meeting Expense		854.14	21,685.89	1,500.00	23,185.89	2,814.11	26,000.00		26,000.00	26,000.00	0.00
Legislative Day		0.00	5,692.77	0.00	5,692.77	807.23	6,500.00		6,500.00	6,500.00	0.00
Office Supplies		328.27	4,814.06	328.27	5,142.33	2,357.67	7,500.00		7,500.00	7,500.00	0.00
Other Professional Fees		3,750.00	41,250.00	3,750.00	45,000.00	0.00	45,000.00		45,000.00	45,000.00	0.00
Scholarship Awards		0.00	9,000.00	0.00	9,000.00	(1,000.00)	8,000.00		8,000.00	9,000.00	1,000.00
Telephone		739.86	7,768.80	739.86	8,508.66	(1,008.66)	7,500.00		7,500.00	10,000.00	2,500.00
Postage		1,005.00	1,375.60	1,005.00	2,380.60	619.40	3,000.00		3,000.00	4,000.00	1,000.00
Insurance Cont. - ER on RetEE		415.43	4,338.65	415.43	4,754.08	245.92	5,000.00		5,000.00	5,500.00	500.00
Exec Director		17,083.32	187,916.68	17,083.32	205,000.00	0.00	205,000.00		205,000.00	205,000.00	0.00
Staff Sal Exp		32,287.64	366,149.64	32,287.64	398,437.28	9,062.72	407,500.00		407,500.00	425,000.00	17,500.00
Grant Salary		3,576.00	36,906.00	3,576.00	40,482.00	14,518.00	55,000.00		55,000.00	55,000.00	0.00
Grant FICA		273.56	2,823.36	273.56	3,096.92	(3,096.92)	0.00		0.00	0.00	0.00
Grant Travel		0.00	89.88	0.00	89.88	(89.88)	0.00		0.00	0.00	0.00
Grant Computer		0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00
Total Expenses		166,267.75	982,456.32	75,881.42	1,058,337.74	(136,687.74)	921,650.00	0.00	921,650.00	951,750.00	22,500.00
NET INCOME (LOSS)		\$ 7,739.41	\$ 19,523.95	(\$ 5,074.26)	\$ 14,449.69	\$ 370,875.17	(\$ 83,050.00)	0.00	(83,050.00)	(\$ 88,450.00)	\$ 2,200.00

[illegible]