

## **APPROVED MINUTES**

### **LOUISIANA CLERKS OF COURT ASSOCIATION CLERKS ONLY MEETING TUESDAY, JULY 18, 2017 LAKE CHARLES, LOUISIANA 1:00 P.M.**

The Louisiana Clerks of Court Clerks Only Meeting was held on the above date at the Golden Nugget and called to order by President David Dart. Rick Arceneaux gave the opening prayer and Steve Andrews led the Pledge of Allegiance.

Secretary Bridget Hanna called roll and the following members were present: Gerald Harrington, Bridget Hanna, Darlene Landry, Connie Couvillon, Brian Lestage, Jill Sessions, Mike Spence, H. Lynn Jones, II, Cherie Cox, Susan Racca, Brian Flynn, Jeremy Evans, J. Douglas Welborn, David Dart, Randy Deshotel, Randy Briggs, Michael Thibodeaux, Amy Patin, Laura Culpepper, Richard Arceneaux, Louis Perret, Annette Fontana, Steve Andrews, Linda Cook, Thomas Sullivan, Jr., Marion Hopkins, David Stamey, Arthur Morrell, Louise Bond, Kim Turlich-Vaughan, Lanell Landry, Robin Hooter, Stacie Williamson, Tammy Foster, Lance Marino, Becky Patin, Melissa Henry, Christy Lee, Theresa Robichaux, Dodi Eubanks, Diane Meaux Broussard, Jeff Skidmore, Johnny Crain, Jr., Holli Vining, Mark Graffeo, Robyn Creech, Felicia Ann Hendl, and Chesney Baxley.

Also present: Executive Director Debbie Hudnall and Frank Borne.

#### **Welcome**

President David Dart welcomed everyone to the conference.

#### **Approval of Minutes**

Motion was made by Doug Welborn and seconded by Diane Meaux Broussard to approve the minutes of the Clerks Only Meetings held on November 29, 2016 and May 3, 2017. Motion passed without opposition.

#### **Financial Reports**

Treasurer Robin Hooter presented the audited financial reports for the Association beginning with the statements of financial position for June 30, 2016 and 2015. For the period ending June 30, 2016 she reported total assets of \$692,374, total liabilities of \$11,802, total net assets of \$680,572 and total liabilities and net assets of \$692,374. Treasurer Hooter presented the statements of activities for the Association for the years ended June 30, 2016 and 2015. For the period ending June 30, 2016 she reported total revenue and support of \$871,431, an increase in unrestricted net assets of \$136,384 and net assets, end of period of \$680,572. The balance sheet for the period ending May 31, 2017 was now presented and total current assets of \$505,306 was reported along with total property and equipment of \$6,646, total assets of \$684,709, total current liabilities of \$39,033, and total liabilities and capital of \$684,709. The income statement budget to actual comparison for the Association for the eleven months ending May 31, 2017 was presented. Treasurer Hooter reported current year to date total actual revenues of \$732,027 and total expenses of \$766,921 with a net loss of \$34,894.

Treasurer Hooter presented the audit report financials for administrative expenses for the Retirement and Relief Fund for the years ended June 30, 2016 and 2015. For the period ending June 30, 2016 total administrative expenses were reported as \$209,912. Statements of fiduciary net position for the Retirement Fund for June 30, 2016 and 2015 were presented. Total receivables for the fiscal year ending June 30, 2016 were \$3,075,270, total assets were \$532,640,272 with a net position-restricted for pension benefits of \$531,220,994. Statements of changes in fiduciary net position for the year ending June 30, 2016 and 2015 were presented. For the year ending June 30, 2016 total contributions reported as \$34,729,000, total deductions \$35,183,685 with a net decrease of \$4,632,695, and end of year net position of \$531,220,994.

Treasurer Hooter reported on the assets balance sheet for the Retirement Fund for the period ending May 31, 2017. She reported total current assets of \$31,734,934, total other assets of \$2,576,895, and total assets of \$591,522,667. She also reported on the balance sheet for liabilities and capital for the period ending May 31, 2017. Total liabilities were reported as \$195,059, total reserve balances of \$591,327,608, and total liabilities and reserves of \$591,522,667. The income statement for the eleven months ending May 31, 2017 was presented with total contributions year to date of \$32,694,039, total deductions of \$36,477,860, with a net increase of \$60,106,615. Year to date administrative expenses were reported as \$593,469.

Executive Director Debbie Hudnall now presented the balance sheet for the Louisiana Clerks of Court Insurance Fund for the period ending May 31, 2017. Total assets of \$392,403 were reported with total liabilities and capital of \$392,403. Current year to date total revenues of \$62,546 were reported along with total expenses of \$42,518 with a net income of \$20,028. Executive Director Hudnall presented the statement of changes in net assets for the Insurance Fund with the period ending April, 2017. Total investments of \$4,637,914 were reported with total assets of \$7,211,906.

Motion was made by Steve Andrews to receive all financial reports as presented, seconded by Brian Lestage. Motion passed without opposition.

### **Supplemental Fund**

Randy Deshotel presented the audit report supplemental financial statements for the Clerks Supplemental fund for the years ended June 30, 2016 and 2015. He also reported on the balance sheet for the year ending May 31, 2017. He reported current assets of \$63,219 and total assets of \$184,699. Total liabilities of \$123,500 were reported with total liabilities & capital of \$184,699. Motion was made by Brian Lestage, seconded by Lanell Landry to receive the supplemental fund financial reports as presented. Motion passed without opposition.

### **Committee Reports**

#### **Education Committee**

Theresa Robichaux reported that the committee met in Baton Rouge on May 17<sup>th</sup>. The next institute will be held August 15-18 in Alexandria. The February 2017 institute had 170 attendees and \$3,680 in income. The date for the February 2018 institute has been set for February 6-9 at the Embassy Suites in Baton Rouge. The committee tentatively scheduled the August 2018 Clerks Institute in Lafayette.

### **LACCRMA**

Mark Graffeo reported LACCRMA remains in good financial position. Net assets were reported as \$1,300,000 with adequate reserves to cover losses. The base coverage is \$1,000,000 for errors and omissions coverage, \$200,000 employment practices liability coverage, \$100,000 fire damage coverage and \$25,000 in hired and non-owned automobile liability. There are 58 parishes currently participating. Claims are running about the same, however, there has been a slight increase in claims in employment practices lawsuits. Mark advised participating parishes to contact the hotline if you have any questions about employee issues. The board members will remain the same next year with the exception of Mike Thibodeaux replacing Rick Arceneaux.

### **E-Filing**

Lynn Jones reported that the Legislature appointed a study committee for e-filing and they have met and had presentations from vendors in order to learn more about e-filing. He stated that we should make this a priority of the Association and they will be meeting again soon.

## **Executive Director Report**

### **Actuary Report**

Debbie presented the summary of actuarial valuation results for the Clerks' of Court Retirement and Relief Fund for the period ending June 30, 2015 and June 30, 2016. She presented a year-to-year comparison for the last 10 years and highlighted several categories. She stated that the number of active employees has decreased over the past 10 years with the number of retiree benefits increasing considerably. She stated that at this point, as far as cash flow, more money is being paid out than coming into the fund. She reported over \$3,000,000 per month is paid out to retirees. The fund is currently 79.81% funded and must be fully funded by 2029.

### **Retiree Report**

Debbie provided the Clerks with a list of all retired persons as of June 30, 2017 as required by law.

### **Legislation**

Debbie stated we will have a meeting concerning the new recording legislation at 2:30 p.m. today. A complete legislative update will be given at the institute in August. She mentioned that the law amending the marriage license which gives judges the right to waive birth certificates will become effective August 1, 2017.

### **Pauper Issues**

Debbie informed the Clerks that she spoke to attorney Val Exnicios from New Orleans who informed her that he will be presenting this proposal to the Judges Association, but wanted to make sure the Clerks had no issues with it. His proposal is to be appointed as a special master to hear rules for those filing for pauper status. He will be doing this pro bono. He is proposing that hearings be held on a special day for pauper hearings and the special master will recommend to the court if pauper status should be granted. In personal injury cases the judge could reduce the commission on those cases if they are granted pauper status. He is proposing that each parish would have their own special master that would be appointed to hear rules on these pauper cases.

### **LCRAA**

Chairman Rick Arceneaux presented the financials for LCRAA for the period ending April 30, 2017. He reported net assets of \$2,974,462, total liabilities of \$285,746, net income of \$741,668 and total net position of \$2,688,716. He also reported year to date actual total revenues of \$1,230,851, total portal direct costs of \$103,793, revenues over direct fees of \$1,127,058 and grants of \$319,671. Total administrative expenses of \$65,720 were reported with a total net income of \$741,667. He stated LCRAA is doing very well and encouraged any parish not participating to consider joining.

### **2017 Conference Announcements**

Lynn Jones gave a report on the agenda for the conference for the next several days.

### **New Business**

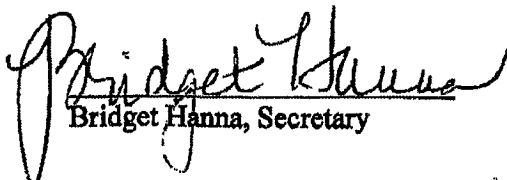
None

### **Other Comments**

None

There being no further business, Susan Racca moved to adjourn, seconded by Randy Deshotel. Motion passed without opposition.

Respectfully Submitted:

  
Bridget Hanna, Secretary

Approved:

  
David Dart, President