

APPROVED MINUTES

LOUISIANA CLERKS OF COURT ASSOCIATION BOARD OF DIRECTORS MEETING WEDNESDAY, NOVEMBER 30, 2016 BATON ROUGE, LOUISIANA 1:30 P.M.

The Louisiana Clerks of Court Board of Directors meeting was held on the above date at the Hilton Baton Rouge Capitol Center and was called to order by President David Dart. Tammy Foster gave the opening prayer and Randy Deshotel led the Pledge of Allegiance.

Secretary Bridget Hanna called roll and the following members were present: David Dart, Richard "Rick" Arceneaux, Steve Andrews, Brian Lestage, Bridget Hanna, Diane Meaux Broussard, Holli Vining, Johnny Crain, Jr., Becky Patin, Carol Jones, Randy Deshotel, Tammy Foster, Doug Welborn, Lillian Evans Richie, and Cliff Dressel.

Also present: Executive Director Debbie Hudnall, Darlene Landry, Melissa Henry, Kim Turlich-Vaughan and Michelle Cunningham.

Approval of Minutes:

Motion was made by Cliff Dressel and seconded by Johnny Crain, Jr. to approve the minutes of October 26, 2016. Motion passed without opposition.

Financial Reports:

Executive Director Debbie Hudnall presented the Association Financial Reports for the period ending October 31, 2016. She reported the total current assets for the Association as \$615,558 with total other assets of \$190,481 and total assets of \$813,743. She stated that dues for Associate Members in the amount of \$13,010 have been collected and after a transfer of a portion of the collected dues, there is a balance of \$8,588 in the scholarship fund. Total current liabilities of \$110,643 were also reported with total capital of \$703,100 and total liabilities and capital of \$813,743. Debbie informed the board that the current fiscal year-to-date actual total revenues were \$280,778, total expenses \$256,998 with a net income of \$23,780. Motion by Holli Vining, seconded by Rick Arceneaux to accept financial reports as presented. Motion passed without opposition.

Audit Report

Michelle Cunningham, CPA with Duplantier, Hrapmann, Hogan & Maher, LLP gave a report on the audit for the end of June 2016. Ms. Cunningham reviewed the independent auditor's report letter stating that her firm audited the financial statements of the Louisiana Clerks of Court Association which comprise the statements of financial position as of June 30, 2016 and 2015, and the related statement of activities and cash flows for the years then ended, and the related notes to the financial statements. She continued to highlight the main points of the letter ending with the opinion of the auditor that the financial statements referred to present fairly, in all material respects the financial position of the Louisiana Clerks of Court Association and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America. She reported that the Association received the highest and cleanest opinion that can be obtained in an audit. She reported on the balance sheet with total assets with the year ending June 2016 in the amount of \$692,374 compared to \$559,179 at the end of June, 2015. She reported total liabilities of \$11,802, total net assets of \$680,572, and total liabilities and net assets of \$692,374. She now directed the Board to the income statement reporting total revenue and support of \$871,431. Total expenses were reported as \$735,547 with an increase in net assets of \$136,190. She stated that net assets at the beginning of the period were \$544,382 and total net assets at the end of the period were \$680,572. Ms. Cunningham now reported on the statements of cash flows with net cash provided by operating activities as \$48,660 and cash flows from investing activities of \$18,026. The amount of \$5,228 was collected on notes receivable (Bricksome Condo) with a net change in cash of \$71,914 and a total of cash and cash equivalents of \$484,280. She pointed out that on the footnotes the only new note was on note receivable for the Bricksome Condo that was self-financed. She now reported on the statement of functional expenses broken down by classifications of Insurance Trust, Retirement and Relief Fund, Remote Access Authority, and the Association which she reported a total of \$549,177 in general and administrative services and \$186,370 for Membership Services for a total of \$735,547 for the year end June 30, 2016. Ms. Cunningham also reported on the Clerks Supplemental Fund audit for the year ending June, 2016. She stated that there was a clean opinion on the audit with total assets of \$231,000, liabilities of \$120,000, and net assets of \$110,000. She reported revenue of approximately 1.4 million and stated that there was about the same amount going out with approximately \$9,000 in income over the year. Motion made by Brian Lestage, seconded by Steve Andrews to accept the audit reports. Motion passed without opposition.

Executive Director Debbie Hudnall reported that the Association staff was required to fill out a Louisiana Compliance Questionnaire for the supplemental fund which has been completed. Motion made by Rick Arceneaux, seconded by Holli Vining to approve the completed questionnaire. Motion passed without opposition.

Board Reports:

LCRAA

Chairman Rick Arceneaux reported that the Board met on November 17, 2016. Update from Antares that everything is going well with over 20 million records on the system with 53 parishes participating and 43 presently online and active. He stated that Michelle Cunningham presented the audit report and there was a good, clean opinion. There are 15 parishes reporting marriage licenses online and the Board approved \$5,000 to be used to make updates for parishes to report marriage licenses with \$1,500 to be paid to each vendor for the updates. The Board decided to concentrate on getting all parishes reporting 30 years back to make it more uniformed. He reported that 11 grants were sent in with 2 of them being granted along with additional funds granted to West Carroll to assist them in computerizing their office. LCRAA has cash & investments of a little more than 2 million dollars with some of that already obligated to grants. The Board waived the requirement to wait a year to apply for grants for 2 new clerks.

Retirement & Relief Fund

President David Dart reported the investment committee met November 18th. They are looking at diversifying hedge funds and continuing education on implementation options within hedge funds to keep similar returns but significantly reduce fees. Summit is working on a proposal of investments and will be getting back to the committee with that information. Market activity continues to be positive in the United States. The retirement portfolio returned 4.6% in the 3rd quarter, which is ranked in the 5th percentile vs. other public pension funds under \$1 billion. Retirement earned 10.6% and ranked in 20th percentile in the last 12 months. Total fund balance is \$547,463,203. A clean audit report was given for the Retirement & Relief Fund. Actuary reported we are funded at 79-80%. The required rate is 17.5% for next fiscal year but the Board has not set the rate because it has to go before the PRSAC Committee in February. They are leaning toward staying at the rate we are currently at which is 19%.

Supplemental Compensation Board

Randy Deshotel reported on the Clerks Supplemental Fund. He stated that the audit went well with a good clean report. The following report was given yesterday at the Clerks Only Meeting: He reported current cash assets of \$99,645, total other assets of \$121,480 and total assets of \$221,125. Liabilities of \$123,500 were reported with a net loss of \$13,246. He stated that the net loss was planned in order to reduce the balance in the fund. In addition, he reported total capital of \$97,625, and total liabilities and capital of \$221,125.

Committee Reports:

2017 Conference Report

Lynn Jones gave the following report yesterday at the Clerks Only Meeting: The annual conference is to be held in Lake Charles July 17-20th at Golden Nugget. We are having it at this time of the year in order that it does not conflict with the legislative session.

Education Committee

Tammy Foster informed that the committee met last week to plan the February institute and to choose the location for August 2017. For the February Institute they are planning a Clerks only round table session and they are looking at different venues for the August Institute.

Executive Director Report:

Executive Director Debbie Hudnall stated that she gave her report yesterday at the Clerks Only Meeting.

District Reports:

District 1

Johnny Crain, Jr. reported they met on November 21st in St. Tammany Parish. Each Clerk brought a civil employee and they compared charging and civil costs for each office. They also discussed possible legislation for 2017, jury commissions, pauper suits and charging \$2.00 per copy. In addition they discussed audits & registry of the court. After discussion the Board asked the Association to send a survey inquiring into the cost of auditors for each parish.

District 2

No report.

District 3

Becky Patin stated that did not have a meeting.

District 4

No report.

District 5

Carol Jones stated they did not have a meeting.

District 6

Randy Deshotel reported there was an email discussion about taking ethics test yearly.

District 7

Tammy Foster reported they meet regularly phone and email communication.

District 8

Doug Welborn stated there was no report.

District 9

Lillian Richie stated there was no report.

Other Business:

President David Dart stated that for the Legislative session they would like to just contact District Representatives when an important issue comes up and have them contact their district members. Debbie stated they plan to continue to do an email blast but they would like the District Representatives to follow up with contact of their members.

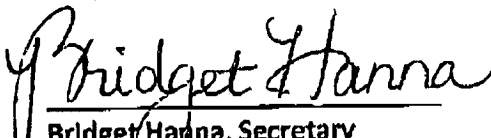
Comments by Board Members:

Executive Director Debbie Hudnall stated that Dawn Tricou and Rosemary Cannon will take one day per week to do a marriage license and indexing best practices guide for the Clerks.


Steve Andrews made a motion, seconded by Doug Welborn that an extra check in the amount of \$1000 be given in December to full time Association Employees, Chris Kershaw, Dagmar Hebert, Davis Silk, Angela Gaines and Evie Dodge. Motion passed without opposition.

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

Respectfully Submitted:


Bridget Hanna, Secretary

Approved:


David Dart, President