

PROPOSED MINUTES (To be approved at next meeting)

**LOUISIANA CLERKS OF COURT ASSOCIATION
BOARD OF DIRECTORS MEETING
WEDNESDAY, OCTOBER 26, 2016
BATON ROUGE, LOUISIANA
1:00 P.M.**

The Louisiana Clerks of Court Board of Directors meeting was held on the above date at the Association Office and called to order by President David Dart. Becky Patin 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, Rick Arceneaux, Steve Andrews, Brian Lestage, Bridget Hanna, Robin Hooter, Diane Meaux Broussard, Holli Vining, Johnny Crain, Jr., Becky Patin, Carol Jones, Randy Deshotel, Tammy Foster, and Cliff Dressel.

Also present: Executive Director Debbie Hudnall, Kim Turlich-Vaughan, Louise Bond, Connie Couvillon, Darlene Landry, Lynn Jones, and Chris Kershaw.

Approval of Minutes:

Motion was made by Rick Arceneaux and seconded by Steve Andrews to approve the minutes of July 27, 2016. Motion passed without opposition.

Financial Reports:

Treasurer Robin Hooter presented the Association Financial Reports for the period ending September, 2016. She reported the total current assets for the Association as \$622,167 with total assets of \$826,428 and total current liabilities of \$124,415. She also reported total capital of \$702,013 and total liabilities and capital of \$826,428. The Treasurer informed the board that the current fiscal year to date actual total revenues are \$213,274 and total expenses are \$190,581 with a net income of \$22,693. Current budget year to date was reported as: revenues of \$195,575, expenses \$221,209 and budget projected loss of \$25,634. Debbie pointed out that on the balance sheet the notes receivable (current) amount of \$9,802 is the amount to be paid this year on the Bricksome Condo and the notes receivable (long term) amount of \$69,532 is the balance due on the note. She reported that the tenant is current on payments and pays on time each month. Motion made by Holli Vining to receive financial reports, seconded by Tammy Foster. Motion passed without opposition.

Board Reports:

LCRAA

Chairman Rick Arceneaux reported that the Board met on September 15, 2016 with Ronny Champlin being elected as Vice-Chairman and Melissa Henry as Secretary. There are over 23 million records on LCRAA with marriage licenses starting to come online. There are currently 4 parishes reporting marriage licenses with another 8 ready to validate and activate. Antares will work on providing more information on how many customers are connecting from the portal to the individual parishes. Chairman Arceneaux reported on the financials of LCRAA as of August 31, 2016 with total revenue of \$296,175, total costs of \$16,971, total expenses of \$10,000, total grant costs of \$966 and net income of \$269,202. All vendors have signed contracts for marriage licenses with the exception of Delta Harris. There are currently 53 parishes signed up with 40 that are active. The amount distributed from the \$5.00 collected on each recording by each participating parish has been changed with LCRAA receiving \$2.50 and the participating parish receiving \$2.50. There were 8 grant applications received totaling \$201,893. The Board recommended that 6 of the 8 grant applications be granted totaling \$159,969. Chairman Arceneaux advised the Board that additional discussion was held regarding grants for hardware and redaction. They authorized Debbie to contact current vendors to look at automatic redaction software. The LCRAA Board also moved to amend the budget to include \$25,000 for advertising and marketing of LCRAA. The Independent Land Title group will have a meeting soon and the LCRAA Board will have someone present at the meeting. President Dart will appoint a committee to review E-filing. There is a recent legislative resolution to have a central place for all Clerks Offices to connect for E-filing. There was also more discussion regarding criminal records and the Board authorized Executive Director Debbie Hudnall, Attorney Sherri Morris and Antares to do further research into putting criminal records online with LCRAA. Grant apps due by October 31, 2016. The next meeting is scheduled for November 17, 2016. Debbie reported that some Clerks have a field for maiden names in their marriage license index and the Board will have to go back to the vendors to renegotiate their contracts to include this on the LCRAA portal.

(space intentionally left blank)

Retirement & Relief Fund

President David Dart reported that the Investment Committee met via phone on September 7th and October 12th and in person this morning. Summit gave a rebalancing recommendation to liquidate \$12 million from US Equities to add to International Equities and available cash. Summit recommended that the plan: 1. Redeem \$5 million from both QMA and Westfield (\$10 million total); 2. Redeem \$2 million from Rothschild; 3. Fund \$7 million to AJO and \$3 million to William Blair; 4. Keep \$2 million in cash for expected year-end distributions. They also recommended liquidating \$5 million from Real Estate to add to MLPs. Summit recommended that the plan: 1. Redeem \$5 million from Clarion; 2. Fund \$2.5 million to Harvest and \$2.5 million to Tortoise. The above described recommendations were approved by the Retirement Board. President Dart reported that the Retirement Fund has total investments of \$519,063,615 with a return of 4.6% in the first quarter of this year. Summit also reported that the Presidential race will not affect the market. Market performance is driven predominately by economic cycles and earnings, not election results.

Supplemental Compensation Board

Chris Kershaw reported on the Clerks Supplemental Fund financials as of September 30, 2016. He reported total current assets of \$101,417, total assets of \$222,897, total current liabilities of \$123,500 and total liabilities and capital of \$222,897. Year to date receipts are \$358,994, year to date total expenses \$370,500 for a net loss of \$11,474 compared to year to date last year net income of \$18,968. Chris stated that the fund budgeted for a deficit.

Committee Reports:

2017 Conference Report

Lynn Jones reported that the conference will be held July 17-20, 2017 at the Golden Nugget in Lake Charles and he and his staff are continuing to plan the conference.

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 Clerks only round table session and they are looking at different venues for the August Institute.

Supreme Court IT Committee

Tammy Foster informed the Board that the committee met with Supreme Court representatives to discuss changes to be made to Clerks reporting software. There are several changes they would like the Clerks to make but the committee did not approve all of them. The ones that were approved were with the condition that the DA will enter the information through the data share with the Clerks. Discussion was held on changes proposed by the Supreme Court which included the Supreme Court having regional training sessions throughout the State for Clerk's reporting.

Executive Director Report:

Associate Members

Executive Director Debbie Hudnall reported that through October 24, 2016, there were 52 parishes participating for a total of 1311 Associate Members. The amount of \$13,010 has been collected and in September \$6,612 was transferred to the scholarship fund. A Scholarship Committee will be appointed by President David Dart.

Clerks Care Fund

The amount of money collected for flood victims was \$17,570 of which \$10,403 was monetary and the rest in gift card donations which was given to 69 recipients.

Directory

The new directory is almost complete. There were more vendors participating with over \$6000 raised. The 1st proof has been reviewed with corrections sent in and they are currently waiting for the final proof. The Directory should be finished within the next 2 weeks.

Grants – Supreme Court

The Supreme Court grant for Dawn Tricou expired in September and Rosemary Cannon's grant will expire in October, however, the Supreme Court has informed Debbie that both grants will be renewed and she is currently waiting for the new contracts. She reported that the Clerk's Association will be paid \$2.00 per hour less on the new contracts for each person.

Legislation

A meeting will be scheduled with Sen. Lefleur before our December Clerk's meeting. Debbie stated that he is saving one of his bills for the Clerks.

New Hire

Davis Silk began working at the Association Office on September 1st. Debbie reported that he is doing a great job working with Evie on Retirement and his knowledge of the Clerk's Office is also helping in other areas of the office.

Skeleton Crew

Debbie reminded everyone about the rules on having a skeleton crew working in Clerk's offices during holidays.

Litigation

Lawrence Vs. State of Louisiana
State of Louisiana Vs. Cornella Carroll

The above named suits have been filed in Baton Rouge District Court challenging the constitution for people paying certain court cost on traffic tickets. Recently the Attorney General filed an exception of no right or cause of action, which was denied by a District Judge. The ruling was appealed to the 1st Circuit and was upheld. A status conference has been set for January 26, 2017 and she informed the Board that the plaintiff attorneys may want to depose some Clerks. Debbie will keep the Clerks informed on this matter.

December Meetings

The December Clerk's meetings will be held at the Baton Rouge Capitol Hilton November 29th-December 1st and she encouraged everyone to make their hotel reservations soon.

Debbie told the Board that a meeting was called by the Louisiana Municipal Association in which the Clerks were not included. The meeting was to discuss the costs of paper copies and electronic copies with a uniform fee schedule for copies of public records. Debbie stated that she had asked Sheri Morris to attend.

Debbie received a call from Jimmie LeBlanc with the Department of Corrections wanting to meet with her concerning uniform commitment orders. She will be meeting with him next week.

Debbie reported that last April, Hunt Insurance found what they believed to be an error that Blue Cross was using to pay claims on the high deductible program. Hunt stated that if one family member met the deductible of \$1,500 then Blue Cross should start paying the claims for all family members, however, in July additional information was received that this information was not correct. Debbie stated that the correct information is that the \$3,000 family deductible must be met before 80/20 pay kicks in.

District Reports:

District 1

Johnny Crain, Jr. reported that they have not had a meeting recently but they plan to meet before December.

District 2

NO report

District 3

Becky Patin reported that they have not had a meeting recently but she spoke to all members and asked if they had anything to address and they did not.

District 4

Holli Vining reported that they met last week. They talked about collections on protective orders and legislation. They also discussed the possibility of bringing legislation for imaging as the only back up requirement.

District 5

Carol Jones reported that they have not met recently.

District 6

Randy Deshotel reported that they have not met recently but will meet before December.

District 7

Tammy Foster reported that they met in September and talked about copy fees and revenue for Clerks.

District 8

David Dart reported that they have not met recently.

District 9

No report.

Other Business:

A discussion was held about the public being concerned about voting machines not registering votes correctly for the November 8, 2016 election.

A discussion was held on marriage licenses being issued for those persons born outside of the US where they do not have access to their birth certificate or do not have a birth certificate. Present law states that a birth cert cannot be waived even under these circumstances.

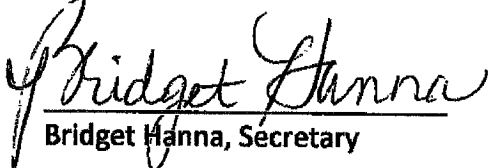
Lynn Jones reported to the Board about bulk purchasing and that his office has been buying in bulk and has saved thousands of dollars. He brought the idea of Clerk's Offices around the state buying together in bulk in order to save money. His vendor stated it may be anywhere between 20-50% savings. President Dart will appoint a small committee to look into this matter.

Lynn Jones stated that their local Family and Youth Council is offering counseling to local businesses. He said his office is paying a per-employee fee and the employee pays \$10 per session. They are looking to expand in different areas. If anyone is interested in this type of counseling services contact Lynn for further information.


Comments by Board Members:

There being no further business, Rick Arceneaux made moved to adjourn, seconded by Steve Andrews. Motion passed without opposition.

Respectfully Submitted:


Bridget Hanna, Secretary

Approved:


David Dart, President