

APPROVED MINUTES

LOUISIANA CLERKS OF COURT ASSOCIATION BOARD OF DIRECTORS MEETING WEDNESDAY, JULY 27, 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. Tammy Foster gave the opening prayer and Steve Andrews 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, Robin Hooter, Jim Martin, Holli Vining, Johnny Crain, Jr., Jeremy Evans, Randy Deshotel, Tammy Foster, Doug Welborn, and Lillian Evans Richie.

Also present: Executive Director Debbie Hudnall, Frank Borne, Connie Couvillon, Greg Brown, Darlene Landry and Louise Bond.

Approval of Minutes

Motion was made by Rick Arceneaux and seconded by Holli Vining to approve the minutes of May 25, 2016. Motion passed without opposition.

Financial Reports

Treasurer Robin Hooter presented the financial reports for the Association for the period ending June 30, 2016. She reported the total current assets for the Association as \$484,279, total property and equipment of \$7,704 with total assets of \$683,943. Total current liabilities of \$11,173 reported with total capital of \$672,770 and total liabilities and capital of \$683,943. The Treasurer informed the Board that the current year-to-date actual total revenues were \$957,572. Total current year-to-date expenses were \$832,183 with current actual year-to-date net income of \$125,388. Motion made by Steve Andrews to receive financial reports as reported, seconded by Doug Welborn. Motion passed without opposition.

Board Reports

LCRAA

Rick Arceneaux reported that the next meeting will be held on August 16, 2016. All grant requests need to be submitted by July 30th. There are currently 51 parishes participating with one parish reporting marriage licenses on the portal. Total capital was reported at \$1.7 million and there are 1.8 million records on the portal. The Board continues to encourage all parishes to participate as new features will be coming on the portal soon.

Retirement & Relief Fund

President David Dart reported that the Retirement Board met this morning. He stated that the fund was doing well even though it is down 1/2 percent for the fiscal year end with total investments of \$498,474,611 and total assets of \$533,053,885. There were a record number of retiree applications at 47 and they are watching cash flow because of the large number of retirees. Phineas Troy of Summit Strategies Group reported to the Board that the United Kingdom's referendum to exit the European Union, commonly known as "BREXIT", has caused markets to go down but July is looking better. The June employment report showed continued growth in the US labor market. For the 12 month ending June, 2016 wages were up 2.6%. Real Estate asset classes are doing well with rates up but they do not anticipate that to continue. Summit is in the process of redeeming from Vontobel which will be completed by the end of July. Interest rates are still low but are expected to begin to rise slowly. David added that Phineas had discussed a chart relative to the presidential race and it showed that there may be some short term fluctuation but not long term. He stated that market performance is driven predominately by economic cycles and earnings, not election results. Gary Curran presented a report on the actuarial experience study of the Clerks' of Court Retirement and Relief Fund for the fiscal year ending June 30, 2015. The Retirement Board would like for the Association to add to the monthly retirement report the number of employees not subject to retirement contributions other than retirees.

Supplemental Compensation Board

Debbie Hudnall reported that the Board needs to meet to select a Chairman. She reported on financials for the period ending June 30th with total capital of \$114,000 and total current assets of \$109,000. Current year to date income was \$13,357. She also stated that effective July 1st Clerk salaries increased by \$50.00 without an increase in contributions.

Committee Reports

2017 Conference Report

Debbie Hudnall reported that the conference will be at the Golden Nugget in Lake Charles during the week of July 17, 2017.

Education Committee

Tammy Foster informed the Board that the next institute will be held August 16-19 in Lafayette at the Doubletree. All speakers are lined up and she encouraged everyone to sign up to attend.

Executive Committee- Strategic Plan

President David Dart reported that the Executive Committee met at Nottoway Plantation in Iberville Parish in June. One of the topics was to try to get parishes uniformity on recording fees. Some of the suggestions were charging \$2.00 per copy if a deputy clerk makes the copy in the office, charging \$1.00 if the customer makes the copy and also \$1.00 for online copies. It was also suggested that \$5.00 be charged per name for indexing after the first name.

President Dart stated that there is a resolution for a committee to study the development of a universal electronic filing system for civil filings in the state. The Clerks have several members on this committee. It was suggested at the strategic board meeting to develop the ability to connect each parish through the LCRAA portal to electronically file civil pleadings in order to satisfy this resolution. E-Recording was also discussed and the Executive Committee encouraged all parishes to consider adding this service.

President Dart also appointed several clerks to serve as a liaison between the Clerks Association, District Attorney's Association and D.A.'s and the Sheriff's Association.

It was reported that the committees are still working on Best Practices Manuals.

The Executive Committee discussed \$10.00 dues for Associate Members which had previously been approved by the Association. Executive Director Debbie Hudnall stated that she spoke to attorney Sherri Morris who recommended that an additional benefit of being an Associate Member be added. It was proposed by the Executive Committee that each Associate Member would receive a \$25.00 discount on the Clerks Institute fee. All Associate Members could apply for scholarships for their children. This would be voluntary for each office. Motion was made by Tammy Foster, seconded by Brian Lestage to accept the proposal of the Executive Committee. Motion passed without opposition. Notices for Associate Members will be going out soon.

Funding for Clerks Offices was also discussed including the possibility of providing criminal data through the LCRAA Portal and getting entities to subscribe to the portal and paying a fee for the information. This matter will be discussed at the Clerks Only meeting in August.

Executive Director Report

New Hire

Debbie Hudnall reported Davis Silk will be hired Sept. 1, 2016 to work with Evie Dodge in retirement. Debbie stated that Angela will be moving to the front office and Davis Silk will be moving in the room with Evie Dodge in order to train for his new position.

Legislation

Debbie stated that she emailed to all Clerks legislation that will be going into effect August 1st. Some updated expungement forms were also sent which incorporated last year and this year's changes in the law.

She also emailed Act 216 relative to child support actions which states new information that must be included on a rule relating to child support.

New birth certificate fee increase will also be effective August 1st.

District Reports

District 1

Johnny Crain, Jr. reported that District 1 met on Monday. They discussed the cost of GASB 45 reports. Civil fees were also discussed and they will have a meeting in St. Tammany in September to review and compare all civil costs that are currently being charged by District 1 Clerks. They will also be reviewing retention schedules. He reported that he is now using a credit/debit card machine and charging a \$3.00 convenience fee. The St. Tammany Clerk reminded them that Clerks employees should be putting their notary number when notarizing a document. Johnny gave an update on Julian Dufreche. He reported that he is doing better and going into the office several times per week.

District 2

Frank Borne reported for Jon Gegenheimer that Jefferson Parish will start issuing birth certificates on August 1st at three locations. Frank also told the Board that Jon will be the longest serving Jefferson Parish Clerk on Sunday at 28 years, 1 month.

District 3

Rick reported that they have not had a meeting recently but will schedule one soon.

District 4

Jeremy Evans reported they will try to schedule a meeting this month.

District 5

No report.

District 6

Randy Deshotel stated that they have not had a meeting recently but will schedule one soon.

District 7

Tammy Foster reported they are meeting September 8th.

District 8

David Dart reported that District 8 met this month. They discussed the possibility of new legislation to charge an administrative fee of \$25.00 per year on suits over 5 years old. They also discussed uniformity of fees in District 8, E-Recording and Smart Bench. They also welcomed new Clerk Amy Patin from Iberville Parish.

District 9

Lillian Richie reported that they have not met recently but they do communicate regularly via email and they discussed Act 131 relative to the Judicial College fee. They questioned if the criminal fees need to be collected at the appellate level. She received an opinion that criminal fees do not have to be collected and for appeals clerks it would be just for the initial civil filing. Debbie stated that on the form District Clerks should be filling out only the parts of the form that pertains to their office (civil filings) and stated they do not want any additional attachments/lists attached to the form.

Other Business:

President Dart stated that he felt communication between the Clerks during the next legislative session would be more effective if he called the District Clerk representatives directly who will in turn call their district members to relay any information. The District Clerk representatives who were present agreed to this request.

Executive Director Hudnall told the Board that some Clerks have received an email from the Alliance of Louisiana Registration & Election Professionals (ALLREP) inviting them to a seminar in West Baton Rouge Parish. After doing some research, she discovered that this organization was formed by the ROV to get the Clerks & ROV together and allow them to receive educational hours. She stated that they had formed a corporation where all of the board members are Registrar of Voters. She also stated that they have invited her to speak and the Board advised her not to speak until more is learned about the group.

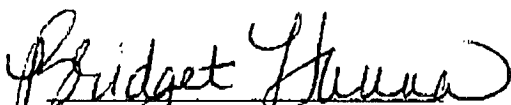
Comments by Board Members:


None

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

Respectfully Submitted:

Approved:


Bridget Hanna, Secretary


David Dart, President