

APPROVED MINUTES

LOUISIANA CLERKS OF COURT ASSOCIATION BOARD OF DIRECTORS MEETING WEDNESDAY, MAY 25, 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. Randy Deshotel gave the opening prayer and Johnny Crain, Jr. 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, Diane Meaux Broussard, Jim Martin, Holli Vining, Johnny Crain, Jr., Jon Gegenheimer, Becky Patin, Jeremy Evans, Carol Jones, Randy Deshotel, Tammy Foster, Doug Welborn, Lillian Evans Richie, and Cliff Dressel.

Also present: Executive Director Debbie Hudnall, Chris Kershaw, Frank Borne, Connie Couvillon, Kim Turlich-Vaughan, Greg Brown, and Louise Bond.

Oath of Office

President David Dart welcomed two new members to the Board, Jim Martin & Lillian Richie. Jim Martin was sworn in as Parliamentarian and Lillian Richie was sworn in as 9th District Member by President Dart.

President Dart appointed members Jim Martin & Felicia Ann Hendl to serve on the Supplemental Board. Motion to accept names submitted for the Supplemental Board made by Cliff Dressel, seconded by Randy Deshotel. Motion passed without opposition.

Approval of Minutes

Motion was made by Cliff Dressel and seconded by Jim Martin to approve the minutes of March 10, 2016. Motion passed without opposition.

Financial Reports

Treasurer Robin Hooter presented the financial reports for the Association for the period ending April 30, 2016. She reported the total current assets for the Association as \$484,850 with total assets of \$707,702. Total current liabilities of \$37,507 reported with total capital of \$670,194 and total liabilities and capital of \$707,702. The Treasurer informed the Board that the current fiscal year to date actual total revenues are \$728,334 which includes the sale of the Bricksome Building in the amount of \$100,730. Total current year to date expenses are \$605,522 with current actual year to date net income of \$122,812 which includes the revenue for the sale of the Bricksome Building. Motion made by Rick Arceneaux to receive financial reports as reported, seconded by Doug Welborn. Motion passed without opposition.

2016-2017 Budget Proposal (On file in office)

Chris Kershaw presented the 2016-2017 proposed budget to the Board. He reported to the Board that there would be a change in revenue with some expenses moving around. He explained that the Association Fund is where expenses are paid including salaries and expenses are allocated out to the Insurance Fund, Retirement Fund and LCRAA based on the percentage of time that is spent on each. He pointed out that dues historically have been set at 2% but for this upcoming fiscal year the budget for dues will be set at 1.5% which will decrease dues receipts by approximately \$55,000. He further explained that dues are based on the Clerks salary and are being reduced to assist all Clerks offices with their expenses. Reimbursement from the Insurance Fund to the Association was increased to \$5,200 per month for a total of \$62,400 for the year. Reimbursement from the Retirement Fund to the Association was increased to \$33,333.33 per month for a total of \$400,000 per year. Receipts for grant income are projected at \$75,000 with grant expenses of \$55,000. Debbie stated that Dawn's grant will be up in June and Rosemary's in October. The Supreme Court will switch them to another grant that will extend for another year. Total receipts were budgeted at \$789,300. Debbie stated that Evie Dodge has approximately two more years before she retires and she would like to hire someone soon so that they can be trained by Evie before she leaves. She stated that she mentioned this to the Retirement Board this morning and wanted to bring this to the attention of the Board of Directors. She further stated that she has talked to outgoing Grant Parish Clerk of Court Davis Silk about possibly coming to work for the Association to replace Evie. She stated that she is bringing it before the Board to make sure that the Clerks do not have any objection to a former Clerk working for the Association. She said she would also speak to the incoming Clerk of Grant Parish to inform him of the hiring. She reported that the salary to hire him is included in the proposed budget. After discussion, Board Members had no objection to hiring Davis Silk. Debbie also reported that included in this budget is a 5% increase for current employees. Net income before depreciation is reported as \$2,350 for the Association; \$4,350 for Insurance; \$1,680 for LCRAA; and a net loss of \$11,740 for Retirement. The proposed budget for 2016-2017 shows a total net loss of \$57,250. Chris explained that the bulk of the deficit is from reduction of dues and even though the budget shows a loss, the Association is still in good financial shape. Motion made by Jon Gegenheimer to accept the proposed budget as presented, seconded by Jim Martin. Motion passed without opposition.

Debbie discussed the motion passed at the March Clerks Only meeting of Clerks Offices paying \$10 annual dues for full time deputies that would make them a member of the Association with \$6 going to the scholarship fund and \$4 to the Association as an administrative fee. The dues are not mandatory; however, any deputy becoming an Associate member would be eligible to apply for scholarships for their children.

Audit Proposals

Debbie presented audit proposals for the Association and Supplemental fund. The proposal for the Association from Duplantier, Hrapmann, Hogan & Maher, LLP was \$6,225-\$6,670 and the proposal for the Supplemental Board was \$4,800-\$5,150. Jon Gegenheimer made a motion to accept the audit proposals for the Association and Supplemental Fund, seconded by Cliff Dressel. Motion passed without opposition.

Board Reports

LCRAA

Rick Arceneaux reported that the Board met on May 10th. There are presently 37 active parishes with a total of 50 parishes participating in LCRAA. He gave statistics on access to the portal. There are 17 million indices and 72 million names accessible on the portal. There are 590 unique log-ins including 185 attorneys, 230 other and 120 unspecified. Marriage license implementation is progressing. They are working with the last two vendors to bring the remaining parishes onboard to the Portal. The Financial Report for the period ending April 30, 2016 was reported as follows: Total revenue \$1,199,256 with total portal direct cost of \$247,345, grant program cost of \$216,988, and total expenses of \$283,314, leaving a net income for the fiscal year of \$668,597 and total assets of \$1,882,580. There were ten grant applications received for the 4th quarter with eight awarded totaling \$171,205. The two grants that were not awarded would require the Clerk to enter into a contract beyond their term of office which is not allowed by law; however the grant application could be resubmitted by the incoming Clerk for consideration during the next quarter. As of this date 21 grants have been approved for a total of \$388,204. The next application deadline is July 31st. The next meeting is scheduled for August 9, 2016.

Retirement & Relief Fund

President David Dart reported that the Board met this morning and on March 7, 2015 Vontobel announced that Rajiv Jain, Co-CEO/CIO and Portfolio Manager for the International Equity Strategy was leaving the firm to start his own venture. Based on concerns that Jain has been an integral part of the strategy and philosophy of the International Equity strategy, Summit recommends redeeming from Vontobel. As of year end 2015, Vontobel had approximately \$7.6 billion in assets in this strategy and approximately \$2 billion has been submitted for redemption and Summit expects this number will grow over the next quarter. The Board voted that Summit transfer funds to Thompson, Seagal & Walmsley after July 1st.

Johnny Crain questioned how many hours a part time employee can work. Debbie stated if an employee works less than 6 months out of any 12 month rolling period that employee shall not be considered to be a regular employee.

Supplemental Compensation Board

Debbie Hudnall reported total current assets of \$106,605, total capital of \$111,777, total year to date revenues of \$1,198,062, expenses \$1,183,000 and total expenses \$1,187,951 with a net income year to date of \$10,222. Supplemental pay will be increased in July to \$1,900 with no increase in contributions.

Committee Reports

2016 Conference Report

Past President Holli Vining reported that the Conference was very successful. She reported that there were 218 total conference attendees. Total income was \$111,000, total expenses \$100,890, for a net income of \$10,110.

Education Committee

Tammy Foster informed the Board that the next institute will be held August 16-19 in Lafayette at the Doubletree.

Executive Director Report

Legislative Day

Debbie Hudnall reported that the Legislative Day was very successful with approximately 170 in attendance. A total of \$5,700 was paid by Clerks with \$5,910 in expenses. She stated that some money was left over from previous years which was used to make up the difference.

Legislative Update

Debbie Hudnall highlighted the following legislation:

HB 54- Reamortizes unfunded accrued liability of COC retirement and relief fund as a level dollar payment over the remaining life of the original IUAL amortization schedule. This bill is almost complete.

HB 331- Fax bill waiting for Governor's signature.

HB 529- Deputy Custodian compensation bill. Passed to third reading on House Floor but still has to go to Senate Floor.

HB 549- Recording bill. Chairman of Senate Finance has refused to bring the bill before the Committee. Debbie gave an update on this bill.

HB 968- Bill to correct some problems with marriage license statute. This bill was withdrawn by the author of the bill.

HB 1042- Authorizes certain local and private entities to accept electronic payments for local charges. This bill being heard today.

HB 106- Allows for issuance of a birth card with the purchase of a long form birth certificate only. Signed by the Governor.

SB 350 – Increases the fee for Clerks from \$5 to \$15 for long-form birth certificates. This bill is waiting for signature of the Governor.

SB 123- Revises and reorganizes Code of Criminal Procedure articles and Revised Statutes relative to bail. Debbie gave an update on this bill.

District Reports

District 1

Johnny Crain, Jr. reported that they will meet next month. He also stated that he recently checked on Julian Dufreche who has been in the office a few times since his boating accident. He is in a wheelchair and having trouble walking and moving around but is doing a lot better and is still attending rehab.

District 2

Jon Gegenheimer reported they are scheduling a meeting in June.

District 3

Becky Patin reported that they have not have had a meeting.

District 4

Jeremy Evans reported that they will schedule a meeting in the near future.

District 5

Carol Jones reported that they have not held a meeting yet.

District 6

Randy Deshotel reported that they have not held a meeting.

District 7

Tammy Foster reported that they met this week by conference call.

District 8

Doug Welborn reported that they have not met but a meeting will be scheduled soon.

District 9

Lillian Richie reported that she sent out an email to her district members but at this point they have not met.

Other Business:

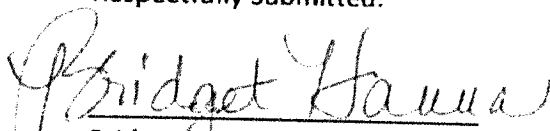
None

Comments by Board Members:


None

There being no further business, Steve Andrews moved to adjourn, seconded by Jim Martin. Motion passed without opposition.

Respectfully Submitted:


Bridget Hanna, Secretary

Approved:


David Dart, President