

## **APPROVED MINUTES**

### **LOUISIANA CLERKS OF COURT ASSOCIATION BOARD OF DIRECTORS MEETING WEDNESDAY, JULY 15, 2015 BOSSIER CITY, LOUISIANA 1:00 P.M.**

The Louisiana Clerks of Court Board of Directors meeting was held on the above date and called to order by President Holli Vining. Becky Patin gave the opening prayer and Julian Dufreche led the Pledge of Allegiance.

Secretary Bridget Hanna called roll and the following members were present: Holli Vining, David Dart, Richard Arceneaux, Steve Andrews, Bridget Hanna, Robin Hooter, Brian Lestage, Julian Dufreche, Becky Patin, Ann Johnson, Randy Deshotel, Tammy Foster, and Doug Welborn.

Also present: Debbie Hudnall, Connie Couvillon, Cindy Johnston, Louise Bond, Charlie Jagneaux, Frank Borne, and Greg Brown.

#### **Approval of Minutes:**

President Holli Vining stated that the minutes of May 20, 2015 need to be amended under the scholarships heading to change the name of the scholarship recipient to Max Perret. Randy Deshotel made motion to amend minutes as stated and approve the minutes of May 20, 2015. Motion seconded by Rick Arceneaux. Motion passed without opposition.

#### **Comments by President:**

No comments.

#### **Financial Reports:**

Treasurer Robin Hooter presented the financial reports for the period ending May 31, 2015. She reported the total current assets for the Association as \$390,404 with total assets of \$529,138 and total current liabilities of \$19,721. She also reported total capital of \$509,417 and total liabilities and capital of \$529,138. The Treasurer informed the board that the current fiscal year to date actual total revenues are \$575,570 and total expenses are \$569,763. Current fiscal year to date actual net income is \$5,807 compared to the current year to date budget loss of \$8,260. Motion made by Tammy Foster to receive financial reports, seconded by Doug Welborn. Motion passed without opposition.

#### **Board Reports:**

##### **LACCRMA**

Chairman Mark Graffeo reported that all was well with LACCRMA. A board meeting will be held in August at the Clerks Institute at which time 2-3 new members will be added to the board. He also stated that Clerks should have received their invoices for the next fiscal year.

### **LCRAA**

2nd Vice President Rick Arceneaux reported that collections remain steady. A meeting will be held next month with an update on the portal design. The board is anticipating that the statewide portal will be online by November. Antares is scheduled to have a conference call on Monday with Cott so that they can begin programming for the onboarding for the different parishes. The information needed to transmit data was recently received and Antares should be ready to receive information by the end of July. Livingston Parish will be the first test parish and there will be no costs to clerks for onboarding. Software and Services to be contacted by Antares shortly to begin their programming and East Baton Rouge and St. Tammany have already received their information to start programming.

### **Retirement & Relief Fund**

President Holli Vining reported that the board met this morning and approved a motion from investment committee chair Mark Graffeo, upon advice from Summit Strategies, to withdraw all investments with Mondrian. The \$16 million fund will be reallocated as \$4 million each to LSV and Vontobel, and \$8 million to William Blair. As William Blair is an international fund, transactions can only be made on the first of the month. There was a secondary motion approved to invest that \$8 million in a passive index fund in the interim.

Phineas Troy from Summit Strategies reported that the US economy is recovering and they have seen a drop in unemployment and starting to see some wage growth which has historically led to inflation and a rise in interest rates which would be another boost to our economy. He stated that Summit has no concerns over the performance of our individual money managers and recommends no further reallocation. President Vining further reported that our fund balance is \$534 million with a fiscal year return of 3.5%, three-year return of 11.64% and five-year return of 12%. Our actuary, Gary Curran, indicated that there is some cost pressure to our fund due to the low fiscal year returns but the deferred gains over the five year smoothing period may help us to maintain current rate. He identified our biggest impact to fund cost as coming from mortality rates due to a steep rise in life expectancy. He also said that since the board has held the current contribution rates rather than reducing them was also a good buffer against any negative impact. The board also heard from attorney Denise Akers. She told the board that notices will be sent out to advise members that those who are in a same-sex marriage can enroll their spouse as beneficiaries in the retirement system. Denise and the association are also exploring any other effects that same-sex marriages will have on retirement, changing forms etc. Our actuary indicated that he expects there could potentially be a small increase in cost to the system due to same sex marriages. Executive Director Debbie Hudnall informed the board that the retirement system online portal is almost ready and that testing should begin in about a month.

### **Supplemental Compensation Board**

Executive Director Debbie Hudnall reported that total revenue in the fund is \$1,400,000 and total disbursements are \$1,408,800 for a deficit of \$8800.

## **Committee Reports:**

### **2015 Conference Report**

Randy Deshotel reported that there are two checks still outstanding from the 2015 Conference with a \$1,979.88 balance remaining in the account. Executive Director Debbie Hudnall requested that a list of receipts and expenses for the conference be sent to the Association Office.

### **2016 Conference Report**

President Holli Vining advised that there were no updates at this time. The annual conference is to be held in New Orleans March 21-24 at the Astor Crowne Plaza.

### **Best Practices Guide Committees**

President Holli Vining reported that the committee is still working on best practices guides and will collect more information at the August institute. She also stated that a lot of progress was made on the marriage license guide but will now need to be reviewed because of legislative changes and the same sex marriage law.

### **Education Committee**

Tammy Foster informed the Board that the next institute will be held August 18-21 at the Golden Nugget in Lake Charles and that the room block is to be released July 28th. Tammy will contact Billie Tripp to add more rooms to the block if possible.

### **Strategic Planning**

President Holli Vining presented a slideshow to the board detailing information from the Executive Board's Strategic Planning Meeting held June 17-19 in Shreveport. Action items developed by the Board were as follows:

1. Funding for clerks offices
  - a. Legislation to increase birth certificate fee
  - b. Increasing the percentage for registry of the court
  - c. Seek state funding and grants from Law Enforcement Commission for criminal and traffic cases
  - d. Mortgage certificates - to continue to issue or not for financial institutions (send out survey to Clerks)
  - e. Jury threshold (for or against)
  - f. Jurisdictional amount for city courts
  - g. Child support cases (work with Judges to collect difference in state cases where clerks can only collect 66%)
  - h. Department of Revenue collections for civil court costs
  - i. CCRP324 cash bonds
2. Six year terms for Clerks
3. LCCRA legislation
4. Executive Director's Contract. President Vining has appointed a board to review and make recommendations
5. Best practices manuals with deadlines for marriage licenses and indices by June 2016 and others by December 2016
6. Amend law to make scanned images sufficient without microfilm backup

Other topics which were discussed:

Registrars of Voters legislation which failed but a resolution passed appointing a committee to review the office of the Registrar of Voters. Debbie has been appointed to this committee.

New Clerks orientation to be held in the spring of 2016.

President Vining stated that the Strategic Planning Meeting was productive and all items will be discussed at the Clerks meeting in December.

### **Executive Director Report:**

#### **Bricksome Building Update**

Debbie Hudnall reported that they are still working on installation of lights and the building will be placed back on the market after installation is complete.

#### **Legislation**

An update will be given at the August institute.

#### **Legislative Day**

A total of 59 clerks paid \$100 for a total collected of \$5900. The total cost of the event was \$7069 which leaves a deficit of \$1169. Debbie advised the Board that there was \$1030 left in the account from the first year that we hosted this event and \$545 from the second year so that will cover the deficit from this year. The cost this year was more because the event was catered. If we decide to continue to cater, Clerks may have to pay a little more in upcoming years.

#### **Supreme Court Ruling**

Debbie stated that she and many Clerks were bombarded during this time and that she was in constant contact with Sheri Morris and Vital Records. Debbie thanked all clerks for working together during this challenging time and the Board thanked Debbie for her diligence in keeping the Clerks informed.

#### **Enews letter**

Debbie stated that the Enews letter will be sent out about twice per month. She would like more retired Clerks to send in some information.

Debbie informed the board that Acadia Parish Clerk Robbie Barousse was being sued by a company from California. Sage Information Services requested online access to his records and he denied them access because he was not allowing out of state clients on-line access at this time. They also filed a public records request for all contracts issued for online access in the last 18 months, but he did not answer the public records request. Debbie stated that Robbie's attorney recommended that the Association attorney review the suit. After discussion it was decided that this issue should be handled by Mr. Barousse's attorney.

## **District Reports:**

### **District 1**

Julian Dufreche reported that they had a productive meeting and planned two additional work sessions for issues that they would like to discuss which will be held in the near future.

### **District 2**

Frank Borne reported that Jon Gegenheimer met with Orleans Criminal Clerk Arthur Morrell recently and they discussed sharing information between their two offices. He also stated that a man in a same sex marriage changed his name to his spouses name and that this can cause problems in the mortgage and conveyance records of the parish. The law will need to be amended to address this problem to include all names for indices.

### **District 3**

Becky Patin reported they had a district meeting last week and they discussed Robbie Barousse's lawsuit and GASB 45 and 68.

### **District 4**

No report

### **District 5**

Ann Johnson reported that a meeting was not held.

### **District 6**

Randy Deshotel reported that they had a great meeting, a lot of topics were discussed and they will have another meeting before the Clerks institute.

### **District 7**

Tammy Foster reported that the last time they met was in May and they will have another meeting soon.

### **District 8**

Doug Welborn stated that a meeting was not held but will be scheduled soon.

### **District 9**

No report.

**Other Business:**

Holli Vining told the Board that Assumption Clerk Darlene Landry asked if any office gives the Attorney General free online access. East Baton Rouge and Jefferson Parish both responded that they do and they have a cooperative endeavor agreement with them.

Brian Lestage discussed Judges liaison meeting that was held this week. He informed the board that they discussed standardized court minutes, pauper filings, efilings, child support cases and reporting in uniformity to the Supreme Court.

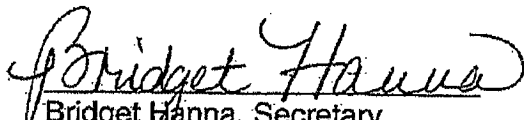
Judges were sincere and sympathetic and stated they would try to assist the Clerks. They also discussed the Judges forming Committees for standardized court minutes and for pauper filings. They also discussed joint training with Judges and Clerks. Frank Difulco with the Supreme Court was also present at the meeting. Debbie stated that the Supreme Court has \$800,000 to use for standardized court minutes. Debbie also reported that the Supreme Court has additional funding that can provide each clerks' office with three computers (\$1000 each) each, but they can be used for criminal matters only. Debbie said she would be getting something out on that in the near future.

**Comments by Board Members:**


Randy Deshotel asked about the talking points that were promised from our actuary concerning GASB 68. Holli Vining said that Mr. Curran was asked during the Retirement meeting and he said they had almost completed it. Debbie said she would follow up on the matter.

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

Respectfully Submitted:

  
Bridget Hanna, Secretary

Approved:

  
Holli Vining, President