

## **APPROVED MINUTES**

### **LOUISIANA CLERKS OF COURT ASSOCIATION BOARD OF DIRECTORS MEETING WEDNESDAY, MAY 20, 2015 BATON ROUGE, LOUISIANA 1:00 PM**

The Louisiana Clerks of Court Board of Directors Meeting was held on the above date and called to order by President Holli Vining. David Dart gave the opening prayer and Randy Deshotel 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, Jeremy Evans, Ann Johnson, Randy Deshotel, Tammy Foster, Doug Welborn, John Olivier, and Cliff Dressel.

Also present: Debbie Hudnall, Executive Director, Greg Brown, Chris Kershaw, and Frank Borne.

#### **Oaths of Office:**

President Holli Vining administered the oath of office to Jeremy Evans (4<sup>th</sup> District Member), Tammy Foster (7<sup>th</sup> District Member), and Cliff Dressel (Member-at-Large).

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

Motion was made by Cliff Dressel and seconded by Steve Andrews to accept and approve the minutes as presented. Motion passed without opposition.

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

President Holli Vining stated that the Legislative Day was nice in spite of bad weather. She reported that there were 30 legislators and 29 clerks present.

#### **Financial Reports:**

##### **Association**

Treasurer Robin Hooter presented the financial reports. She reported that as of April 30, 2015, the total current assets of the Association were \$400,240 with total assets of \$543,063. Total current liabilities are \$35,643. She also reported the total revenues year to date was \$526,951, total expenses of \$523,142 with a total net income of \$3,809. Doug Welborn made a motion that the financial report be received. Motion seconded by David Dart. Motion passed without opposition.

#### **2015-16 Budget Proposal:**

Executive Director Debbie Hudnall presented the proposed 2015-2016 budget to the Board. She gave some information on the budget to the new Board members. Debbie stated that the Retirement Fund owns the building on Jefferson Hwy. and the Association owns the building on Bricksome Ave. She further explained that the majority of the work that is performed at the Association is for retirement with a small

portion for the insurance fund and that both funds reimburse the Association for expenses. The expected amount of reimbursements for the proposed budget is \$55,200 for the insurance fund and \$330,000 for the retirement fund. Other expected receipts included on the proposed budget are as follows: \$200,000 for dues (at 2%), \$1,500 for interest, \$10,000 in institute receipts, \$500 in certification receipts, \$6,000 for Legislative Day, \$10,000 in sponsorships, \$6,000 from Workmen's Compensation Insurance and \$60,000 from LCRAA. Debbie explained that four money managers per year contribute up \$15K which is used at Christmas and for other events held during the year. LACCRMA puts up a sponsorship and Hunt Insurance puts up a sponsorship. A new source of income is the Workmen's Comp Insurance which some Clerks have joined and LCRAA also pays the Association for expenses for work performed. Debbie further reported that the majority of the expenditures are staying the same on the proposed budget with the largest difference being in employee's payroll. At this time Debbie presented a handout with a proposed salary increase for employees of the Association. She stated that the previous Board of Directors recommended that a pay increase for the Association employees be included in the 2015-16 budget. Debbie also gave the Board salary examples of some retirement system employees for other governmental entities.

Proposed salaries for the Association employees are as follows:

Chris Kershaw - Current annual salary \$70,191.60 Proposed annual salary \$74,400.00

Evie Dodge (part-time) Current annual salary \$28,565.28 Proposed annual salary \$31,200.00

Angela Gaines – Current annual salary \$35,095.68 Proposed annual salary \$38,400.00

Dagmar Hebert – Current annual salary \$34,320.00 Proposed annual salary \$43,200.00

Discussion held on proposed salary increases and benefits that are currently being paid to Association employees.

Julian Dufreche made motion to accept salaries proposed as presented for Evie Dodge, Angela Gaines and Dagmar Hebert and to set an annual salary for Chris Kershaw of \$80,000. Motion seconded by Becky Patin. Motion passed without opposition.

Rick Arceneaux made a motion that the proposed budget be accepted with an amendment to add \$5,600 plus additional cost to cover Chris' salary. Motion seconded by Robin Hooter. Motion passed without opposition.

### **Audit Proposals :** **Association**

Debbie Hudnall presented a proposal letter from Duplantier, Hrapmann, Hogan & Maher, L.L.P. to perform the Association audit for the year ending June 30, 2015. The estimated fees for their services will range from \$5,950 to \$6,225. Motion made by Julian Dufreche and seconded by Doug Welborn to approve the proposal. Motion passed without opposition.

### **Supplemental**

Debbie also presented a proposal from Duplantier, Hrapmann, Hogan & Maher, L.L.P. for audit services for the Clerks Supplemental Fund at their standard hourly rate with the agreement that the gross fee will not exceed \$4,800.00. Motion made by Rick Arceneaux and seconded by Ann Johnson that this proposal be approved. Motion passed without opposition.

### **Board Reports:**

#### **LACCRMA**

1<sup>st</sup> Vice-President David Dart reported that the Board met by teleconference a few weeks ago and that they are in the process of getting a liability insurance coverage quote for a few additional items including a quote on an increase of the employers liability limit that we presently have which includes cost of litigation. He also reported that we should not have an increase on renewals. David stated that he also requested a quote for liability for an employee using their vehicle while working or running errands for the office while on Clerk's time ("non-owned" auto coverage for employees). He stated that the next meeting will be held in August.

#### **LCRAA**

2nd Vice-President Rick Arceneaux reported that the Board met on May 12<sup>th</sup> and a contract with Antares has been signed to develop and build a portal. The Board also voted to put aside 20% of LCRAA monies for grants for participating Clerks. Rick also reported that a lot of work has been completed on the grant applications and grants are to be done on a quarterly basis. A kick off meeting with LCRAA IT members and Antares will be held May 21<sup>st</sup> and participating clerks will be contacted soon. They will also be negotiating with vendors of software companies for changes that need to be made to software for the Clerks.

#### **Retirement & Relief Fund**

President Holli Vining reported that the Board met this morning and approved the budget for fiscal year 2015-2016. They will be increasing reimbursement to the Association by \$30,000.00 for the coming fiscal year. A proposal for an audit from Duplantier, Hrapmann, Hogan & Maher, L.L.P. and a proposal from Gary Curran was approved with no increase in fees. The GASB report was presented to the Retirement Board by Michelle Cunningham. These figures will be available on the Clerks website and the Legislative Auditors website in the future. The President also stated that Gary Curran & Michelle Cunningham said they had not received any concerns from other entities about GASB 68 reporting requirements but would present some talking points for Clerks concerning this matter. Summit Strategies gave a report and they expect interest rates to continue to rise slowly. Our fund balance is presently \$532 million as of April 30, 2015. At the end of April the rate of return was 4.1% and they expect to add another percent in May.

#### **Supplemental Compensation Board**

Executive Director Debbie Hudnall reported that the total current assets as of April 30, 2015 were \$91,715 and the total liabilities and capital were \$212,479. Total revenues year to date are \$1,163,997 with expenses of \$1,174,200 leaving a deficit of \$10,203. She stated that April was a good month and hopefully May and June will also be good in order to make up the deficit.

## **Committee Reports:**

### **2015 Conference Report**

Randy Deshotel reported that there are still a few outstanding bills but will probably end up with a little less than \$1,000 in the bank.

### **2016 Conference Report**

Holli Vining reported that the 2016 Conference will be held March 21<sup>st</sup>-24<sup>th</sup> in New Orleans with Clerks only arriving on Monday and with the conference ending on Thursday with the President's breakfast. A contract has been signed with the Astor Crown Plaza Hotel.

### **Best Practices Guide Committees**

Holli Vining reported that progress has been made on the Marriage license guide.

### **Education Committee**

Tammy Foster reported that the committee met yesterday and the next institute will be held August 18-21 at the Golden Nugget in Lake Charles. The institute in February will be held in Baton Rouge February 16-19, 2016 at the Embassy Suites. Tammy also stated that some Clerks at the December meeting talked about having State gubernatorial candidates speak at the next institute. A discussion was held on this subject and it was decided that we would not invite the state gubernatorial candidates to the institute.

## **Executive Director Report :**

### **Bricksome Building Update**

Debbie Hudnall reported that the Bricksome Building is still on the market and improvements are almost complete.

### **Legislation**

Debbie gave a bill status report on legislation that is being tracked by the Clerks in this year's session and stated that a complete legislative update will be given at the institute in August.

### **Legislative Day**

Debbie thanked Doug Welborn and his staff for all of their help. Debbie stated Marty Chabert did not charge any gratuity but she suggested that we tip him \$500. Motion made by David Dart to include a gratuity of \$500 and send a letter of appreciation from the Clerks, seconded by Brian Lestage. Motion carried without opposition.

### **Scholarship**

One scholarship was given this year and a thank you letter from the recipient, Max Perret, was presented to the Board.

### **District Reports**

#### **District One**

Julian Dufreche stated that the next meeting will be held on either June 8<sup>th</sup> or 9<sup>th</sup>.

#### **District Two**

No report given

#### **District Three**

Becky Patin reported that no meeting was held.

#### **District Four**

Jeremy Evans reported that they have not met but a meeting will be held within the next month.

#### **District Five**

Ann Johnson reported that no meeting was held.

#### **District Six**

Randy Deshotel reported that no meeting was held.

#### **District Seven**

Tammy Foster reported that District Seven met on May 7<sup>th</sup> with 100% attendance and various items were discussed.

#### **District Eight**

Doug Welborn reported that no meeting was held.

#### **District Nine**

John Olivier reported that no meeting was held.

### **Other Business**

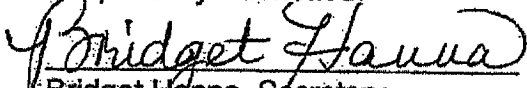
None

### **Comments by Board Members:**

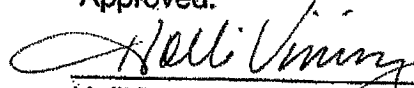
The President stated that the next board meeting will be held in Bossier City on July 15<sup>th</sup> at the Margaritaville Hotel.

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

Respectfully Submitted:

  
Bridget Hanna, Secretary

Approved:

  
Holli Vining, President