

**APPROVED MINUTES
LOUISIANA CLERKS OF COURT ASSOCIATION
BOARD OF DIRECTORS
WEDNESDAY, JULY 30, 2014
1:00 PM
BOSSIER CITY, LA**

The Louisiana Clerks of Court meeting held on the above date was called to order by President Diane Meaux Broussard. Dot Lundin gave the opening prayer and Rick Arceneaux led the Pledge of Allegiance. The following members present: Diane Meaux Broussard, Carl Broussard, Holli Vining, David Dart, Dodi Eubanks, Mark Graffeo, Richard Arceneaux, Tammy Foster, Julian Dufreche, Dot Lundin, Cindy Johnston, Ann Johnson, Steve Andrews, Doug Welborn, John Olivier. Also, present: Debbie Hudnall, Executive Director, Darlene Landry, Louise Bond, Connie Couvillon, Gary Loftin, Greg Brown and Karen Culbertson.

Approval of Minutes

Rick Arceneaux moved that the minutes of the Board of Directors meeting held on May 21, 2014, be approved. Cindy Johnston seconded. **MOTION CARRIED.**

Comments by President

President Diane Meaux Broussard welcomed everyone and announced that she just returned from IACREOT. Also, she announced that Debbie Hudnall was asked to serve as an advisor to the President of IACREOT.

Financial Reports

Treasurer Mark Graffeo presented the Association balance sheet of June 30, 2014, with total current assets of \$336,610. Mark presented the Association Income Statement comparing the actual current year to date being \$571,177 to the budget year to date amount of \$575,900. He stated the difference was partly because of no conference receipts. Also, he compared the current year to date total expenses being \$619,795 to the budget amount of \$638,573. Mark commented on the net loss of \$8,616 compared to the budgeted loss of \$62,673. Debbie stated that the money from the conferences is handled in a separate account and the net profit from the 2014 Conference was approximately \$19,000. There was discussion of the Board budgeting deficits and because the surplus had been dwindling, deficit budgeting may have to change next year. It was also discussed that the Association has expended funds on behalf of LCRAA that they hoped to recoup. It was also discussed that the By-Laws provided for 3% dues and that dues had been reduced to 2% for the past 7 years. Tammy Foster made a motion to accept and Holli Vining seconded. **MOTION CARRIED.**

BOARD REPORTS

LACCRMA

Treasurer Mark Graffeo stated a conference call was conducted concerning claims and housekeeping issues, including the updating of some forms. A board meeting is scheduled for the August Institute.

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RETIREMENT

President Diane Meaux Broussard reported the retirement fund was doing great. Debbie stated that the fiscal year ended with a 17.8% rate of return. The Fund has total assets of \$518 million dollars, with a net profit of \$76 million dollars as of June 30th. The board also discussed the new contribution forms that were sent out. Debbie stated that the reason for the new forms were because of the new DROP policy regarding employees working more than an average of 20 hours per week. Darlene asked when these became effective. Diane stated July 1st.

Supplemental Compensation Board

Debbie stated the supplemental compensation fund was doing really good this year. The fund had a positive fund balance this year. The Clerks will receive a \$50.00 increase in their supplemental checks, which also increases the expense allowance. This increase will be reflected in the checks that are mailed in August for the July 2014 report.

Every District Clerk is allowed to take the car allowance effective on August 1, 2014, which is considered taxable income. Dodi Eubanks asked what the 15% included. Debbie stated that it is your salary which includes your base pay, supplemental pay, certification and expense for retirement purposes. Each clerk needs to look at their individual situation and discuss it with their CPA.

Committee Reports

2015 Conference Report

Diane Meaux Broussard reported on the upcoming 2015 conference stating that everything is on target. She asked for everyone to send as many deputies as possible.

Best Practices Guide Committees

Diane Meaux Broussard reported that it is moving forward and should be out soon.

Education Committee

Tammy Foster reported that the next Institute is in August 12-15 at the Lafayette Hilton with a great agenda. Also, the Institute in February 24-27 is at the Embassy Suites in Baton Rouge which has recently been remodeled.

LCRAA

Diane Broussard stated that 22 clerks signed up for the portal. Debbie stated that new participation agreements had been sent out to all Clerks. She has been receiving great positive responses. She further stated that in order to begin collecting the \$5.00 fee, everyone must sign the agreement and submit it to the Association office by August 5th. Those who sign up will be allowed to vote for the LCRAA Board at the August Institute. Those participating have the

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option to terminate the agreement up to 15 days prior to the portal's go-live date. After that time, you must stay for the entire year. Discussions were made of different scenarios of the portal. Gary Loftin asked if the LISA committee will still be a committee after the LCRAA Board is formed. Debbie stated she would like to see the committee remain in effect. Gary asked if a conference call can be made instead of his presence at a meeting. Debbie stated that no proxies can be allowed nor can attendance by conference call be allowed during LCRAA board meetings. Julian Dufreche stated that at their district meeting they discussed that more Clerks need to get involved in the committees. Diane stated that she agreed with this and asked for the district to get with their members and ask them to get more involved. Julian stated that their district would like to see someone from each part of the State to get involved. Cindy Johnston asked if the LCRAA board meetings would be held in Baton Rouge. Debbie said that will be something the Board will decide.

Debbie presented an article on "Identity theft a risk at clerk of court" and cautioned the Clerks to be careful. Discussions were made concerning the walk-ins being made available without some sort of identity requirements. Dodi Eubanks stated maybe the Clerks need to form an Identity Theft Committee. Discussions were made regarding the redaction laws and what software is available. Further, lengthy discussions were made regarding the LCRAA portal and the participation agreement. Debbie stated the Clerks that have signed the participation agreement will vote by ballot on August 14th to elect the Board Members. Also, any Clerk can submit a name to be included on the ballot.

Executive Director Report

Bricksome Building Update

Debbie reported that at the last board meeting it was discussed about possibly renting the old Association office and she called the realtor. The insurance is requiring us to do some repairs. The Condo Association is in process of obtaining bids for repairs which has been a slow process. The minimum bid for vinyl siding was \$50,000 and for hardy board it was \$70,000. This will be divided by 10 condominiums and the Clerks Association owns 2 of the condos. One of the owners will not agree to do the repairs so the other owners will have to sue to collect those fees. Nine of the unit owners will have to pay for repairs up front. Debbie requested to be allowed to authorize this expense. Julian Dufreche made a motion to authorize Debbie to spend up to \$20,000. Doug Welborn seconded. **MOTION CARRIED.**

Legislation

Debbie reported that she had contacted the Supreme Court regarding Act 405 on the traffic collection reporting and they informed her not to be concerned about collection \$0.50 on criminal court cost. Debbie stated that successions are not considered family matters. Family matters are divorce, custody, child support, adoptions, etc. John stated that this is not cut and dry. Debbie stated that expungements will be addressed at the August Institute. The forms are

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available on the Association website and the fees are non-refundable. She stated that when the fees are waived a certificate by the D.A. has to be submitted to the Clerk at the time of filing.

District Reports

District One

Julian Dufreche stated he already reported.

District Two

Dot Lundin reported no meeting was held.

District Three

Diane Meaux Broussard stated their representative, Brian Lestage, was not present today but the district did meet and all but 2 members were present.

District Four

Cindy Johnston reported that their members met in Bossier City and discussions were made regarding the portal on which the district is split. Also discussed were the new Supreme Court forms that some Clerks were not going to submit.

District Five

Ann Johnson reported that she had nothing to report.

District Six

Lanell Landry not present.

District Seven

Steve Andrews reported that they had a good meeting and discussed the portal, expungements and Act 405. Steve stated their district is 100% on the portal.

District Eight

David Dart reported that they had positive meeting regarding the LCRAA portal.

District Nine

John Olivier reported on Act 405. He stated they were going to send the new forms to the Court of Appeal.

Other Business/Comments by Board Members

Debbie stated that she has been invited to meet with the Judicial Administrator next Tuesday.


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Darlene Landry discussed Act 600 in reference to criminal appeals. Connie Couvillon discussed Ancestry.com. Some Clerks have signed the agreement from Ancestry.com and some did not.

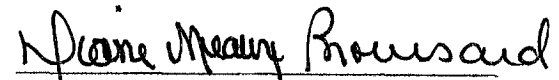
Julian Dufreche made a motion to adjourn and Rick Arceneaux seconded. **MOTION CARRIED.**

MEETING ADJOURNED.

RESPECTFULLY SUBMITTED:


Dodi Eubanks, Secretary

APPROVED:


Diane Meaux Broussard, President