

**APPROVED MINUTES
LOUISIANA CLERKS OF COURT ASSOCIATION
BOARD OF DIRECTORS
WEDNESDAY, MAY 21, 2014
1:00 PM
BATON ROUGE, LA**

The Louisiana Clerks of Court meeting was held on the above date and was called to order by President Diane Meaux Broussard. Steve Andrews gave the opening prayer and Brian Lestage led the Pledge of Allegiance. The following members were present: Diane Meaux Broussard, Carl Broussard, Holli Vining, David Dart, Dodi Eubanks, Mark Graffeo, Richard Arceneaux, Jeremy Evans, Tammy Foster, Julian Dufreche, Dot Lundin, Brian Lestage, Cynthia Johnston, Ann Johnson, Lanell Landry, Steve Andrews, Doug Welborn, John Olivier and Cliff Dressel. Also, present: Debbie Hudnall, Executive Director, Darlene Landry, Gary Loftin, Greg Brown and Chris Kershaw.

APPROVAL OF MINUTES

Cliff Dressel moved that the minutes of the meeting held on March 11, 2014, be approved. Cindy Johnston seconded. MOTION CARRIED.

OATHS OF OFFICE

Oaths of Office were administered by President Diane Meaux Broussard as follows: Dodi Eubanks-Secretary; Jeremy Evans-Parliamentarian; Julian Dufreche-1st District Member; Doug Welborn-8th District Member; John Olivier-9th District Member.

COMMENTS BY PRESIDENT

President Diane Meaux Broussard commented on her upcoming year as President and thanked everyone for the opportunity to serve as President. President Broussard announced the upcoming dates and events.

FINANCIAL REPORTS

Association - Treasurer Mark Graffeo presented the Association Balance Sheet as of April 30, 2014, with total current assets of \$367,752 and accounts receivable miscellaneous of \$13,025, which was for the state wide portal. Mark presented the net income/loss of (\$40,663) which was budgeted and not unexpected. Further, Mark presented the Association Income Statement for April 2014. As of April 2014, total current year to date actual total revenues of \$472,659 and current year to actual budget \$472,583, which is right on track. Also, current year to date actual net income loss of (\$40,663) and current year to date budget net income loss of (\$52,665) and current annual budget net income loss (\$69,798). Mark stated that this was very close to the projection. Tammy Foster made a motion to accept the financial reports as presented. Rick Arceneaux seconded. MOTION CARRIED.

2015 Budget (Exhibit A)

Treasurer Mark Graffeo first presented a proposed Amended budget for the fiscal year ending 2014. The proposed changes increased total revenue by \$5,000 due to revenue from the Workers Compensation program. The proposed changes also included an increase in total expenses of \$7,875 with a proposed net loss of \$36,473. David Dart made a motion to accept the amended 2014 budget and Cliff Dressel seconded. MOTION CARRIED.

Treasurer Graffeo then presented a proposed 2015 budget. Debbie pointed out that it included an estimated 5% administrative fee from LCRAA, subject to approval of the LCRAA Board. Mark also pointed out the increase in the lobbyist fee from \$33,000 to \$45,000. The proposed budget also included a 4% salary increase for full-time employees and a 2% increase for part-time employees. The proposed budget contains total revenue of \$628,400 and total expenses of \$627,600 with a net income of \$800. Julian Dufreche moved to approve the 2015 budget. Motion seconded by David Dart. MOTION CARRIED.

BOARD REPORTS

LACCRMA

Treasurer Mark Graffeo stated that a meeting is scheduled for the August Institute. The Board is working toward proposed guidelines to be implemented.

RETIREMENT

Debbie reported as of April 30 2014, the Fund balance is approximately \$500 million with a return rate of 13.23% for the fiscal year. She reported net income of \$56.7 million as of March 30, 2014. Debbie stated that the Investment Committee recommended and the Board approved to reallocate tips back to the funds of Core Plus Allocation and add Cureless Tactical Bond as company to the fund and add States Streets Barkley's Ag Passage Strategy back to the portfolio.

GASB 67 & 68 were discussed. Debbie stated that GASB 67 is dealing with retirement fund alone. GASB 68 is dealing with slicing the liabilities of the retirement fund to be included in each employer's financial statement. GASB 67 is included now in our actuary report. As employers, it will be included in the 2015 financial statements. Debbie further explained that GASB 45 is the insurance liability on employer's financial statement and there will also be a line item of GASB 68 to include on employer financial statements. One of the requirements from our auditor is that employer's payroll has to be audited. Debbie explained that certain percentages that are cumulative will be

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calculated and only three employers will have to be audited for this fiscal year, which are St. Tammany, Supreme Court and Criminal Court of Orleans. She also reported that the Retirement Board adopted a new DROP policy and new forms will be sent out. Debbie explained the definition of an employee is someone that works more than an average of 20 hours per week and explained the new reporting forms. The new policy will not allow the funds to be deposited in the DROP account if an employee works less than an average of 20 hours per week. Discussions were made on the requirements of health insurance verses retirement. Debbie stated that the reporting period will be for the month of contribution.

Supplemental Compensation Board

Treasurer Mark Graffeo reported that as of April 30, 2014, the Supplemental Fund had total assets of \$199,953 with net income for the year of \$38,073. The fund has taken in more than what is being paid.

Committee Reports

2014 Conference Report

Debbie reported on the 2014 conference stating there were 41 clerks, 110 deputies, 50 spouses/guests, 8 retired clerks, 14 vendors, 18 sponsors, 2 guests and 2 staff with a total 245 people in attendance. Debbie reported total revenue \$104,005 with total expenses of \$84,518 resulting in a net profit of about \$19,000.

2015 Conference Report

Diane Meaux Broussard reported on the upcoming 2015 conference stating that everything is on target. She stated her goal is 400 attendees.

Best Practices Guide Committees

Diane Meaux Broussard reported that we are moving forward with this and should have this out soon.

Education Committee

Tammy Foster reported that the next institute is on August 12 -15, at Lafayette Hilton with a great agenda.

E-UCC Committee

Dodi Eubanks reported there was nothing new on this. The board was polled to see who was using the new system and only a few filings were utilized.

MERS

Debbie Hudnall reported that there was nothing new on the MERS Litigation.

Executive Director Report

Debbie Hudnall presented the 2014 Association audit proposal from Duplantier, Hrapmann, Hogan & Maher with a fee ranging between \$5,400 and \$5,720. Cliff Dressel made a motion to accept. Jeremy Evans seconded and MOTION CARRIED. Debbie also presented the Supplemental Audit proposal. The proposal is a couple hundred dollars more than the previous year. Lanell Landry made a motion to accept the Supplemental Audit Proposal. Tammy Foster seconded. MOTION CARRIED.

Bricksome Building Update

Debbie reported that no inquiries on purchasing have been made on the building. There are exterior repairs required for the condo association insurance renewal. Debbie stated that this is great news. Discussion was made on the progress of the sale and possible rental of the building. Julian Dufreche made a motion to allow rental of the building and to allow Debbie to negotiate the rental agreement. Jeremy Evans seconded. Mark Graffeo opposed. MOTION CARRIED.

Legislation

Debbie reported on the legislative updates. Debbie stated the expungement bill had passed and will now be filed in the criminal records and allowing a \$200 fee. Debbie stated that the marriage ceremony bill was attempted to be amended. The birth certificate bill was pulled. The LCRAA bill has passed without opposition in the Senate Committee, but had been amended on the Senate floor. The amendment would be rejected by the author. Lengthy discussions were made on this bill. She reported on SB 111 which is the electronic means relative to exhibits in civil matters. She reported on SB 193 which is an increase in the compensation of deputy parish custodians of voting machines and this bill is dead. Debbie stated there are other bills that affect the Clerks' offices and those will be explained at the upcoming Clerks Institute.

DISTRICT REPORTS

District One

Julian Dufreche reported no meeting was held but will report by next board meeting

District Two

Dot Lundin reported no meeting was held.

District Three

Brian Lestage reported that the clerks opposed the building fee for the court of appeal. Also, the 2015 convention was discussed.

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District Four

Cindy Johnston reported that no meeting was held.

District Five

Ann Johnson reported that she had nothing to report.

District Six

Lanell Landry reported that she had nothing to report.

District Seven

Steve Andrews reported that they discussed the state portal and six out of seven were present. The ones that were present stated they were going to sign on with the portal.

District Eight

David Dart reported for Doug Welborn that the district members all had telephone correspondence.

District Nine

John Olivier reported that he had nothing to report.

Other Business


Debbie Hudnall announced that the Clerks are honoring Hart Bourque tomorrow at the Capital for 50 years of service. Everyone is invited to attend.

Cliff Dressel made a motion to adjourn and Rick Arceneaux seconded. MOTION CARRIED.

MEETING ADJOURNED.

Respectfully submitted,

APPROVED:


Dodi Eubanks, Secretary


Diane Meaux Broussard, President

EXHIBIT A

CLERKS OF COURT ASSOCIATION									
PROPOSED 2014/2015 ANNUAL BUDGET									
EFFECTIVE JULY 1, 2014									
	7/1/2013	Proposed	6/30/2013	7/1/2014					
	Original	Proposed	Proposed	Proposed					
	Actual	Budget	Amended	Budget					
	Budget	Adjustments	Budget	Budget	Allocated	Association	Insurance	Retirement	
	2013-2014	2013-2014	2013-2014	2014-2015	Expenses				
RECEIPTS:									
Dues @ 2%	189,000.00		\$189,000.00	\$195,000.00		\$195,000.00			
Interest	1,500.00		1,500.00	1,500.00		1,500.00			
Reimbursements:									
Insurance - \$4200/mo	50,400.00		\$50,400.00	50,400.00			50,400.00		
Retirement - \$25,000/mo	300,000.00		\$300,000.00	300,000.00				300,000.00	
Convention Receipts	3,000.00		\$3,000.00	0.00		0.00			
Institute Receipts	8,000.00		\$8,000.00	8,000.00		8,000.00			
Certification Receipts	500.00		\$500.00	500.00		500.00			
Meeting Receipts	0.00		\$0.00	0.00		0.00			
Other Income - Legislative Day	6,000.00		\$6,000.00	6,000.00		6,000.00			
Other Income - Sponsorships	12,000.00	(1,000.00)	\$11,000.00	11,000.00		11,000.00			
Other Income - W/C Ins	0.00	6,000.00	\$6,000.00	6,000.00		6,000.00			
Other Income - LCCRA	0.00	0.00	\$0.00	50,000.00		50,000.00			
Scholarship Receipts	500.00		\$500.00	0.00		0.00			
Total Receipts	570,900.00	\$5,000.00	\$575,900.00	\$628,400.00		\$278,000.00	\$50,400.00	\$300,000.00	
EXPENSES:									
Audit	6,000.00		\$6,000.00	\$6,000.00		\$6,000.00			
Attorney's Fee	5,000.00		5,000.00	5,000.00		5,000.00			
Bank Charges		1,750.00	1,750.00	1,800.00		1,800.00			
Board Per Diem	11,000.00	(2,000.00)	9,000.00	10,000.00		10,000.00			
Board Secretary Fee	1,250.00		1,250.00	1,250.00		1,250.00			
Bonds & Insurance	18,000.00		18,000.00	13,000.00		\$13,000.00			
Books & Publications	1,000.00		1,000.00	1,000.00		1,000.00			
Certification	500.00	(500.00)	0.00	0.00		0.00			
Condo Fee	6,275.00	(1,675.00)	4,600.00	2,400.00		2,400.00			
Contingency	5,000.00		5,000.00	5,000.00		5,000.00			
Convention	3,000.00		3,000.00	0.00		0.00			
Equipment Rental	6,000.00	500.00	6,500.00	7,000.00	7,000.00	1,400.00	700.00	4,900.00	
Exec. Director Contract	170,000.00		170,000.00	170,000.00	170,000.00	68,000.00	17,000.00	85,000.00	
IACREOT	2,500.00		2,500.00	3,000.00		3,000.00			
Institute	2,500.00	(1,900.00)	600.00	1,500.00		1,500.00			
Insurance - Retirees	8,600.00	(1,800.00)	6,800.00	7,500.00	7,500.00	1,500.00	750.00	5,250.00	
Janitorial	6,000.00		6,000.00	7,000.00	7,000.00	1,400.00	700.00	4,900.00	
Legislative Meeting	1,200.00		1,200.00	1,500.00	1,500.00	1,200.00		300.00	
Legislative Day	6,000.00		6,000.00	6,000.00		6,000.00			
Maintenance Building	7,500.00	(2,500.00)	5,000.00	5,000.00		5,000.00			
Maintenance Computer	10,000.00	1,000.00	11,000.00	10,000.00	10,000.00	2,000.00	1,000.00	7,000.00	
Meeting Expense	15,000.00	5,000.00	20,000.00	25,000.00		25,000.00			
Membership Dues	750.00		750.00	750.00		750.00			
Miscellaneous	500.00		500.00	500.00		500.00			
Office Equipment	3,000.00		3,000.00	3,600.00	3,600.00	720.00	360.00	2,520.00	
Office Supplies	5,000.00		5,000.00	6,000.00	6,000.00	1,200.00	600.00	4,200.00	
Other Prof. Fees	33,000.00	5,000.00	38,000.00	45,000.00		45,000.00			
Postage	3,000.00		3,000.00	3,000.00	3,000.00	600.00	300.00	2,100.00	
Scholarships	500.00		500.00	500.00		500.00			
Seminar and Travel	1,100.00		1,100.00	1,100.00		1,100.00			
Salary Expense and Related Costs	250,423.00	4,800.00	255,223.00	263,000.00	263,000.00	52,600.00	26,300.00	184,100.00	
Storage Rental	900.00		900.00	700.00	700.00	140.00	70.00	490.00	
Telephone	6,000.00	1,200.00	7,200.00	7,500.00	7,500.00	1,500.00	750.00	5,250.00	
Utilities (Elec, Teleph., Water)	8,000.00	(1,000.00)	7,000.00	7,000.00	7,000.00	1,330.00	770.00	4,900.00	
Total Expenses	604,498.00	\$7,875.00	\$612,373.00	\$627,600.00	\$493,800.00	\$267,390.00	\$49,300.00	\$310,910.00	
Net Income (Loss) before depreciation	(33,598.00)	(2,875.00)	(36,473.00)	800.00		\$10,610.00	\$1,100.00	(\$10,910.00)	
Depreciation Expense (non-cash)	16,000.00	(10,000.00)	6,000.00	\$0.00					
Rent (non-cash)	20,200.00		20,200.00	0.00					
Net Income (Loss)	(\$69,798.00)	\$7,125.00	(\$62,673.00)	\$800.00					
						20%	10%	70%	