

APPROVED MINUTES

LOUISIANA CLERKS OF COURT ASSOCIATION

BOARD OF DIRECTORS MEETING

WEDNESDAY, MARCH 27, 2013

1:00 PM

BATON ROUGE, LA

The Board of Directors of the Louisiana Clerks of Court Association met on the above date at L'Auberge Hotel in Baton Rouge, LA.

The following members were present: Lynn Jones, President, Tammy Foster, Diane Meaux Broussard, Carl Broussard, David Dart, Rick Arceneaux, Mark Graffeo, Julian Dufreche, Theresa Robichaux, Brian Lestage, Cindy Johnston, Ann Johnson, Lanell Landry, Steve Andrews, Cliff Dressel, John Olivier, Darlene Landry and Debbie Hudnall, Executive Director.

The following guests were present: Dot Lundin, Bill Hodge, Jeremy Evans, Frank Borne, and Chris Kershaw.

The meeting was called to order by President Lynn Jones. Diane Meaux Broussard gave the opening prayer and Rick Arceneaux led the Pledge of Allegiance.

APPROVAL OF MINUTES

Motion by Mark Graffeo, duly seconded by Carl Broussard, that the minutes of November 28, 2012 be approved as presented. MOTION CARRIED.

COMMENTS BY PRESIDENT

President Jones remarked that this was his final board meeting and that it had been an honor to serve as President of a great Association. He said he had enjoyed working with Debbie and the Association staff. President Jones then asked Mark Graffeo, Jeremy Evans, Lanell Landry, and Debbie to read quotes chosen by Cliff Dressel.

President Jones then gave his final quote:

A conclusion is simply the place where someone got tired of thinking.

FINANCIAL REPORTS (reports on file in office)

Debbie Hudnall, in the absence of Treasurer Jim Martin, presented the Financial Reports of the Association. The Balance Sheet ending February 2013 showed Total Assets of \$612,192 and a Net Loss of (\$10,045). The Income Statement for the eight months ending February 28, 2013 showed Current Month Revenues of \$46,316 and Expenses of \$46,732 for a Net Loss of (\$416). John Olivier raised a question about the decrease in Total Net Assets. Debbie explained that

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the Board had intentionally budgeted for a loss. Mark Graffeo added that because all the dues are collected in advance, that each month deferred revenue decreases because a portion of those dues are then recognized as income.

Motion by Cliff Dressel, duly seconded by John Olivier, that the Financial Reports for the Association be received and, with no objections, MOTION CARRIED.

BOARD REPORTS

LACCRMA - Mark Graffeo reported that LACCRMA welcomed Dot Lundin as a new member at the November meeting. As of December 31, 2012, Total Assets were \$2 million with approximately \$1.7 million of assets invested in securities to guard from future losses. That portfolio is now being managed Capital One Bank and is monitored by Chris Kershaw in the Association office. Mark reported there are 12 claims that are currently open and that 9 are errors & omissions claims and 3 are employment practices claims. There has been \$47,000 incurred in expenses so far on these claims and an additional \$67,000 has been added to the reserves to cover future claim expenses. Mark reported there have been no premium increases over the last few years, the Plan continues to do well, and the Board will continue to monitor the Fund.

RETIREMENT AND RELIEF FUND - President Jones reported that the Retirement Fund had a net income of approximately \$48 million since July with total Assets as of February 23, 2013 of \$438 million. The Fund had a 12.35% rate of return for the fiscal year as of February 28th. Summit Strategies forecasts a good year, but they do not recommend the Board assume any additional risk. President Jones reported that Actuary Gary Curran had given an overview of proposed Retirement Legislation. He reported that the Board had officially gone on record opposing HB 60 and 61, which provided for a divided benefit and the other prohibited retirees of one government system joining any other government retirement system. President Jones also reported that Connie Stevens with Great West Financial Services had given a presentation on the services they provide for the Self-directed DROP funds and also submitted a proposal for an additional investment option for the Self-directed plan. He reported the Board voted to allow Great West Secure Foundation Option to be added to the currently offered options for those members who are in the DROP investing period. Debbie reported that the Board had also approved the actuarially required Employer Contribution Rate of 18.5% effective July 1, 2013.

SUPPLEMENTAL COMPENSATION BOARD - Debbie reported that the Supplemental Fund continues to break even. She said the number of suits continues to fluctuate and the Board members continue to monitor the fund. Debbie presented the proposal for the Supplemental Audit with Duplantier, Hrampmann, Hogan and Maher for \$4,200 which is the same rate as the

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prior year. Cliff Dressel moved that the proposal be accepted. Motion seconded by Julian Dufreche. **MOTION CARRIED**

COMMITTEE REPORTS

2013 CONFERENCE REPORT – Debbie reported for Tom Sullivan that the conference will be a Western theme. Registration numbers are: 50 Clerks, 24 Clerks' Spouse/Guest, 117 Deputies, 15 Deputy's spouse/guest, 7 retired Clerks, 6 retired Clerks' spouse/guest and 22 vendors.

EDUCATION COMMITTEE – Tammy Foster reported on the February Institute. There were 177 attendees. There was \$42,860 in revenue and expenses were \$36,748 resulting in a profit of \$6,121. Lynn Jones commented on Former Governor Edwin Edwards' speech and his successful book signing.

LISA – President Jones reported that the technology committee met to review strategies. Charlie Jagneaux has suggested in starting small perhaps with traffic tickets. He said that Scott Slick had agreed to put up some funds to integrate traffic ticket information and possible integration with the other entities involved. This could be the first step in moving forward. Debbie commented that Charlie would ask Scott to put his proposal in writing and Dodi Eubanks would be doing some additional research in other states.

REPORT OF EXECUTIVE DIRECTOR

FINANCIAL DISCLOSURE REPORTS - Debbie reminded the Clerks that their Financial Disclosures were due by May 15 and that she had sent an email with the appropriate form to all Clerks. Debbie reminded the Clerks that the taxable amount on their W-2 is what is to be reported. She also informed them that if they had filed an extension for their federal income taxes, they would need to file an affidavit for an extension for their Financial Disclosure Report with the Ethics Board.

BUILDING UPDATE – Debbie reported the building was well under way. She reported that so far there had been three change orders and the building cost is currently about \$8000 below the initial bid price. Lynn commented that the meeting space for the Clerks will accommodate Board Meetings and Clerks' Only meetings. It will be a great asset for the Association.

Debbie reported that Realtor Scot Guidry had called about listing the Bricksome Office property. Scot provided Debbie a gross price opinion estimating the market value to be between \$133,200 and \$142,500. Debbie informed the Board that she had also presented the listing information to the Retirement Board and the Retirement Board recommended that the Association Board list the property with Scott Guidry. Julian Dufreche made a motion that the

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property be listed with Scott Guidry granting authority to the President and/or Executive Director to enter into a listing agreement setting a minimum amount that would be accepted. Motion was seconded by Rick Arceneaux. **MOTION CARRIED.**

Debbie presented the Audit Proposal for the Association from Duplantier, Hrapmann, Hogan, and Maher for the fiscal year ending June 30, 2013 with a price between \$5,490 and \$5,790. Debbie reported that the audit price last year had been \$5,200. Cliff Dressel moved that the proposal be accepted. Motion seconded by Diane Meaux Broussard. **Motion carried.**

GASB 45 – Debbie reported that she had sent a proposal to prepare the GASB 45 report for 2013 to those Clerks in the Insurance Trust from Bonnie Albritton with L&E Actuarial Service. The proposal is based on 25 of the 55 Clerks agreeing to participate. Debbie reported that another individual of Metairie had also sent a similar proposal to the Clerks.

SCR 107 – Sexual Harassment – Debbie commented that Louis Perret's Chief Deputy had informed her that the State Civil Service Department had prepared a CD on Sexual Harassment training as required by SCR 107. She further reported that she had obtained a copy of said CD that she would share with the Clerks. Debbie had contacted Sheri Morris, Association Attorney, and Sheri had said that a designated trainer could conduct a workshop and use the Civil Service CD, but that simply making the CD available to the Clerks' offices would not be sufficient. SCR 107 directs agencies to require a minimum of one hour of education and training on sexual harassment during each year of public employment or term or office. The required training must be delivered by a person designated by the agency. After July 1, 2013, the designated trainer must have a minimum of 2 hours of education and after July 1, 2014 the designated individual must have annual training. Further each agency must keep records of compliance. Additionally, all agencies must notify all public servants of the current name and contact information of each designee and post the information in a conspicuous manner easily accessible to public servants and post a copy of the resolution on their websites. —

COURT RULES COMMITTEE: Debbie informed the Board that Janet Payne had represented the Clerks on the Supreme Court Rules Committee. Janet had sent a letter resigning from that Committee stating that it had been an honor to represent the Association. Debbie said that Janet has done a wonderful job representing the clerks on the Committee. Tammy reported that Dot Lundin has agreed to represent the Clerks on this Committee.

LEGISLATION

HB 174 – Clerks' Pay Raise Bill – Debbie reported that HB 174 was being amended in order to have the correct effective date. She commented that she has not heard from very many Clerks about them contacting their Legislators.

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Debbie reported on several other bills including Sen. Riser's bill on Criminal and Judicial commitments. Debbie will continue to watch and keep the Clerks up to date on the Legislation.

DISTRICT REPORTS

District One - Julian Dufreche reported that his district had met last week. District members are contacting their Legislators in reference to HB 174. Their District plans to have a meeting every other month at a specific Clerks office bringing several Deputies to have round table discussions.

District Two - Theresa Robichaux reported that the Judges in Terrebonne Parish are interested in abolishing the Jury Commission and a bill has been drafted. It is similar to Lafourche Parish where in the Clerk will be the only commissioner. She received a call from the Governor's office and they were in support. This is a local bill.

District Three - Brian Lestage reported that his district has nothing new to report.

District Four - Cindy Johnston stated that district members had met and would be contacting their Legislators. They discussed possible legislation for birth certificates.

District Five - Ann Johnson stated that she has spoken to a number of Clerks about the pay raise and birth certificates.

District Six - Lanell Landry reported that their district decided to not pursue a car allowance at this time because of the conflict with the pay raise. She also urged the members to contact their Legislators.

District Seven - Steve Andrews stated that District 7 held a meeting in downtown Colfax and talked about the pay raise and contacting their Legislators.

District Eight - Cliff Dressel reported that District 8 will be nominating David Dart to be the Board member for their district.

District Nine - John Olivier reported they had redefined mailing to include electronic mailing because this would allow multiple methods of notice. He also reported that the Supreme Court had started E-filing and that some of the Courts of Appeal had also expressed interest in doing so. He said that the 5th Circuit is ready to start accepting from the District Courts. He said that the Supreme Court would be introducing legislation for a fee increase. He stated they had not had an increase since 1986.

Member at Large - No report at this time.

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OTHER BUSINESS

Carl Broussard reported he was working on the Clerks Legislative Day that is set for May 14 at the Pentagon Barracks. It will be upon adjournment. He said that invitations would be sent out to the Legislators, but the Clerks needed to also personally invite their Legislators. Carl asked for volunteers to be on the planning committee to coordinate the event. President Jones thanked Carl for volunteering to lead the committee. Debbie will secure a block of rooms at a hotel downtown.

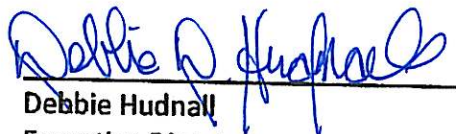
Julian Dufreche reminded the Board that the Louisiana Municipal Association has offered their building and parking lot should the Clerks need a place to gather during the upcoming Legislative Session.


Darlene asked the Board if anyone else was having issues with their District Attorney's filing bills in courtroom or before court. Discussion continued on how the various offices handle that issue. There was also discussion regarding fax filings.

There being no other business, Julian Dufreche made a motion to adjourn the meeting. Cliff Dressel seconded. **Motion carried.**

Respectfully submitted:

Approved:


Debbie Hudnall
Executive Director


Lynn Jones, President
Board of Directors