

APPROVED MINUTES

LOUISIANA CLERKS OF COURT ASSOCIATION
BOARD OF DIRECTORS MEETING
TUESDAY, OCTOBER 23, 2012
1:00 PM
WHITE CASTLE, LA

The Board of Directors of the Louisiana Clerks of Court Association met on the above date at Nottoway Plantation in White Castle, Louisiana.

The following members were present: Lynn Jones, President, Tammy Foster, Diane Meaux Broussard, Carl Broussard, Holli Vining, Jim Martin, David Dart, Rick Arceneaux, Mark Graffeo, Julian Dufreche, 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: Bill Hodge, Dot Lundin, Michelle Cunningham & Chris Kershaw.

The meeting was called to order by President Lynn Jones. David Dart gave the opening prayer and John Olivier led the Pledge of Allegiance.

APPROVAL OF MINUTES

Motion by Cliff Dressel, duly seconded by Diane Meaux Broussard, that the minutes of July 25, 2012 be approved as presented. MOTION CARRIED with no objections.

RESIGNATION OF DISTRICT MEMBER

President Jones announced the resignation of 2nd District Member Vernon Rodrigue from the Board. He expressed his appreciation for Mr. Rodrigue's service to the Association.

OATH OF OFFICE

President Jones administered the Oath of Office to Theresa Robichaux as the new 2nd District Member.

COMMENTS BY PRESIDENT

President Jones welcomed everyone to Nottoway Plantation. He then asked the Board to keep the family of Orres Leblanc in their thoughts and prayers and asked that we remember him for his many years of service to his parish, state and to the Association.

President Jones then delivered a quote to kick off the meeting:

“No one can produce great things who is not thoroughly sincere in dealing with himself.” - James R. Lowell

AUDIT REPORT (reports on file in office)

Michelle Cunningham, CPA with Duplantier, Hrapmann, Hogan & Maher, L.L.P. reported on the audit of the financial statements of the **Louisiana Clerks of Court Association** for the year ended June 30, 2012. She reported that the opinion was qualified due to the Association not determining the cost of its defined benefit pension plan in accordance with FASB ASC 715-30. Michelle reminded the Board that the Board had previously determined that it was not economically feasible to comply. She said otherwise there were no findings. Motion to accept the Louisiana Clerks of Court Association audit report made by Jim Martin and seconded by David Dart and, without objection, MOTION CARRIED.

The audit report of the financial statements of the **Louisiana Clerks of Court Supplemental Compensation Fund** for the year ended June 30, 2012 was then presented. After some discussion, Michelle reported that the audit had a good clean opinion. Motion to accept the Louisiana Clerks of Court Supplemental Compensation Fund audit report made by Tammy Foster and seconded by Lanell Landry and, without objection, MOTION CARRIED.

Debbie reported that the Compliance Questionnaire had been completed. Motion to accept the questionnaire made by Rick Arceneaux and seconded by Cliff Dressel. MOTION CARRIED.

Debbie thanked Michelle and expressed her gratitude to the office of Duplantier, Hrapmann, Hogan & Maher for their continued efficiency and professionalism.

FINANCIAL REPORTS (reports on file in office)

Jim Martin then presented the Financial Reports of the Association.

JULY 2012	Total Assets	\$ 727,689.34
	Total Revenue	46,835.72
	Total Expenditures	<u>55,002.47</u>
	Net Income/Loss	\$ (8,167.75)

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AUG 2012	Total Assets	\$ 727,671.78
	Total Revenue	59,952.96
	Total Expenditures	<u>42,718.41</u>
	Net Income/Loss	\$ 17,234.55

SEPT 2012	Total Assets	\$ 713,841.76
	Total Revenue	45,685.86
	Total Expenditures	<u>44,029.75</u>
	Net Income/Loss	\$ 1,656.11

Motion by Lanell Landry, duly seconded by Cindy Johnston, that the Financial Reports for the Association be received and, with no objections, MOTION CARRIED.

SUPPLEMENTAL COMPENSATION BOARD - Jim Martin reported that the balance sheet ending September 30, 2012 shows income of \$117,891 and expenses of \$113,750 for a net income of \$4000. YTD income is \$9600. Debbie also indicated that October was a slow month and that the fund would run short for the month.

Motion made by Lanell Landry, duly seconded by Cindy Johnston, to accept the financial reports. MOTION CARRIED.

BOARD REPORTS

LACCRMA - Mark Graffeo reported that LACCRMA met on August 9, 2012 and has undergone some organizational changes, reducing the Board to 9 members, each having 2 year terms. He also indicated that Ouachita Parish had joined the membership.

Mark reported that the Board is monitoring claims expense, which continues to increase, and that they are looking at options to reduce expenses.

Due to organizational changes at Hunt Insurance, Louisiana Claims Administrator was chosen as the new claims administrator at no additional fee and will be present at the next LACCRMA meeting on November 27, 2012. Association staff will begin managing LACCRMA's investments rather than a 3rd party.

RETIREMENT AND RELIEF FUND - President Jones deferred to Debbie who reported that the fund had reached a historical high of \$400 million and investments increased \$18 million in the 1st quarter. Michelle Cunningham delivered a clean audit report to the Retirement Board that showed no material weaknesses.

She reported that Gary Curran had presented the actuarial report to the Retirement Board for the June 30, 2012 fiscal year. He indicated that the fund had a 1.83% return, which was low but good in comparison to other retirement systems. She reported that Gary had recommended that the required rate of return of 8% be reduced to 7.5%. This decrease would mean an increase in the Employer Contribution Rate to 18.5%, but would put the System in a better position.. After PRSAC committee approval of the actuarial report, the Board will make the final decision as to the employer contribution rate.

Debbie also reported that almost \$1 million had been added to the Fund's FDA account which could be used to offset future employer contribution rate increases as well as pay other liabilities or COLA's.

COMMITTEE REPORTS

STRATEGIC PLANNING COMMITTEE – President Jones indicated that the Technology Committee had been appointed and was beginning the process of looking at software and making progress on the proposed integrated software system.

2013 CONVENTION REPORT – Debbie reported that the convention will be held at the Capital Hilton in Baton Rouge beginning April 16, 2013. The tentative schedule begins with a Clerks only meeting on Tuesday, followed by the COTT Early Bird party. Wednesday will include the opening session at the Manship Theater, lunch at the Hilton and a surprise guest performer at dinner. There will be a champagne brunch on Thursday to conclude with the closing session.

EDUCATION COMMITTEE – President Jones reported that the committee met on October 10, 2012 to plan the February Institute which will be held in Lafayette. He indicated that the Committee was pleased to have secured Edwin Edwards to speak at the Institute. He will also have a book signing session afterwards.

BUILDING COMMITTEE – Debbie reported to the Board that the Association had closed on the land and advertising is in place for bids to be taken on the construction beginning November 20th. A draft of the building was drawn by the chosen architect and shown to the Board. The contractor will be given 180 days to complete the project. After the contractor has been chosen, the Finance Committee will meet with the Boards to determine the funding..

REPORT OF EXECUTIVE DIRECTOR

Debbie reminded everyone that reservations for the November meetings in New Orleans must be made by November 5th.

Debbie then advised the Board that the Board of Ethics indicated that it is required for the Parish Jury Commission members to receive 1 hour of ethics training each year. It was also discussed that the same would be required of the Parish Board of Elections Supervisors.

She also reported that the UCC Committee had met with the Secretary of State and they were working to remove the requirement that the description be typed into the LASOS system.

The Secretary of State has also asked that the Clerks appoint an ERIN group. Debbie indicated that President Jones had appointed the committee and they had held their first conference call meeting.

DISTRICT REPORTS

District One - Julian Dufreche indicated that his district planned to meet prior to the November Board meetings.

District Four - Cindy Johnston reported that at a meeting held on October 11th, all members of the district voted to seek legislation to add their parish into the car allowance bill. She indicated that any other Clerks considering this legislation may be added to this bill.

It was also discussed that the Clerks should seek to retain more of the fee for birth certificates as they are taking on more of the work with the closing of numerous health units.

Cindy also reported that a discussion was had concerning what needed to be done to eliminate the need to attach minutes and bills of information to Uniform Commitment Forms. Debbie indicated that in a previous meeting with the Louisiana State Police they responded favorably to this suggestion and she would speak to them again to see if we can make that change.

District Six - Lanell Landry reported that a meeting was held October 17th and there were no items to report.

District Seven - Steve Andrews reported that a meeting was held and discussion was had concerning revenues for the Clerks. He indicated that a recording charge was discussed that many were not aware of and wanted to make sure the Clerks were aware that an indexing fee of \$5.00 per name may be charged after the first name indexed.

District Eight - Cliff Dressel said that he would look into the interest of his district concerning the car allowance bill.

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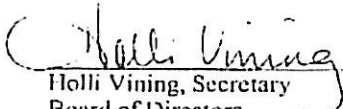
District Nine - John Olivier reported that upon the retirement of

The remaining individual districts had no items to report.

There being no other business, David Dart made a motion to adjourn the meeting. Carl Broussard seconded. MOTION CARRIED with no objection.

Respectfully submitted:

Approved:


Holli Vining, Secretary
Board of Directors


Lynn Jones, President
Board of Directors