

APPROVED BOARD MINUTES

LOUISIANA CLERKS OF COURT ASSOCIATION BOARD OF DIRECTORS MEETING

WEDNESDAY, MAY 25, 2011

1:00 PM

PORT ALLEN, LA

The Board of Directors of the Louisiana Clerks of Court Association met on the above date at the Holiday Inn Express in Port Allen, Louisiana.

The following members were present: Mark Graffeo, President, Lynn Jones, Tammy Foster, Diane Meaux Broussard, Holli Vining, David Dart, Rick Arceneaux, Louie Bernard, Felicia Ann Hendl, Vernon Rodrigue, Carl Broussard, Cindy Johnston, Carol Jones, Lanell Landry, ElRay Lemoine, Cliff Dressel, Christine Crow, Darlene Landry and Debbie Hudnall, Executive Director.

The following guests were present: Malise Prieto.

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

OATH OF OFFICE

President Graffeo administered the Oath of Office to members Felicia Ann Hendl, as 1st District Member, Lanell Landry, as 6th District Member, Cliff Dressel as 8th District Member and Darlene Landry as Member-at-Large.

APPROVAL OF MINUTES

Motion made by Louie Bernard, duly seconded by Cliff Dressel, that the minutes of March 2, 2011 be approved as presented. MOTION CARRIED with no objections.

COMMENTS BY PRESIDENT

President Graffeo welcomed everyone to Port Allen then briefly addressed the Board about his intention to review the Executive Director's contract at some point during his term. Debbie's contract will expire in August 2012, and he would like to allow a suitable amount of time for negotiations or to find a replacement if necessary.

SUPPLEMENTAL BOARD MEMBER RATIFICATION

Debbie reported to the Board that the Nominating Committee had selected Brian Lestage and Gerald Harrington as the two new members of the Supplemental Board. Motion was made by Tammy Foster, duly seconded by Lanell Landry, to ratify these two new members. MOTION CARRIED with no objections.

**LOUISIANA CLERKS OF COURT ASSOCIATION
BOARD OF DIRECTORS, MAY 25, 2011**

Page 2

FINANCIAL REPORTS

The financial report of the Association was then presented by Debbie Hudnall, Executive Director. The report ending April 30, 2011 indicates current assets of \$517,586.87, together with property and equipment for total assets of \$578,321.09. The liabilities reflect \$37,163.31 plus capital of \$541,157.78. The Income Statement was presented for the Ten Months Ending April 30, 2011 to reflect current month total revenue of \$48,614.81 and expenses of \$39,373.09 for a net income of \$9,241.72. YTD total revenue was shown to be \$493,463.27 and expenses of \$435,753.36 for a net income of \$57,709.91.

Motion made by Louie Bernard, duly seconded by Carl Broussard, that the Financial Reports be accepted and, with no objections, MOTION CARRIED.

BOARD REPORTS

RETIREMENT AND RELIEF FUND - President Graffeo reported that the Retirement Board met today and as of April 30th the Retirement fund has total assets of \$384 million. Total net income FYTD was \$84 million with \$75 million of that amount being investment income.

The Investment Committee reported that they had met to discuss possibly replacing Global Currents as our international equity fund manager and decided to interview 3 prospective replacements. Interviews were conducted May 24th and the committee recommended Vontobel Asset Management to replace Global Currents. The Board accepted the recommendation and authorized the negotiation of a contract with Vontobel. The international equity fund balance is approximately \$42 million.

Investment policy amendments were made to reflect and allow for changes in our investment strategies.

FYTD returns as of April 30th were solid with a portfolio return of 26.54%. The returns outperformed the Total Fund Policy Index by 4.91%.

President Graffeo also reported that the Board authorized Debbie to enter into a contract with Tarcza and Associates, LLC, of New Orleans, to represent the fund in tax related matters. Tarcza and Associates will assist in ensuring our retirement plan is qualified under IRS regulations and in other similar matters. There will be no retainer fees, but fees will be at an hourly rate on an "as needed" basis.

**LOUISIANA CLERKS OF COURT ASSOCIATION
BOARD OF DIRECTORS, MAY 25, 2011
Page 3**

SUPPLEMENTAL COMPENSATION BOARD - Debbie Hudnall reported that March had been a very good month for the supplemental fund but that filings plummeted in April. Because of the drop in filings for April, she indicated that the fund was running low and there may be a delay in the Clerks' receipt of supplemental checks if reports aren't remitted in a timely manner. Debbie requested that everyone submit their monthly reports as soon as possible.

LACCRMA - President Graffeo reported that the Risk Management Board met in Vidalia in March and indicated assets of \$2 million with \$1.3 million in capital for reserves. Claim reserves were at \$508,000. He indicated that the current trend shows a rise in claims and this will be monitored without an increase in premiums. President Graffeo would like to schedule the next meeting to be held at the August Institute.

Maliese Prieto reported to the Board that the employment practices lawsuit against the St. Tammany Parish Clerk's Office had been dismissed with prejudice.

COMMITTEE REPORTS

BY-LAWS COMMITTEE - Rick Arceneaux re-stated amendments to the By-Laws approved at the Convention. Concerning the amendment that encourages District Representatives to hold quarterly district meetings, Louie Bernard commented that the requirement of written reports to the Board were to clarify and preserve any specific recommendations that the Districts had for the Board. Rick also reported that the members of the By-Laws committee will be Michael Thibodeaux, Dot Lundin and Hart Bourque.

2011 CONVENTION REPORT - In Clyde Ray Webber's absence, Debbie Hudnall presented a preliminary financial report showing total receipts of \$62,157.96 and expenses of \$50,840.07 for a remaining balance of \$11,317.89. This amount does not reflect a \$3,000 refund that is to be made to the Association. Debbie stated that attendance was great throughout the Convention and a great time was had by all. Numerous Board members concurred.

2012 CONVENTION REPORT - Cindy Johnston reported that the 2012 convention would be held the week of April 16-20, 2012 at DiamondJacks Casino in Bossier City. Suggestions were made that the talent show be continued and that the vendors be set up in the meeting room itself to give them more exposure. Cindy welcomed all suggestions and requests from the Clerks.

EDUCATION COMMITTEE - Debbie Hudnall reported that the Education Committee met May 26th in Baton Rouge and scheduled the next institute for August 9th -12th at the Embassy Suites in Baton Rouge.

**LOUISIANA CLERKS OF COURT ASSOCIATION
BOARD OF DIRECTORS, MAY 25, 2011**

Page 4

EXECUTIVE COMMITTEE - President Graffeo reported that a list of prospective dates in July and August had gone out to the Executive Committee for the purpose of scheduling a Strategic Planning Retreat. This retreat will build on the efforts begun by Past President Louie Bernard as the committee looks at action items and to-do lists and addresses the needs of the members of the Association.

REPORT OF EXECUTIVE DIRECTOR

AUDIT PROPOSALS - Executive Director, Debbie Hudnall, presented an audit proposal from Duplantier, Hrapmann, Hogan & Maher, LLP showing a requested fee of \$4,950. This is a \$450 increase from our last audit. Motion made by Lynn Jones, duly seconded by Cliff Dressell, that the proposal be accepted and, with no objections, MOTION CARRIED.

LEGISLATION (Report on file in office) - Debbie summarized a number of bills and indicated their status. She then asked Vernon Rodrigue to speak about HB 538, which is a bill introduced by his Representative concerning the Public Records Act. This bill requires that public records be provided in the format that they are requested if available. The concern is that records provided in digital format may be resold by the person/company requesting those. The Clerks will oppose this bill.

Debbie indicated that she had spoken to the District Attorneys & Sheriffs about SB 150, which provides for the collection of the expungement processing fee by the Clerk, and asked them to add a \$10 processing fee to the bill for the Clerks. This request was denied as was a request to give the Clerks 10% of the \$50 fee that each of their respective offices will receive. Debbie has asked Sheri Morris to work on an opinion to determine if expungements are criminal or civil. After a lengthy discussion, the Board agreed not to fight the bill.

Debbie will let everyone know if any legislation comes up that needs attention.

OTHER BUSINESS

Debbie wanted to make sure everyone got the email she sent out concerning social security withholding for retirees who were rehired. As verified by the Social Security Administration, it is not necessary to withhold social security from retirees paychecks.

**LOUISIANA CLERKS OF COURT ASSOCIATION
BOARD OF DIRECTORS, MAY 25, 2011**

Page 5

Debbie also wanted to make the Board aware that she had received a letter from Bonnie Albritton regarding GASB 45. This letter stated that if your insurance has undergone significant changes since your last valuation, you may be required to undergo another partial actuary valuation before the required 3 year period between submissions. For instance, if a Clerk who previously offered plan 1 changed to plan 2, or if a Clerk changed the percentage of insurance that the office paid, they could be required to file. Albritton has proposed a flat fee, for those in the trust, of \$15,000 to be divided amongst the Clerks that need to file. There was much discussion about the interpretation of "significant". The repercussions for not filing, other than every 3 years, were also questioned and Debbie will look into these matters.

Relative to Debbie's contract, Cliff Dressel suggested that a committee be formed to meet with Debbie and handle the process of contract negotiations or replacement. President Graffeo agreed that is how he would like to approach the matter as well as having someone look at the language in the contract to satisfy any concerns that have been expressed.

Diane Meaux Broussard reminded everyone of the IACREOT convention in Atlantic City on June 25th.

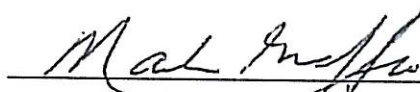
Cliff Dressel moved to adjourn the meeting. Lynn Jones seconded. MOTION CARRIED with no objection.

RESPECTFULLY SUBMITTED:

APPROVED:



HOLLI VINING, SECRETARY
BOARD OF DIRECTORS



MARK GRAFFEO, PRESIDENT