

# Approved Board Minutes

**LOUISIANA CLERKS OF COURT ASSOCIATION  
BOARD OF DIRECTORS MEETING  
THURSDAY, DECEMBER 10, 2009  
1:00 P.M.  
NATCHITOCHES, LOUISIANA**

The Louisiana Clerks of Court Board of Directors met on the above date with the following members present: President Robby Barousse, Louie Bernard, Mark Graffeo, Lynn Jones, Linda Cook, Bill Hodge, Gary Loftin, Lanell Landry, Michael Thibodeaux, Dot Lundin, Jim Martin, Carol Jones, Carolyn Ryland, ElRay Lemoine, Cliff Dressel, Christine Crow and Darlene Landry. Also present: Debbie Hudnall, Executive Director and Randy Zinna, Attorney. Guests: Clyde Ray Webber, Malise Prieto, Brian Lestage, Hart Bourque, Charlie Jagneaux and Michelle Cunningham.

The meeting was called to order by President Robby Barousse and Carolyn Ryland gave the opening prayer. Darlene Landry led the Pledge of Allegiance.

## **APPROVAL OF MINUTES**

Bill Hodge made a motion to approve the minutes of the last regular meeting of Wednesday, August 5, 2009, as presented. The motion was seconded by Jim Martin.

**Motion carried.**

## **COMMENTS BY PRESIDENT**

President Robby Barousse commended Louie Bernard for a wonderful time in a beautiful city as Natchitoches.

## **AUDIT REPORTS**

Michelle Cunningham, CPA with Duplantier, Hrapmann, Hogan & Maher, L.L.P. reported on the audit report of the financial statements of the **Louisiana Clerks of Court Association** for the year ended June 30, 2009. After discussion, she reported that the audit report had a good clean opinion. Motion to accept the Louisiana Clerks of Court Association audit report made by Cliff Dressel and seconded by ElRay Lemoine. **Motion Carried.**

The audit report of the financial statements of the **Louisiana Clerks of Supplemental Compensation Fund** Court for the year ended June 30, 2009. After some discussion, she reported that the audit report had a good clean opinion also. Motion to accept the Louisiana Clerks of Court Supplemental Compensation Fund audit report made by Mark Graffeo and seconded by Lynn Jones. **Motion Carried.**

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### **FINANCIAL REPORTS**

Bill Hodge gives the financial report on the Balance Sheet of the **Association** only followed by the Legal Fund. Reporting from the July 31, 2009 Balance Sheet shows us with current assets of \$529,002.14 leaving a total assets of \$598,004.68 and total capital at the end of July shows total capital of \$406,735.79. The month actual ending July 31, 2009 shows total revenues \$46,866.38, total expenses of \$28,149.23 leaving the YTD net income of \$18,717.15. The balance sheet as of August 31, 2009 showing our capital increasing to \$416,223.30. For the two months ending August 31, 2009, month actual shows total revenues \$45,885.25, total expenses \$36,397.74 with a net income of \$9,487.51 and YTD net income of \$28,204.66. Balance sheet of September 30, 2009 showing capital fund balance \$388,018.64 and net income \$44,248.65 with a total capital of \$432,267.29. The Budget comparison for the three months ending September 30, 2009 with month actual total revenues of \$56,468.27, expenses of \$40,424.28 and net income of \$16,043.99. The YTD total revenues \$149,219.90 and net income of \$44,248.65. The balance sheet as of October 31, 2009 shows capital fund balance to be \$388,018.64, net income of \$54,480.44 with a total capital of \$442,499.08. The budget comparison for the four months ending October 31, 2009 with month actual total revenues of \$45,884.85, expenses of \$35,653.06 and net income of \$10,231.79. The YTD total revenues \$195,104.75, total expenses \$140,624.31 and net income of \$54,480.44.

**Louisiana Clerks Legal Fund** balance sheet as of July 31, 2009 showing total assets of \$304,659.78 and the capital retained earnings \$256,535.93, net income \$48,123.85 and total capital of \$304,659.78. The income statement ending July 31, 2009 showing total revenues \$39,967.62 and the net income of \$39,967.62 at the end of the month. The balance sheet ending August 31, 2009 showing current assets of \$139,023.38, capital retained earnings \$256,535.93, net income (\$117,512.55) and total capital of \$139,023.38. The income statement for August shows net income with a (\$165,636.40) and YTD net income of (\$117,512.55). The balance sheet ending September 30, 2009 shows capital retained earnings of \$256,535.93, net income of (\$117,501.12) and total capital \$139,034.81. The income statement follows through the month showing net income of \$11.43 with a net income YTD of (\$117,501.12). This loss meaning distribution that has gone out. The balance sheet ending October 31, 2009 showing total capital \$139,046.62. The income statement reflects the same with a net income of \$11.81 and YTD net income (\$117,489.31). That is income and what has been paid out this fiscal year and not at net loss.

Motion to receive Financial Reports by Louie Bernard and seconded by Gary Lofton.  
**Motion Carried.**

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### Fee Litigation

Randy Zinna reported in the Clerks Only meeting and no further discussion needed.

### Board Reports

Retirement and Relief Fund – President Robby Barousse verified that everyone was in the Clerks Only meeting and knew what was going on with Retirement. There wasn't any need to discuss further.

Supplemental Compensation Board – Gary Lofton reports that there continues to be a positive cash flow.

LACCRMA – Mark Graffeo reports the hotline employment has started and they are receiving about two calls per week covering employment topics. This program is designed to help avoid litigation. They are working on an employment application manual policy. On the Financial side, there was a clean audit for the 2009 fiscal year total assets last year were \$1.7 million and actuary said that we needed a reserve for claims of about \$400,000.00 and unrestricted assets of \$1.35 million. Next LACCRMA meeting will be in the spring.

### Committee Report

2010 Convention - report previously given in Clerks only meeting.

Education Committee Report – Bill Hodge informs the members of the Institute being February 9 through February 12, 2010 at the Paragon.

### Report of Executive Director

District Meetings - Debbie Hudnall, Executive Director reports that she had great participation from the district meetings. On May 31, Dannette retired and they have not hired anyone for that position. Debbie commended Evie and Angela for having picked up the slack and all the extra work that they have done. In appreciation to them, Debbie requests that she be allowed to give each of them a one time one half monthly salary in December. Bill Hodge made a Motion to allow the requests and seconded by Cliff Dressel. **Motion carried.**

### Other Business

Bill Hodge informed the Board that the Executive Director needs a new vehicle paid for by the Association. Jim Martin made a motion for our Executive Director to look for a new vehicle through the Clerks Association adequate for her needs and trade the other vehicle in and seconded Lanell Landry. **Motion Carried.**

Cliff Dressel –Has concerns on the Credit Card process and charges and ask if we could hold up on doing the credit card. Randy Zinna is to look into Clerks charging a processing fee if they use credit cards for payment and he is to report his findings to Debbie and she will report to Clerks.

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**Other Business, Continued**

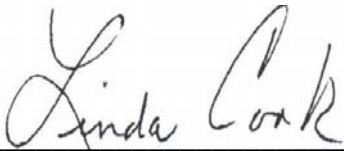
Malise Prieto shares her concerns on a possible new Lobbyist for the Clerks. Debbie will start investigating into this and will inform the clerks. Hart Bourque expresses his concerns with the discussion regarding the Lobbyist.

**Comments by Board Member**

ElRay Lemoine noted his concerns on the discussion regarding the Lobbyist.

**Adjournment**

Motion for adjournment by Cliff Dressel and seconded by Lynn Jones. **Motion Carried.**

  
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LINDA COOK, SECRETARY

S/Robby Barousse  
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ROBBY BAROUSSE,  
PRESIDENT