

# APPROVED MINUTES

## LOUISIANA CLERKS OF COURT ASSOCIATION BOARD OF DIRECTORS MEETING MONDAY, APRIL 14, 2008 LAFAYETTE, LOUISIANA

The Louisiana Clerks of Court Association Board of Directors met on the above date with the following **members present**: President Jim Martin, Michael Thibodeaux, Robby Barousse, Louie Bernard, Diane Meaux Broussard, Mark Graffeo, Lynn Jones, Louis Perret, Cliff Dressel, Dot Lundin, Allen Blanchard, Bill Hodge, Lanell Landry, Ann Johnson, Bubbie Dupont, Pete Fitzgerald and Tom Sullivan. Also present: Debbie Hudnall, Executive Director; and Randy Zinna, Attorney. **Members absent were** Beverly Gordon and Pat Gladney.

The invocation was given by Ann Johnson and Pete Fitzgerald led the Pledge of Allegiance.

### **APPROVAL OF MINUTES**

Cliff Dressel made a motion to approve, as presented, the minutes of the last regular meeting of Thursday, February 28, 2008. The motion was seconded by Lynn Jones. **Motion carried.**

### **COMMENTS BY PRESIDENT**

Jim Martin expressed his thanks to the Board for a good year.

### **FINANCIAL REPORT**

#### **Association Financial Report of February 2008 (Exhibit 1):**

Mark Graffeo presented the financial report for February 29, 2008 with exhibits furnished to each Board member. He reported current assets were \$260,784, with Total Capital of \$255,692 and Total Liabilities & Capital of \$309,787.

#### **Legal Fund February 2008: (Exhibit 2):**

Mark Graffeo reported as of February 29, 2008, the Total Liabilities & Capital were \$324,499.

#### **Legal Fund History:**

Mark Graffeo reported the revenue assessments received for 2006/2007/2008 were \$1,183,560 and the total legal fees paid totaled \$901,538 leaving a balance of \$286,245. The total outstanding assessments due at this time are \$14,743.

#### **Proposed 2008-2009 Budget: (Exhibit 3)**

Mark Graffeo then presented the proposed budget for the 2008-2009 fiscal year. A general discussion followed.

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A motion was made by Cliff Dressel to set dues at 2¼% of the clerk's salary for 2007. The motion was seconded by Bill Hodge. **Motion carried.**

Mark Graffeo made a motion to go into Executive Session. The motion was seconded by Lanell Landry. **Motion carried.**

The Board returned from Executive Session and President Jim Martin called the meeting back to order in regular session. Mark Graffeo made a motion to approve the budget as presented. It was seconded by Cliff Dressel. **Motion carried.**

**Audit Proposal**

Debbie Hudnall presented the audit proposal from Duplantier, Hrapmann, Hogan & Maher for the Year Ending June 30, 2008 for \$3,400. A motion was made by the treasurer, Mark Graffeo to continue using the firm of Duplantier, Hrapmann, Hogan & Maher for the 2008 audit. It was seconded by Louie Bernard. **Motion carried.**

**FEE LITIGATION**

Attorney, Randy Zinna, discussed the scheduling order for the fee litigation and will send a copy to all clerks by E-mail or fax.

**BOARD REPORTS**

**Insurance Trust – Board of Trustees** – President, Jim Martin, reported that the Insurance Trust met today and voted to reduce administrative fees from \$12 to \$9 per person. The Hunt Group presented proposals for the upcoming year. The actuary report by L & E Actuaries & Consultants, reviewing the current funding status of the insurance program was presented to the Board giving the projections for the next three (3) years. President Martin also informed the Board that new parishes were considering joining our insurance plan and the Board voted on the terms to accept those parishes. The Board decided to present two (2) insurance plans for the coming year. The two plans will be presented to the new Insurance Board for them to make a decision in early May. A proposal to self-fund the dental program was presented and the renewal rates for the life insurance were also discussed. The President informed the Board that the Insurance Trust had been added as a Third Party in the Jefferson Parish suit against FARA. Randy Zinna will be filing an answer on behalf of the clerks.

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**Retirement and Relief Fund – Board of Trustees**

President, Jim Martin, reported that the performance for retirement fund was down and the rate of return was approximately 5% for the quarter. The Board of Trustees is in the process of adjusting and rebalancing the portfolio and taking advantage of some market opportunities. He also gave an update on the Retirement Legislation that has been introduced this year: DROP at age 55; amending the disability retirement; and increasing the term of office of the Board of Trustees to 5 years.

**Supplemental Compensation Board**

Michael Thibodeaux reported that Compensation Board Members had a conference call and voted to increase the Supplemental contribution by fifty cents per suit; raise the cap to \$3300; and increase Orleans Criminal to \$600 effective July 1<sup>st</sup>. He also reported there would be no increase in the supplemental compensation.

**COMMITTEE REPORTS**

**2008 Convention Committee-**

Louis Perret reported that the 2008 Convention reviewed the agenda for the week.

**2009 Convention Committee-**

Tom Sullivan gave an update for the 2009 Convention.

**Clerks' of Court Data Network Committee-**

Mark Graffeo reported the Data Network Committee had a meeting and voted on a Pilot Program. RFP is being drafted.

**Education Committee –**

Bill Hodge reported the Institute held in February 2008 in Baton Rouge had 186 participants with revenue of \$34,965 which included \$1,000 donation from the Windward Group and \$1,000 from the Hunt Group. Expenses were \$31,379 leaving a balance of \$3,585.87 which has been turned in to the Association.

**Legislative Committee -**

Debbie Hudnall deferred to the Clerk's only meeting.

**REPORT OF EXECUTIVE**

Debbie Hudnall reported on the Connectivity Two Designs, Inc. service plan quote and reported everything was going fine in the Association office.

**OTHER BUSINESS**

**Contract Renewal – Government Services**

Joe Woods and Lynn Berry's two-year contract for government related services is up for renewal. The contract renewal would remain at the same rate. A motion was made by Lanell Landry to accept the recommendation to renew the contract. It was seconded by Cliff Dressel. **Motion carried.**

**FOR YOUR INFORMATION:**

A tentative Board Meeting Schedule was distributed.

Clerk's Orientation meeting will be held May 5, 2008 in Baton Rouge.

**ADJOURNEMENT**

Cliff Dressel moved to adjourn the meeting. It was seconded by Pete Fitzgerald. **Motion carried.**

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DIANE MEAUX BROUSSARD  
Secretary

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JIM MARTIN  
President