



# LOUISIANA CLERKS OF COURT ASSOCIATION

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## **APPROVED MINUTES BOARD OF DIRECTORS WEDNESDAY, AUGUST 28, 2019 1:00 PM BATON ROUGE, LA**

The Louisiana Clerks of Court Association Board of Directors met on August 28, 2019 at 1:00 p.m. in Baton Rouge, Louisiana. President Brian Lestage called the meeting to order. An opening prayer was given by David Dart and Louis Perret led the Pledge of Allegiance.

Secretary Annette Fontana called the roll with the following board members present:

Brian Lestage, Bridget Hanna, Robin Hooter, Randy Deshotel, Annette Fontana, Richard "Rick" Arceneaux, Mark Graffeo, Kim Turlich-Vaughan, Steve Andrews, Johnny Crain, Jr., Theresa Robichaux, Louis Perret, Mike Spence, Marion Hopkins, Jeff Skidmore, David Dart, Rodd Naquin and Diane Meaux Broussard.

Also present: Debbie Hudnall, Darlene Landry and Eric Brumley

### **Appointment of 6<sup>th</sup> District Member**

Kim Turlich-Vaughan made a Motion to Appoint Christie Lee of Tensas Parish as the 6<sup>th</sup> District Member. The motion was seconded by Johnny Crain, Jr. The motion passed without opposition. Christy Lee was not present and will be sworn in at a future date.

### **Oath of Office**

Brian Lestage administered the oath of office to David Dart, 8<sup>th</sup> District Member.

### **Appointment of Supplemental Board**

Bridget Hanna made a Motion to Appoint David Stamey and Jill Sessions to the Supplemental Board. The motion was seconded by Robin Hooter and passed without opposition.

**Approval of the Minutes from February 20, 2019**

A motion to approve the prior minutes was made by Jeff Skidmore and seconded by David Dart. No discussion was had. The motion passed without opposition.

**Financial Report - Association**

Treasurer Rick Arceneaux gave the financial report for the Association reporting on the Income Statement for the fiscal year ending June 30, 2019. He reported total revenues of \$1,014,620, total expenses \$975,652 and net income of \$38,968.

He further reported the balance sheet for the month ending July 31, 2019 with total current assets at \$701,472, total property and equipment of \$11,283, total other assets of \$124,574 for total assets of \$837,328. Total current liabilities of \$154,189 total liabilities and capital of \$837,328. He reported total revenues of \$68,481 and expenses of \$80,926, for a net loss of (\$11,445).

A motion by Jeff Skidmore was made to receive the Financial Report, second by Robin Hooter. All voted in favor to receive the Financial Report.

**BOARD REPORTS**

**LCRAA**

Rick Arceneaux reported the LCRAA board met on August 13, 2019. There are 58 participating parishes, 57 of which have records online.

The E-filing and Recording Software projects are both progressing.

For the 12 months ending June 30, 2019, there were total revenues of \$1,496,708, portal direct costs of \$596,902, grants \$570,568, administrative costs of \$136,141 for a net income of \$193,097. For the current month of July 2019, he reported total revenues of \$159,753, portal direct costs of \$36,339, grants of \$50,000, administrative costs of \$8,723 for a total net income of \$64,69 with net position of \$3,954,160.

Rick reported that there are 10 prior grants still in progress. For the second quarter there were 9 applications from 8 parishes for a total of \$331,312. Four of the applications were approved totaling \$115,437 to St. Mary, Catahoula, St. John and Richland.

**Retirement and Relief Fund**

Brian Lestage reported on the Retirement and Relief Fund. The total assets as of June 30, 2019 were \$641,842,962.

He reported that two new money managers were retained, one being a real estate company, Principle Enhanced Property and the other a bond fixed company, Orleans Capital Management.

There was a 3% return rate for the year and the required rate is at 6.75%. He reported that there will likely be an increase in employer contributions July 1, 2020.

**Supplemental Compensation Board**

Debbie Hudnall gave a report on the financials ending June 30, 2019 with total current assets of \$59,180 with total assets of \$189,953 and total liabilities of \$133,250 and a net loss for the fiscal year end of (\$41,018). She also discussed the financials ending July 31, 2019 with income being \$127,487 and expenses of \$133,250, with a net loss of (\$5,710) for the month.

**2020 Conference Report**

Debbie Hudnall reported on the 2020 Clerks Conference in Lake Charles from March 23 – 26, 2020. She advised that Lynn Jones is working on the conference and plans are to include educational hours.

**Education Committee**

Theresa reported on the August Institute. She advised that it was a great turnout with 245 registrants. The committee will meet in September to plan the February 2020 Institute.

**Executive Director Report**

**E-Filing**

Debbie reported on e-Filing and has been talking with Tyler about marketing the E-filing. Tyler will be providing flyers and a mailer for attorneys. Nancibelle Hardy from Calcasieu is working on codes for e-Filing. Cott has given a proposal to integrate the e-filing system into their customers case management. LCRAA hopes all vendors will participate and LCRAA will pay for integration. E-filing is not mandatory.

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Debbie stated she hoped the Clerks would be willing to participate. Kim advised that they are already testing e-filing with Tyler. Debbie cautioned about going forward without being ready and they are really trying to come up with some basic codes. She advised this is going to require a lot of training.

Johnny Crain stated that Melissa Henry said it was a lot of learning. He said that Melissa is going to host them to show how it works.

**Legislation**

Debbie encouraged the districts to have meetings in order to submit proposed legislation for the December meetings. The executive board has spoken about mortgage certificates and having the cost correlate to the number of years requested.

Debbie mentioned incorporating the ruling of the federal court on marriage licenses into the laws.

Darlene Landry asked about Oaths and the Clerks agreeing to charge the Sheriff's a \$10 fee based on a cooperative agreement.

Johnny asked about legislation regarding advanced cost and clerk's returning money. Debbie mentioned that the State Treasurer came to the strategic planning meeting and there was a discussion about the unclaimed property.

**Scholarship Report**

Brian reported that "Thank You" cards were received from two scholarship recipients.

**Other Business:** None

**District Reports**

**District 1** – Johnny Crain reported that they were going to visit St. Tammany to go over E-filing. He said they were going to try to make a retirement meeting for the members.

**District 2** – There was no report.

**District 3** – There was no report except that Robbie Barrouse has opposition.

**District 4** – Mike Spence reported that some Clerks have opposition. He also brought up requirements or qualifications for the Office of Clerk. They talked about six-year terms and Rick commented that the Sheriffs did not go for it. He also brought up mortgage certificates.

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**District 5** – There was no report.

**District 6** – There was no report.

**District 7** – Jeff Skidmore reported that his district met at the Institute. They discussed the employer contribution and they were agreeable with that. They discussed the increased audit cost and encouraged grant participation. And they also discussed the jury venire and updating that information.

**District 8** –David Dart reported that District 8 met at the Institute. They talked about the office debt recovery and implementing that. They would like to change the term "qualifying a candidate" to "filing a notice of candidacy".

**District 9** – Rodd Naquin reported that they met and discussed human resource issues in the circuit, public records requests for records from the Clerk and what to do with an election Appeal.

**Other Business**

Louis Perret informed the group that he has been receiving public record requests for a copy of every jury subpoena back to 1991. Darlene Landry advised that she received a request for the past 10 years.

Debbie mentioned a resolution by the legislature that is to study jury venires. Theresa said it may be helpful to have a jury class at the Institute.

Dawn discussed the "Clean Slate Legislation" which allows a person to get criminal records sealed automatically. Clerks would take on most of the work and the committee was made aware that this would cost money.

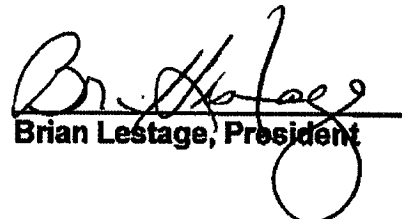
**Adjournment**

With their being no other business. A motion to adjourn was made by David Dart, second by Jeff Skidmore. The motion passed without opposition.

**Respectfully Submitted,**

  
**Annette Fontana, Secretary**

**APPROVED:**

  
**Brian Lestage, President**