



DEBBIE D. HUDNALL
EXECUTIVE DIRECTOR

LOUISIANA CLERKS OF COURT ASSOCIATION

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APPROVED MINUTES **BOARD OF DIRECTORS** **WEDNESDAY, DECEMBER 4, 2019** **3:00 PM** **NATCHITOCHES, LA**

The Louisiana Clerks of Court Association Board of Directors met on December 4, 2019 at 3:00 p.m. in Natchitoches, Louisiana. President Brian Lestage called the meeting to order. An opening prayer was given by Randy Deshotel and Robin Hooter led the Pledge of Allegiance.

Executive Director Debbie Hudnall called the roll with the following board members present:

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

Also, present: Debbie Hudnall, Laura Culpepper, Linda Cook, Cherie Lott, Susan Racca, Darlene Landry, Shane LeBlanc, Felicia Ann Hendl, Melissa Henry, Becky Patin, Charles Jagneaux, Jill Sessions, Randy Briggs, David Stamey, Jason Harris, Dagmar Hebert and Jason Harris.

Approval of the Minutes from August 28, 2019

A motion to approve the prior minutes was made by Jeff Skidmore and seconded by Kim Turlich-Vaughan. No discussion was had. The motion passed without opposition.

Financial Report - Association

Rick Arceneaux reported the balance sheet for the month ending October 31, 2019 with total current assets at \$802,306, total property and equipment of \$11,283, total other assets of \$89,733 for total assets of \$802,306. Total current liabilities of \$112,919, total liabilities and capital of \$802,306. He reported total revenues of \$68,370 and expenses of \$68,600, for a net loss of (\$229).

A motion by David Dart was made to receive the Financial Report, second by Johnny Crain. All voted in favor to receive the Financial Report.

Audit Reports

Association: Controller Chris Kershaw presented the audit report for the Clerks Association as prepared by Duplantier, Hrapmann, Hogan & Maher. He reviewed management's and auditor's responsibilities. He reported that the Association received an unmodified opinion, which is the highest opinion that can be received. He reported total assets of June 30, 2019 were \$698,456 and total liabilities were \$3,871. He noted the Net Assets with Board Restrictions were \$20,000 for the Conference and \$3,209 for the Scholarship Fund. He reported that total revenue was \$919,000 and total expenses of \$880,031.

Supplemental: Chris then presented the audit report for the Clerks Supplemental Fund as prepared by Duplantier, Hrapmann Hogan & Maher. He reported that the Supplemental Fund received an unmodified opinion, which is the highest opinion that can be received. He also reviewed the supplementary information including compensation for the chairman, which is zero. He stated that the total assets were \$186,664 and total liabilities \$133,250. He reported revenues of \$1,563,308 and total expense of \$1,604,325 for a net loss of (\$41,017). He also reviewed the Statewide Agreed Upon Procedures. The legislative auditor required additional testing for a new policy and procedure on disaster recovery and business continuity. There were no findings.

A motion was made by Kim Turlich-Vaughan to accept the audit reports for the Clerks Association and the Clerks Supplemental Fund as presented. Motion was seconded by Steve Andrews. **MOTION CARRIED.**

Debbie Hudnall presented the Compliance Questionnaire as required for the Supplemental Fund. A motion was made by Rick Arceneaux to approve the questionnaire. Motion was seconded by Robin Hooter. **MOTION CARRIED.**

Board Reports

LCRAA

Rick Arceneaux reported the LCRAA board met on November 5, 2019. He reported that the portal has been updated with a faceted search. He stated that Ascension Parish is projected go live with the new recording software as early as January 2nd. He also reported on the online access public interface with "e-vault". Rick also reported that the audit report had been presented at the last meeting and LCRAA received an unmodified opinion.

For the first four months of the fiscal year ending June 30, 2019, there were total revenues of \$575,682, portal direct costs of \$276,763, grants \$75,160, administrative costs of \$35,778 for a net income of \$187,981. For the current month of October 2019, he reported total revenues of \$132,614, portal direct costs of \$97,786, grants of \$0, administrative costs of \$12,192 for a total net income of \$22,636 with net position of \$4,052,650.

Debbie reminded the Board that LCRAA is required by law to file a report before the next legislative session begins on the parish participating and those who are not participating in LCRAA.

Retirement and Relief Fund

Brian Lestage reported that three money managers (QMA, TSW & William Blair) had given presentations at the retirement meeting. He reported total assets of \$641,725,083. He also reported that the audit report had been presented and the Fund had received an unmodified opinion. Debbie further reported that the actuary report had been presented and gave the statistics on the system as of June 30, 2019: 2,196 active members, 1,414 retirees and total payroll of \$95,247,000. She reported that PRSAC will have to approve the actuary report and then the Retirement Board can set the employer contribution rate. She reported that monthly contributions and ad valorem do not cover the monthly benefits and the Fund has liquidated investments in order to cover cash flow at calendar year end.

Supplemental Compensation Board

Rick Arceneaux gave a report on the financials ending October 31, 2019 with total current assets of \$69,662 with total assets of \$127,487 and total liabilities of \$133,250 and a net income for the fiscal year end of \$10,486.

Committee Reports

2020 Conference Report

Debbie Hudnall reported on the 2020 Clerks Conference in Lake Charles from March 24 – 27, 2020. She advised that Lynn Jones is working on the conference and plans are to include educational hours.

Education Committee

Debbie Hudnall stated that the report is the same as previously given at the Clerks Only Meeting. The August 2019 Institute was the most successful financially and in attendance. The next Institute is schedule for February 11-14, 2020.

Executive Director Committee

At this time, Debbie, Chris and Dagmar left the meeting. Mark Graffeo stated that the committee met with Debbie to discuss the renewal of her contract as Executive Director. It was the recommendation of the committee that the contract be renewed for 5 years effective January 1, 2020 at the rate of \$230,000 for the first year with a \$5,000 increase for each additional year of the contract ending at \$250,000 for the last year of the contract. All other remaining parts of the previous contract to remain the same. Rick Arceneaux made a motion to accept the recommendation of the committee and to give President Brian Lestage the authority to sign the contractual documents. The motion was accepted by Steve Andrews. Motion passed without opposition.

Bridget Hanna made a motion to give the Association employees additional compensation of \$1,000 for the month of December. The motion was seconded by Randy Deshotel. Motion Carried.

Debbie returned to the meeting room. President Lestage advised Debbie that her new contract was approved. He thanked and congratulated her on behalf of the Board. Debbie expressed her appreciation to the Board to continue working for the Clerks.

Executive Director Report

Debbie stated to the Board that Evie Dodge would be retiring in April 2021 and that she would like to hire Susan Allsup, a former employee of Empower-LA Deferred Compensation to assist with retirement. It would give Evie the opportunity to train Susan. She informed the Board that Davis Silk continues to assist in Retirement but is also busy working on special projects. Discussion was held. Bridget Hanna made a motion to hire Susan Allsup effective January 2, 2020 at the salary of \$3,500 per month. The motion was seconded by Kim Turlich-Vaughan. Motion passed without opposition.

Other Business

None

District Reports

District 1 – Johnny Crain, Jr. reported that the district members spoke by phone and will be meeting soon.

District 2 – No Report.

District 3 – Louis Perret gave a report on the Clerk elections held in his district.

District 4 – Mike Spence reported that the district members met twice in November. He stated that the district members had a few questions about LCRAA. The first question was if LCRAA & the Clerks Association are the same entity and Debbie replied the answer is no. The next question was if an error was found on LCRAA would the Clerks office with the error be covered by the Errors & Omissions policy or would it be covered by LCRAA. Discussion was held and the answer was that it should be covered by the individual Clerks office, but anyone can sue any other parties involved. The third question was can the portal be set up to report to the Supreme Court. Discussion was held on this matter and it was decided that it would be difficult to have all that information come through LCRAA because of the parameters that are set by the Supreme Court. Mike Spence also said that his district members feel like they have a lack of knowledge about LCRAA and want to know if more Clerk members could be included on the LCRAA Board. Debbie responded that it would require legislation in order to change the number of board members. Discussion was held. One of the options discussed was that LCRAA meetings be held at the same time as

institutes or the annual conference. Debbie also offered to visit any of the Clerks that need more information about LCRAA.

District 5 – No report

District 6 – Randy Deshotel stated that they have not met recently but will meet soon.

District 7 – Jeff Skidmore reported that they met and discussed problems with election transmitting and other election issues.

District 8 – David Dart had no report. He did state that he had a concern about bringing up legislation in reference to not publishing the jury venire. David Dart made a motion that we do not go forward with legislation to stop publishing the petit and grand jury venire. The motion was seconded by Jeff Skidmore. Motion passed without opposition.

District 9 – No Report.

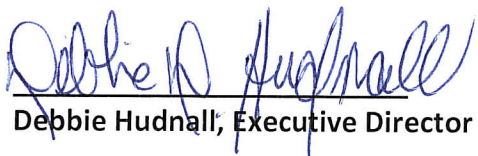
Other Business: None.

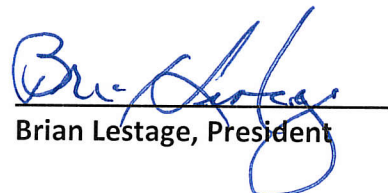
Adjournment

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

Respectfully Submitted,

APPROVED:


Debbie Hudnall, Executive Director


Brian Lestage, President