



LOUISIANA CLERKS OF COURT ASSOCIATION

10202 Jefferson Highway • Building A • Baton Rouge, Louisiana 70809
TELEPHONE (225) 293-1162 • (800) 256-6660 • FACSIMILE (225) 291-7859

**APPROVED MINUTES
BOARD OF DIRECTORS
WEDNESDAY, NOVEMBER 28, 2018
3:00 PM
NATCHITOCHES, LA**

The Louisiana Clerks of Court Association Board of Directors meeting was held on November 28, 2018 at 3:00 p.m. in Natchitoches, Louisiana. Steve Andrews, President called the meeting to order. An opening prayer was given by Kim Turlich- Vaughan and Johnny Crain, Jr. led the Pledge of Allegiance.

Secretary, Annette Fontana called the roll with the following members present: Steve Andrews, Brian Lestage, Bridget Hanna, Robin Hooter, Annette Fontana, Randy Deshotel, Kim-Turlich Vaughan, Richard "Rick" Arceneaux, Johnny Crain, Jr., Theresa Robichaux, Louis Perret, Mike Spence, Marion Hopkins, Connie Couvillon, Jeff Skidmore, Doug Welborn, Rodd Naquin and Diane Meaux Broussard.

Also present: Debbie Hudnall, Susan Racca, Felicia Ann Hendel, Becky Patin, Greg Brown, Darlene Landry, Randy Briggs, Louise Bond, Michael Thibodeaux, Tammy Foster, Charles Jagneaux, Cindy Johnston.

Approval of the Minutes from September 12, 2018

Motion to approve the prior minutes was made by Jeff Skidmore and seconded by Johnny Crain, Jr. No discussion was had. The motion passed without opposition.

Financial Report - Association

Randy Deshotel, Treasurer gave the financial report for the Association ending October 31, 2018. He reported total current assets at \$679,920.70, total other assets of \$123,036.43 for total assets of \$813,842.61. Total current liabilities of \$111,629.91 were reported with total liabilities and capital of \$813,842.61.

Supplemental Compensation Board

Randy Deshotel gave a report on the balance sheet ending October 31, 2018. The total current assets were \$89,978.00 and total other assets were \$126,093.00 for total assets of \$215,971.51. Total current liabilities were \$133,250.00, fund balance was \$94,431.14, net loss was (\$11,709.63), total capital was \$82,721.51 for a total of liabilities and capital of \$215,971.51.

LA Clerks Association Board of Directors
November 28, 2018
Page 2

Randy reported on the income statement ending October 31, 2018. Year to date revenues were \$524,690, expenses were \$536,400 with a year date net loss of \$11,710.00.

Motion by Robin Hooter to receive the Financial Report, second by Kim Turlich-Vaughan. All voted in favor to receive the Financial Report.

AUDIT REPORT

Michelle Cunningham with Duplantier, Hrapmann, Hogan & Maher gave the audit report. Michelle went through auditors responsibilities and accounting estimates and assumptions including receivables, payables and depreciation. Michelle advised that there were no uncorrected misstatements, no difficulties in performing the audit and no disagreements with management. There were no significant deficiencies or weaknesses the association or supplemental audit reports.

Association

Michelle discussed assets and liabilities particularly funds held for third parties and noted that this was conference receivables and because there was not one in 2018 there was nothing in this column. (Conference was in July). Michele also noted an increase in Dues and a convention surplus. She advised that there was an increase in net assets of \$16,707.

Supplemental

Michelle discussed assets and noted that assets for 2018 were \$221,181 compared to \$196,381.00. She also noted that under revenues fee receipts had increase from \$1,449,060 in 2017 to \$1,547,824 in 2018. The total change in net position was \$21,550.00. Additionally, there were no findings regarding the Statewide AUP's.

There was a motion by Doug Welborn to accept the audit report, second by Kim Turlich-Vaughan. All voted in favor.

Debbie advised that regarding the supplemental audit report, Randy Deshotel must sign the compliance questionnaire. Brian Lestage made a motion to approve for Randy to sign the questionnaire, Bridget Hanna seconded. The motion passed without opposition.

LCRAA

Chairman Rick Arceneaux reported that the LCRAA Board met on November 13, 2018. Rick first gave a report from Antares. There are 57 active parishes and search result were as follows:

33 million total land with 18 million being mortgage and 15 million Conveyance
108,460 million total names
1 million marriage records
3,808,000 million marriage names
1 million civil records with 12 active parishes and 115,000 probate records
11,068 registered users
6,105 active users

Rick also reported that the recording Software design phase is nearing completion. The development phase is on target for June 2019 completion.

Rick gave the financial report ending October 31, 2018. The total current assets were \$3,534,752, total property and equipment \$211,491 for total assets of \$3,746,243. Total liabilities were \$5000, total liabilities and net position was \$3,746,243.

Rick discussed the Income Statement Ending October 31, 2018. Total revenues were \$517,696, grant program \$229,680, total administrative expenses of \$45,961 and a net income of \$69,671.

Rick advised that Tom Sullivan is retiring and the position on the LCRAA board was filled yesterday.

He reported on grants awarded and requested. There are 6 old grants nearly completed. There were 6 grants awarded last quarter. For the 3rd quarter of 2018, there were 8 grants applications with 5 being approved, West Carroll, Lasalle, Webster, Tangipahoa and Iberville.

Retirement and Relief Fund

Steve Andrews gave the financial report for month ending September 30, 2018. Current total assets were \$641,564,416.00. End of October was down.

Steve reported that at the last board meeting four money managers gave presentations and that the Retirement Board awarded AndCo the contract as the consultant for the Retirement Board. The Retirement Board also accepted actuary and auditor reports.

Debbie commented on the actuary report, reporting that the rate of return on the actuary report was 7% reduced to 6.75% but increased the required employer rate from 17.50% to 18.75%.

LA Clerks Association Board of Directors

November 28, 2018

Page 4

The Clerks had maintained the employer contribution rate at 19.00%. The Clerks have lowered the discount rate as a proactive measure.

2019 Conference Report

Debbie Hudnall reported that the 2019 Clerk's Conference will be March 11-14, 2019 at the Capital Hilton Baton Rouge.

Education Committee

Theresa Robichaux reported that the Education Committee met on September 26, 2018 in Baton Rouge. They scheduled all sessions for the March Institute. The fall Institute will be in August. The February Institute differs in that the Gumbo Panel will be held on the last day instead of the motivational speaker. The Fall Institute will be in Baton Rouge.

Judges Liaison Committee

Debbie advised that the committee met and is scheduled to meet again February 2019. She advised the Clerks to bring up any issues in preparation for the February meeting

Executive Director Report

Litigation

Lawrence vs. State of Louisiana

Debbie advised they are trying to keep the Clerk's out of this litigation. She advised that the Attorney General represents all the defendants and that currently they are trying to get a dismissal on a summary judgment motion.

Hunt vs. Terrebonne General Hospital

Dumez vs. Terrebonne General Hospital

Theresa Robichaux recapped her presentation from the Clerk's only meeting in that she took a writ on the issue of court costs for electronic exhibits containing numerous pages of medical records. She is currently waiting on a ruling from the First Circuit.

District Reports

District 1 – Johnny Crain, Jr. reported that District 1 had met in early November. The district spoke about persons performing weddings and trying to get more jurors. He advised that the district had spoken about unclaimed property and what they needed to do and was looking forward to the presentation at the institute.

LA Clerks Association Board of Directors

November 28, 2018

Page 5

District 2 – Theresa Robichaux advised that District 2 had met on October 30, 2018 and spoke about Clerk policies and procedures.

District 3 – Louis Perret advised that everything is fine in the 3rd District.

District 4 – Mike Spence brought up Software and Services and LACRAA. Debbie advised that there had not yet been an agreement, but that Software and Services has a new owner, but Greg Teeters still serves as CEO. Mike also requested that we consider looking at the election laws and lawsuit procedure to prevent a lot of redundancies. Debbie recommended it would be good to get with Robin Hooter who serves on the state board before the next meeting.

District 5 – No one was present

District 6 – Connie Couvillion reported that she sent out an email meeting and received one response indicating that there was nothing to discuss.

District 7 – Jeff Skidmore reported that the district had a meeting by email had discussed the elections and there were no issues.

District 8 – Doug Welborn advised that there was no report.

District 9 – Rodd Naquin advised that the Supreme Court, 4th Circuit and the 5th Circuit are starting a pilot program to print the record at Angola to provide to the prisoners to cut out cost.

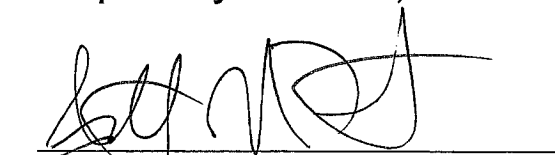
Other Business

Steve brought up an extra check for the staff. Jeff Skidmore made a motion to approve the same amount as last year, Randy Deshotel seconded. All voted in favor.

Adjournment

Motion to adjourn by Kim Turlich Vaughan, second by Rick Arceneaux. Motion passed without opposition.

Respectfully Submitted,


Annette Fontana, Secretary

Approved:


Steve Andrews, President