

LOUISIANA BOARD OF EXAMINERS
OF CERTIFIED SHORTHAND REPORTERS

AGENDA

MEETING OF FRIDAY, October 3, 2014 AT 10:00 A.M.

Church Street Inn, 120 Church Street , Natchitoches, Louisiana

I. PRELIMINARIES

- A. Call to Order and Welcome – Board Chair
- B. Pledge of Allegiance
- C. Roll Call - Administrator
- D. Approval of Minutes of August 22, 2014

II. COMMITTEE REPORTS

A. FINANCE AND OPERATIONS

- 1. Financial Reports

B. LICENSING AND CONTINUING EDUCATION

- 1. C.E. Requests - Individual
 - a. Therese Casterline
 - b, Rondia Hamilton

C. COMPLIANCE AND DISCIPLINE

D. RESEARCH AND PLANNING

- 1. Proposed Changes to Emergency Rule

Subcommittee: Ad Hoc Committee to Promote Efficiency in Court Reporting

- 1. Report on Transcript Audit-Third Sampling

III. LICENSING

A. Requests for Reinstatement of License- Possible Executive Session(s)

1. Yoranda N. Said

2. Glinda Hamlin

B. Request Inactive Status

1. Wanda Clements - Affidavit Submitted

C. Approval of Reciprocal Licensing

1. Melissa Green, RPR

2. Angela W. Allen, RPR

IV. DISCUSSION AND DIRECTION ITEMS

A. Budget Modification -- CE Seminar Allocation

B. Approval of C. Smith - Consulting Contract

C. Licensing Request - Reginia Plant

V. RULES AND RULE-MAKING

A. Review of "Safe-Harbor" Emergency Rule

B. Submission of Superseding "Safe-Harbor" Emergency Rule

C. Administrative Code submissions for "Safe-Harbor" permanent rule

VI. INFORMATIONAL REPORTS

A. Administrator's Report

B. Counsel's Report

C. Board Member's Roundtable

D. Chair's Report

VII. ADJOURNMENT

LOUISIANA BOARD OF EXAMINERS
OF CERTIFIED SHORTHAND REPORTERS

MINUTES

October 3, 2014

The meeting was called to order by Paul Bonin, Chairman. Everyone in attendance recited the Pledge of Allegiance. Roll was called and all members, except Vinny Borrello, were present.

By motion of John Andressen and second by May Dunn, the minutes of the previous meeting were approved.

FINANCE COMMITTEE

May Dunn reported on the meeting of the finance committee. For the period ending 1 October 2014 income totaled \$3,337.00 with expenses of \$32,667, leaving a checking account balance of \$170,577.22. The post-retirement account balance is currently \$45,617.22, bringing the grand total of assets to \$216,194.44.

On motion by Suzette Magee and second by Laura Putnam, the financial report was approved as read.

A possible reduction in the licensing fee was discussed.

DISCUSSION AND DIRECTION ITEMS

There was a slight change made to the budget. Under the category 4703, CE seminars, that budgeted amount of \$25,000 will be moved to 5400, Professional Services. Motion by Suzette Magee, second by May Dunn to modify the budget accordingly.

Milton Donegan made a motion to authorize the Finance committee to approve a consulting contract with Carla Smith for intergovernmental relations. Second by May Dunn. Motion carries without opposition.

The licensing request by Regenia Plant was not considered as she was not present.

LICENSING AND CONTINUING EDUCATION

The two reporters needing CE credits, Therese Casterline and Rondia Hamilton, will be informed that they must attend the seminar on November 1st. If they are unable to attend, they will need to provide a reason to the board at the December meeting.

There was also some discussion about the need for a board member to be present at the seminar to be held on November 1, 2014 to answer any questions concerning ethics or board rules and regulations.

COMPLIANCE AND DISCIPLINE

Complaints which were recently received were discussed. The complaint was investigated by special counsel and recommendation was made to dismiss the complaint for lack of merit.

Upon motion by Laura Putnam and second by May Dunn, the matter of the complaint by Robert Neely will be dismissed. Motion carries without opposition.

RESEARCH AND PLANNING

Laura Putnam reported on the committee meeting that resulted in a clarification of the language regarding the schedule or charges not being attached to the affidavit. Also the word "affidavit" after the word "certification." Otherwise, the emergency rule that is to take effect on January 1, 2015, is in its final form.

RULES AND RULE-MAKING

David Marcello discussed the proposed changes to the certificate page to include this language: "And that I am informed about the complete arrangement, financial or otherwise, with the person or entity making arrangements for deposition services," and "I have no actual knowledge of any prohibited employment or contractual relationship, direct or indirect, between the court reporting firm or any party litigant in this matter, nor is there any such relationship between myself and any party litigant in this matter."

David went on to discuss the new section, 1303, the safe harbor provision. A box was added that reads "I have submitted this certification affidavit within 30 days after the date of the depositions to which it applies," and the court reporter further acknowledges the obligation to maintain the schedule for a minimum of three years.

Motion was made by Laura Putnam to accept the changes to the proposed rule as outlined above and make them effective January 1, 2015, and motion was seconded by John Andressen. Motion carries without opposition.

Motion was made by Laura Putnam to authorize the initiation of a regular rule-making proceeding toward the January 1, 2015 deadline. Second by May Dunn. Motion carries without opposition.

LICENSING

The board took up the matter of the reinstatement of Yoranda Said. Ms. Said was present. After much discussion, Suzette Magee made a motion to reinstate the license of Yoranda Said upon the following conditions: payment of \$325 and obtain the CE credits at a seminar which was to take place on the day following the board meeting. Second by John Andressen. Motion carries without opposition.

Glenda Hamlin was not present. She will be notified to attend the meeting in Lake Charles in December.

The matter of Wanda Clements was taken up. Motion by John Andressen and second by Suzette Magee to accept the request for inactive status. Motion carries.

Approval of reciprocal licensing was taken up. Melissa Green was the first one. Upon motion by Suzette Magee and second by John Andressen, that request for reciprocal license was approved.

The second request was Angela Allen. Upon motion by John Andressen and second by Laura Putnam, that request for reciprocal license was approved.

INFORMATIONAL REPORTS

Tonya reported on a new app that is now available for your Smartphone to facilitate the filing of the travel reimbursement form.

The CLEAR conference attended by most board members was discussed.

Elizabeth Methvin initiated a discussion about CE credits for CDRs.

Motion to adjourn by May Dunn, second by Laura Putnam. Motion carries.

(Meeting adjourned at 11:02 a.m.)

Respectfully submitted,

Suzette Magee, Secretary

Paul Bonin, Chairman