

THE LOUISIANA BOARD OF EXAMINERS OF  
CERTIFIED SHORTHAND REPORTERS

**BOARD MEETING MINUTES**

FRIDAY, JANUARY 29, 2016

Pursuant to notice, the meeting was called to order at 1:00 P.m., Friday, January 29, 2016, at the The Middleton Bar Center, 544 Main Street, Baton Rouge, Louisiana, with a quorum present.

PRESENT:

Judge Paul Bonin, Chairman  
Milton Donegan, Jr.  
Elizabeth Methvin  
Laura Putnam  
John Andressen

Vickie Nguyen, Administrator

David Marcello, CSR Board Attorney  
Christian Helmke, CSR Board Investigative Counsel

ABSENT:

Vinny Borrello  
May Dunn  
Kimya Holmes  
Suzette Magee  
Laura Putnam  
Lenny Levenson, CSR Board Investigative Counsel

**I. PRELIMINARIES**

**A. Call to Order**

**B. Roll Call**

**C. Approval of Minutes of December 18, 2015.**

Judge Bonin asked for a motion to approve the Minutes of the December 18, 2015 Board Meeting. Mr. Andressen moved, which was seconded by Mr. Donegan. The motion passed without opposition.

**II. COMMITTEE REPORTS**

**A. FINANCE & OPERATIONS**

**1. December Balance Sheets**

**2. Monthly Operating Statement**

Mr. Donegan moved, which was seconded by Ms. Methvin, to accept the Finance Committee Report, which consisted of the December Balance Sheets and Monthly Operating Statement. The motion passed without opposition.

**B. LICENSING AND CONTINUING EDUCATION**

**1. CE Seminar Approval**

Ms. Caroline Escudier informed the Board she sent the documents to Mr. Donegan for VRLA's upcoming seminar. Mr. Donegan said he had not

received them. Judge Bonin asked that the matter be passed on and that Mr. Donegan and Ms. Escudier meet before the meeting was over to discuss.

### **C. COMPLIANCE AND DISCIPLINE**

#### **1. Complaints**

Mr. Andressen reported that the committee has one matter pending.

### **D. RESEARCH AND PLANNING**

#### ***Subcommittee: Ad Hoc Committee to Promote Efficiency in Court Reporting***

Ms. Methvin informed the Board that she and Ms. Putnam were planning on getting the letters out to reporters that sent in transcripts for compliance with formatting issues.

#### **1. Report on Written Information, Materials, and/or Comments Respecting Authorization for Use of Electronic Signatures for Certifications of Depositions**

Ms. Methvin informed the Board that Mr. Donegan has been in touch with officials in Texas about attending an advisory committee meeting to see how Texas handles digital signatures. Matter deferred.

#### **Advisory Committees:**

##### **1. Access to Justice and Pro Bono Transcripts: Pilot Program, Rule Change**

Mr. Andressen reported he, Judge Bonin and Ms. Nguyen met with eight firm owners in the New Orleans area to move forward with the Pro Bono services. He indicated the response was overwhelmingly positive from the firm owners.

##### **2. Future of the Profession**

Ms. Methvin informed the Board she was going to ask a couple of reporters to join the committee studying the future of the profession and would report back to the Board.

## **III. DISCUSSION & ACTION**

### **A. Safe Harbor Certification Affidavit; Update on Louisiana Register and Effective Date**

Mr. Marcello reported that the publication date is January 20, 2016, a final version will be made and published in the May Register and will be effective June 1, 2016.

### **B. 2016 Legislation**

Mr. Marcello distributed to the Board documentation on legislation for this upcoming legislative session. The first one authorizes the Board to have access to expungement records that would otherwise be unavailable for public view. The second one deals with exemptions to the Public Records laws of any investigations of court reporters were proved to be fruitless. Moved by Ms. Putnam, seconded by Mr. Andressen for the Board to proceed with introducing legislation generally as drafted here, but with the opportunity to revise as needed between now and the introduction. The motion passed without any opposition.

### **C. Webmaster Contract**

Moved by Mr. Andressen, seconded by Ms. Putnam to execute the contract with Nexus World Media. The motion passed without

opposition.

#### **D. Inactive/Retirement Status**

Mr. Marcello to draft some language relating to guidelines for reinstatement after inactive/retirement status and report back to the Board.

### **IV. LICENSING**

#### **A. C. E. Request-Individual**

- 1. Tiffany Gallardo, ProCAT Winnerxp**
- 2. Carol Mixon, 2016 TCRA Technology Conference**
- 3. Rene White Moarefi, Case Catalyst Version 16**

Mr. Andressen moved, which was seconded by Ms. Putnam, to approve Ms. Gallardo, Ms. Mixon and Ms. Moarefi for C.E. credits, with the exception of Ethics and Rules & Regulations. The motion passed without opposition.

#### **B. Request Reinstatement**

- 1. Velma Williams Aubert, Lake Charles**

Ms. Nguyen informed the Board that she notified Ms. Aubert of the meeting and she said she would attend. Judge Bonin instructed Ms. Nguyen to take Ms. Aubert off the agenda and if she wanted to be placed back on the agenda to request it in writing to the Board.

- 2. Monique M. Casey, Covington**

Ms. Putnam moved, seconded by Mr. Andressen to allow Ms. Casey to be tested as a CDR before her employment with the 24<sup>th</sup> JDC begins. The motion passed without opposition.

#### **C. Request Retirement Status**

- 1. Debra P. Hebert, 15<sup>th</sup> JDC, July 31, 2015**
- 2. Barbara Holtz, December 31, 2015**
- 3. Jacquelyn Sebastian, December 31, 2015**

Mr. Andressen moved, seconded by Ms. Methvin, to recognize the three retirements on the agenda. The motion passed without opposition.

#### **D. Discontinued CDRs**

- 1. Dolores Ann Davis, Sulphur City Court, December 31, 2015**
- 2. Karen Loupe Gaspard, 23<sup>rd</sup> JDC, December 31, 2015**
- 3. Amanda H. Mixon, Winnsboro City Court, November 19, 2015**
- 4. Regina Plant, 1<sup>st</sup> JDC, December 31, 2015**
- 5. Merilynn Catherine Quirk, 27<sup>th</sup> JDC, December 31, 2015**

Mr. Andressen moved, which was seconded by Ms. Methvin, to accept the discontinued CDRs Ms. Mixon and Ms. Davis because they sent in their certificates. The motion passed without opposition. Judge Bonin asked to defer the other three and have Ms. Nguyen contact the respective courts to have their certificates turned in.

#### **E. CCR and CDR 2016 Renewals**

Ms. Nguyen informed the Board that there have been 837 CCR renewals for 2016 and 342 CDR renewals.

#### **F. Suspended CCR's and CDR's**

Ms. Nguyen informed the Board that there are 62 CCRs and 36 CDRs that have not renewed their licenses for 2016. Judge Bonin asked Ms. Nguyen to contact the reporters that have not renewed their licenses. Mr. Andressen moved, seconded by Ms. Putnam to post the lists of anyone not renewed by February 29, 2016, on the website. The motion passed without opposition.

**G. Late Renewals**

Mr. Andressen moved, seconded by Ms. Putnam to reinstate all the reporters that renewed late. The motion passed without opposition.

**V. RULES AND RULE-MAKING**

**A. Update: Certification Rule published as Notice of Intent**

(Previously addressed by Mr. Marcello.)

**B. Rule to Authorize CE Credit for Pro Bono Transcripts**

(Previously addressed by Mr. Marcello.)

**VI. SCHEDULING OF NEXT BOARD MEETING**

The next meeting will be scheduled for April 29, 2016, in Alexandria.

**VII. PUBLIC COMMENTS**

No public comments offered.

**VIII. ADJOURNMENT**

Mr. Donegan moved, which was seconded by Ms. Putnam, to adjourn. The motion passed without opposition.