

THE LOUISIANA BOARD OF EXAMINERS OF
CERTIFIED SHORTHAND REPORTERS

BOARD MEETING MINUTES

FRIDAY, OCTOBER 16, 2015

Pursuant to notice, the meeting was called to order at 10:00 a.m., Friday, October 16, 2015, at the Lafayette Bar Association, Mediation Center, 2607 Johnston Street, Lafayette, Louisiana, with a quorum present.

PRESENT:

Judge Paul Bonin, Chairman
Vincent Borrello, Jr., Secretary
Suzette Magee
Milton Donegan, Jr.
Laura Putnam
May Dunn
John Andressen

Vickie Nguyen, Administrator

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

ABSENT:

Kimya Holmes
Elizabeth Methvin

I. PRELIMINARIES

A. Call to Order

B. Pledge of allegiance

C. Roll Call

D. Approval of Minutes of May 15, 2015.

Judge Bonin asked for a motion to approve the Minutes of the May 15, 2015 Board Meeting. Mr. Andressen moved, which was seconded by Ms. Putnam. The motion passed without opposition.

II. DISCUSSION & ACTION

A. Stenotype Grader Contract

Ms. Magee moved, which was seconded by Ms. Dunn, to approve said contract. The motion passed without opposition.

B. Ratification of Appointment of Administrator and Salary & Benefits

Ms. Dunn moved, which was seconded by Mr. Andressen, to approved said ratification. The motion passed without opposition.

C. Update on OPEB

Deferred until Finance Report

D. Confirm Board Meeting on November 6, 2015 @ 1:00

(Information purposes)

E. Safe Harbor Certification Affidavit

Ms. Putnam reported on said affidavit, which was discussed in Committee prior to the Board Meeting. Proposed changes were made to said affidavit and distributed for review by the Board and those in attendance.

F. Regulatory Policy

- 1. Board Jurisdiction over Court Reporting Firms**
- 2. Confidentiality of Board Investigations**

An open discussion took place as to possible legislation in the future.

III. COMMITTEE REPORTS

A. FINANCE AND OPERATIONS

- 1. Financial Reports**
- 2. 2016-2017 Proposed Budget**

Ms. Dunn moved, which was seconded by Mr. Borrello, to accept the Finance Committee Report, which also included moving the OPEB into the operating account. The motion passed without opposition.

B. LICENSING AND CONTINUING EDUCATION

1. Service Plaque for Certain Active and Retired Court Reporters

Mr. Andressen reported on said status. The Licensing & Education Committee will convene again to discuss further and report at the next Board Meeting.

2. CE Provider Application Approval

- a. STAR Seminar 10/1 - 10/3**
- b. LCRA Seminar 11/7/2015**

Ms. Dunn moved, which was seconded by Mr. Borrello, to approve said seminars.

3. Update of September 25, 2015 CCR Examination

Mr. Andressen reported as to the applicants who had taken said examination. The Licensing & Education Committee will be meeting to discuss proposed procedural changes for future examinations and will report at the next Board Meeting.

4. C.E. Request - Individual

Mr. Andressen moved, which was seconded by Ms. Putnam, to approve the C.E. Request - Individual list. The motion passed without opposition.

5. Qualifying Exam Retake Request

- a. Amy Christophe**

Pursuant to CSR Board Rules and Regulations, Ms. Christophe's request to retake the Qualifying Exam and not post payment is denied due to abandonment of the first exam.

6. Printing Options for Certification Exam

Mr. Andressen advised that the Licensing & Continuing Education Committee will discuss options on allowing applicants to print their transcripts upon completion of exam using the Board's equipment. The Committee will discuss in further detail at their next meeting.

C. COMPLIANCE AND DISCIPLINE

(Deferred)

D. RESEARCH AND PLANNING

Subcommittee: Ad Hoc Committee to Promote Efficiency in Court Reporting

Mr. Donegan moved, which was seconded by Ms. Putnam, to accept the affidavit form which was discussed and amended in Committee, in its present form. The motion passed without opposition. It was also noted that VRLA filed a position paper in the record.

Ms. Putnam moved, which was seconded by Ms. Dunn, to Issue Open Invitation for Submission of Written Information, Materials, and/or Comments until December 31, 2015 Respecting Authorization for Use of Electronic Signatures for Certifications of Depositions.

Mr. Andressen reported on his meeting with the Access to Justice and the LA State Bar Association about pro bono court reporting services. A subcommittee will be formed and report on the status at the next Board Meeting.

Samples of properly formatted transcripts will be placed on the Board's website for review.

III. LICENSING

A. Request Reinstatement

1. Velma Williams Aubert, Lake Charles

Mr. Andressen moved, which was seconded by Mr. Borrello, that this matter be deferred. The motion passed without opposition.

2. Rhonda L. Broux, Baton Rouge

Mr. Andressen moved, which was seconded by Ms. Magee, that Ms. Broux be reinstated. The motion passed without opposition.

3. Marilyn Broles, Milton, WA

Mr. Andressen moved, which was seconded by Ms. Putnam, that this matter be deferred. The motion passed without opposition.

4. Danielle M. Duhe, Destrehan

Mr. Andressen moved, which was seconded by Ms. Magee, that Ms. Duhe be retested. The motion passed without opposition.

5. Linda Sorge-Howard, Denham Springs

The option was presented to Ms. Sorge-Howard if she would wish to proceed in Executive Session, which she denied. Pursuant to discussion, Mr. Andressen moved, which was seconded by Ms. Dunn, that upon payment of fees being up-to-date, Ms. Sorge-Howard be reinstated. The motion passed without opposition.

6. Ruth Woods, Lake Charles

Mr. Andressen moved, which was seconded by Ms. Dunn, that this matter be deferred. The motion passed without opposition.

B. 2015 Renewals Completed Since Last Meeting

Rhonda L. Broux, CCR, Baton Rouge (Previously addressed)

C. Request Retirement Status

1. Bonita Coker-Retiring August 30, 2015
2. Dorothy P. Livingston September 1, 2015
3. Carol M. Lyons-Retired July 31, 2015

Mr. Andressen moved, which was seconded by Ms. Magee, to approved the request for retirement status. The motion passed without opposition.

D. Reciprocal Application

1. Allison C. Jourdan

Mr. Andressen moved, which was seconded by Ms. Magee, to approve reciprocal application by Ms. Jourdan. The motion passed without opposition.

E. Revocation

1. Dawn Verdros, CDR, City Court of Lafayette

Mr. Andressen moved, which was seconded by Ms. Putnam, that Ms. Verdros' CDR license be terminated. The motion passed without opposition.

V. ADJOURNMENT

Mr. Andressen moved, which was seconded by Mr. Borrello, for adjournment. The motion passed without opposition.