

LOUISIANA BOARD OF EXAMINERS
OF CERTIFIED SHORTHAND REPORTERS

AGENDA

I. PRELIMINARIES

- A. Call to Order and Welcome – Board Chair
- B. Pledge of Allegiance
- C. Roll Call - Administrator
- D. Approval of Minutes of November 18, 2013

II. COMMITTEE REPORTS

- A. *FINANCE AND OPERATIONS*
 1. Financial Reports
 2. Contract-Court Reporter
- B. *LICENSING AND CONTINUING EDUCATION*
 1. Board-sponsored Ethics Continuing Education Programs
 2. Continuing Education Approvals
 3. Exam Dates
 4. Grading Contract – Stenomask
 5. Request of Lafayette City Court for Temporary Authorization to Practice in CDR Method
- C. *COMPLIANCE AND DISCIPLINE*
 1. Possible modification or revision of LAC 46:XXI:1105 (Disclosure at deposition by reporter)
 2. Written Itemization of Services Offered
 3. Questions to be asked before accepting deposition assignment
 4. Update on Billy Reed
 5. Accepting Consent Agreement Form(s)
 6. Notice of Hearing Form(s)
 7. Issuing Subpoena Form(s)
- D. *RESEARCH AND PLANNING*
 1. Revised Reciprocity Rule
 2. Contract-Website/Webmaster

Subcommittee: Ad Hoc Committee to Promote Efficiency in Court Reporting

 1. Report on Transcript Audit

III. LICENSING

- A. Requests for Reinstatement of License
 1. Leona Ingle
- B. Reciprocal License Approval
 1. Susan A. Zielie-New Orleans
- C. Retired Status Request
 1. Linda Barnett-12/31/2013
 2. Johnye F. Bernard – 12/31/2013
 - * 3. Alma B. Brashear – 12/31/2013
 4. Velma J. Brasseur – 12/31/2013
 5. Sheila A. Burton – 12/31/2013
 6. Marlene J. Cashen – 12/31/2013
 7. Geraldean Causey – 12/31/2013
 - * 8. Judy Connelly – 12/31/2013
 9. Tonya DeAnn Cure – 12/31/2013
 - * 10. Nancy B. Dawson – 12/31/2013
 11. Martha Duley – 12/31/2013
 12. A. Faye Huffman – 12/31/2013
 - * 13. Marsha Mackie-Wright – 12/31/2013
 - * 14. Frances M. Melder – 12/31/2013
 15. Patricia W. Normand – 12/31/2013
 16. Patricia M. Papizzo – 12/31/2013
 17. Anna Ruth Salsbury – 12/31/2013
 18. Jeanne Heidi Schwab-12/31/2013
 19. Cindy Tregre -12/31/2013
 - * 20. Barbara C. Wallace-12/31/2013

D. Inactive Status

1. Monique M. Casey
2. Mary W. Simmons
3. Linda Sorge-Howard

E. Deceased

1. Carol Sofianopoulos-12/7/2013

F. CCR Suspended List

1. Rebecca Fussell
2. Billy Reed
3. Brenda Taquino

G. CDR's Discontinued

1. Nancy B. Barham-Fourteenth JDC-12/31/2013
2. Melanie Robert Callender-Twenty-Ninth JDC-12/9/2013
3. Terry T. Champion-Twenty-Ninth JDC-12/31/2013
4. Sandra M. Fontenot-Thirteenth JDC-12/31/2013
5. Florencia Freeman-Baker City Court-12/31/2013
6. Sharon Garrett-Lake Charles City Court-12/31/2013
7. Carla S. Harpin-Third JDC-12/31/2013
8. Debra Hood-Fourteenth JDC-12/31/2013
9. Deidre D. Juranka-Fourteenth JDC-8/02/2013
10. Alyssia Nicole Kirkhart-Bossier City Court-12/31/2013
11. Sheron D. Lensing-Sixth JDC-12/31/2013
12. Bess McClure-Seventh JDC-12/31/2013
13. Jossie Y. Newsom-E. B. R. Juvenile Court-12/31/2013
14. Sarah G. Perkins-Lafayette City Court – 12/31/2013
15. Anita Nash Perry-Sixth JDC-12/31/2013
16. Elizabeth F. Saucier-Thirteenth JDC-7/12/2013
17. Mark S. Smith-Thirty-Ninth JDC-12/31/2013
18. Elizabeth H. Surles-Fourteenth JDC-12/31/2013
19. Nancy Book Taylor-Seventh JDC-12/31/2013
20. James L. Ward-Fourth JDC-12/31/2013

H. CCR and CDR Renewals for 2014

1. 902 CCR's Renewed
2. 403 CDR's Renewed

IV. DISCUSSION AND DIRECTION ITEMS

- A. Scheduling of Meetings
- B. Updated Report of Investigative Counsel

V. INFORMATIONAL REPORTS

- A. *Administrator's Report*
- B. *Counsel's Report*
- C. *Board Member's Roundtable*
- D. *Chair's Report*

ADJOURNMENT

MINUTES

MEETING OF FRIDAY, JANUARY 24, 2014 at 10:00 A.M.

Pursuant to notice, the meeting was called to order at 10:00 AM at the Ramada Lafayette Conference Center, 2032 N.E. Evangeline Thruway, Lafayette, Louisiana.

Present:

Judge Paul Bonin, Chairman

Suzette M. Magee, CCR, Secretary

Vincent P. Borrello, Jr., CCR

Milton Donegan, Jr., CCR

Laura Putnam, Attorney

John Andressen, CCR

Tonya R. Armentor, Administrator

CALL TO ORDER AND PRELIMINARIES

Judge Bonin, Chairman, called the meeting to order. The members and guests recited the Pledge of Allegiance. Ms. Armentor called the roll, all board members, except May Dunn, in attendance.

Milton Donegan made a correction to the prior minutes as it related to the numbering of items, and with that correction, a motion was made by John Andressen and seconded by Vinny Borrello

to approve the minutes of the last meeting. Motion carried without opposition.

FINANCE AND OPERATIONS COMMITTEE

The Treasurer's Report was provided to the board members. The Board had income since November 19, 2013 of \$98,033.00; disbursements of \$22,464, leaving a balance as of January 16, 2014, of 293,882.36. The OPEB account balance is 45,165.74, with a total assets balance of \$339,048.10.

On motion by Milton Donegan and second by Laura Putnam, the report was accepted as provided. Motion carries without opposition.

Motion by Laura Putnam and second by Suzette Magee to approve an increase in the contract with the reporting firm of Torres Court Reporting to \$15,000. After a discussion on the matter, it was decided that the language would have to be modified to change the scope of services to include investigative services. Laura Putnam amended her motion to include the revised language and amount, and was seconded by Suzette Magee. Motion carries without opposition.

LICENSING AND CONTINUING EDUCATION COMMITTEE

Discussion on the plans to put on board-sponsored ethics

seminars was deferred to next meeting.

Exam Dates were identified as February 21 for qualifier and April 4 for the examination date.

Three seminars were approved for CE seminars.

Ashley Shultz will now grade Stenomask examines.

Motion by Vinny Borrello and second by Suzette Magee to accept the report of the committee. Motion carries without opposition.

Number 5 was moved to reinstatements.

COMPLIANCE AND DISCIPLINE COMMITTEE

Milton Donegan reported on revisions to LAC 46:XXI:1105, however, no action was taken.

Update on Billy Reed. He currently remains suspended.

Consent agreement forms were discussed. This item was passed on in committee and at the board meeting.

Notice of Hearing form, Motion by Milton Donegan and second by Laura Putnam to accept the form. Motion carries.

Subpoena forms, Motion by Milton Donegan and second by Suzette Magee to accept the forms with minor modifications provided by David Marcello.

Notice of Formal Charges form, Motion by Milton Donegan and second by Vinny Borrello to accept the form. Motion carries.

Notice of Commencement of Private Investigation. Some modest changes to wording were proposed by David Marcello and Laura Putnam. Motion by Milton, second by Vinny to accept the form with the minor alterations. Motion carries.

Notice of Executive Session form/letter to reporter being discussed was read by David Marcello. Motion by Suzette Magee, second by Milton Donegan to accept the form as read by David Marcello. Motion carries.

RESEARCH AND PLANNING

Final draft to the Revisions to Reciprocity rule were discussed. David Marcello presented the Board with changes to the proposed rules regarding the Veterans Affairs Act 276.

Motion by Laura Putnam to initiate the Registry process and place same on website. Second by Suzette Magee. After much discussion, the motion was withdrawn, and more revisions will be forthcoming.

Motion by Laura Putnam and second by Vinny Borrello to send back to David for further changes to the language.

Contract with Webmaster. Motion by Laura Putnam and second by John Andressen to renew contract without changes. Motion carries.

LICENSING

Reinstatement:

A1 - Laura Ingle - motion by Vinny Borrello to defer to next meeting, second by Laura Putnam. Motion carries.

A2 - Helen Baudoin (added to agenda from Licensing reports)
Motion by Vinny Borrello to reinstate and second by John Andressen. Motion carries.

Reciprocal License Approval:

1 - Susan Zielie. Motion to grant reciprocal license by Vinny Borrello, second by Suzette Magee. Motion carries.

Retired Status Request:

Motion by Vinny Borrello, second by Laura Putnam to accept the request of all persons listed on the agenda requesting retirement status in globo. Motion carries. John Andressen will send a letter to the official reporters on the list informing them of their obligations to their respective courts regarding transcript production.

CCR Suspended List:

Motion by Vinny Borrello and second by John Andressen to suspend Billy Reed. Motion carries.

Motion by Vinny Borrello and second by John Andressen to suspend Rebecca Fussell. Motion carries without opposition.

Motion by Vinny Borrello and second by John Andressen to suspend Brenda Taquino and serve her to appear at the next board meeting. Motion carries.

CDRs Discontinued:

Motion by Vinny Borrello and second by Laura Putnam to accept the list in globo. Motion carries.

Administrative Report was given by Tonya regarding the renewal process. At this time there has been almost a 100% renewal of licenses in a timely fashion. A high number of renewals were accomplished using the new online renewal process.

DISCUSSION AND DIRECTION ITEMS

Next meeting will be held in New Orleans Metairie area on March 14, 2014 at 10:00 a.m.

May 16, 2014 was also set as the following meeting to be held in Lake Charles, Louisiana.

Special Counsel reported on the status of various cases currently under investigation, all still being investigated at this time.

Motion by Vinny Borrello and second by Milton Donegan to

add election of officers to agenda. Motion carries.

Election of officers were made at this time. Paul Bonin was reelected to serve as Chairman and Suzette Magee was reelected to serve as Secretary.

A review of committee appointments will take place and will be discussed at the next meeting.

Due to inclement weather conditions, any person having business before the board who was unable to attend the meeting can request to be placed on the next meeting agenda.

There being no further business, motion was made by Laura and second by Vinny to adjourn. Motion carries without opposition.

Signed this day, 12th day of March 2014.

Suzette Magee, Secretary

Paul A. Bonin, Chair