

THE LOUISIANA BOARD OF EXAMINERS OF  
CERTIFIED SHORTHAND REPORTERS

**BOARD MEETING MINUTES**

FRIDAY, MAY 15, 2015

Pursuant to notice, the meeting was called to order at 10:00 a.m., Friday, May 15, 2015, at the Louisiana Supreme Court, 400 Royal Street, 4<sup>th</sup> Floor Conference Room, New Orleans, 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

Tonya R. Cupp, Administrator

David Marcello, CSR Board Attorney

**I. PRELIMINARIES**

**A. Call to Order**

**B. Pledge of allegiance**

**C. Roll Call**

**D. Approval of Minutes of December 12, 2014 and January 16, 2015.**

Judge Bonin asked for a motion to approve the Minutes of the December 12, 2014 and January 16, 2015 Board Meeting. Ms. Putnam moved, which was seconded by Ms. Magee, to approve the Minutes of the December 12, 2014 Board meeting. Mr. Borrello moved, which was seconded by Ms. Magee, to approve the Minutes of the January 16, 2015 Board Meeting. The motions passed without opposition.

**II. COMMITTEE REPORTS**

**A. FINANCE AND OPERATIONS**

Mr. Borrello moved, which was seconded by Ms. Putnam, to accept the Finance Committee Report. The motion passed without opposition.

**B. LICENSING AND CONTINUING EDUCATION**

**1. Service Plaque for Certain Active and Retired Court Reporters**

The Board had a discussion as to the criteria in which service plaques would be awarded. Mr. Andressen will follow up with the Licensing & Education Committee for implementation.

**2. Continuing Education Approvals**

Ms. Dunn moved, which was seconded by Ms. Magee, to approve the seminars listed below. The motion passed without opposition.

VRLA, August 22, 2015

LCCCA, June 7 - 10, 2015

Nuts & Bolts, June 10 - 12, 2015

LCRA, July 11, 2015

Mr. Andressen moved, which was seconded by Ms. Dunn, to approve the seminars listed below. Said seminars were only approved for 11 general CE credits. The motion passed without opposition.

Mississippi Judicial Seminar

Texas Court Reporters Association

The Varallo Group

Arkansas Court Reporters Association

Deposition Reporters Association Conference

### **3. August CCR Examination**

The matter was tabled for the next Licensing & Education Committee Meeting.

### **4. Ethics Credits**

The Board discussed contacting the local associations to inquire allowing participants to register for only ethics credits, and allow a prorated portion of the full seminar price.

### **5. Tested CDR (AAERT) Employment**

Mr. Andressen moved, which was seconded by Ms. Dunn, for the Winnfield City Court to hire a court reporter which has obtained certification through AAERT. The motion passed without opposition.

## **C. COMPLIANCE AND DISCIPLINE**

Mr. Borrello moved, which was seconded by Ms. Putnam, to accept the report of the Compliance and Disciplinary Committee. The motion passed without opposition.

## **D. RESEARCH AND PLANNING**

Ms. Magee moved, which was seconded by Ms. Dunn, to accept the report of the Research and Planning Committee. The motion passed without opposition.

## **III. LICENSING**

### **A. Requesting Reinstatement**

#### **1. Sueyaun D. Lewis**

Mr. Borrello moved, which was seconded by Mr. Andressen, to continue the matter without date due to Ms. Lewis' non-appearance. The motion passed without opposition.

### **B. 2015 Renewals Completed Since Last Meeting**

Mr. Borrello moved, which was seconded by Mr. Andressen, to accept the list of the court reporters contained in the "2015 Renewals Completed Since Last Meeting." The motion passed without opposition.

### **C. CCRs MANDATED ATTENDANCE AT LCRA SEMINAR**

Mr. Borrello moved, which was seconded by Mr. Andressen, to accept the list of the court reporters in which they have obtained their CE credits at the LCRA Seminar. The motion passed without opposition.

### **D. RECIPROCAL LICENSE APPROVAL**

Mr. Andressen moved, which was seconded by Ms. Putnam, to accept Reciprocal Licence Application by Gayle Klees and Michelle Kirkpatrick. The motion passed without opposition.

### **E. REQUEST FOR RETIREMENT STATUS**

Mr. Andressen moved, which was seconded by Ms. Magee, that Twyla Moore be placed on retirement status. The motion passed without opposition.

## **F. 2015 CCR REVOCATIONS**

Mr. Andressen moved, which was seconded by Mr. Borrello, to accept the list of 2015 CCR Revocations, with the exception of Shauna Beach. Ms. Beach will be reinstated upon completion of CE credits. The motion passed without opposition.

## **G. CDR SUSPENDED**

### **1. Ruth Woods**

Ms. Putnam moved, which was seconded by Ms. Dunn, that Ms. Woods be conditionally reinstated at the Sulphur City Court, subject to obtaining her CE credits. The motion passed without opposition.

## **H. PREVIOUS REINSTATEMENT GRANTED**

### **1. Yolanda Said**

Mr. Andressen moved, which was seconded by Ms. Magee, that Ms. Said be revoked due to non-payment. The motion passed without opposition.

## **I. EXAMINEES PAST LAST EXAM FOR LICENSING**

Mr. Borrello moved, which was second by Ms. Magee, to accept the list of court reporters who have passed the last CCR Exam. The motion passed without opposition.

## **J. CDRs PASSED EXAM SINCE LAST MEETING**

Mr. Borrello moved, which was second by Ms. Magee, to accept the list of court reporters who have passed the last CDR Exam since the Board's last meeting. The motion passed without opposition.

## **IV. DISCUSSION ITEMS**

### **A. CPA CONTRACT**

Mr. Donegan moved, which was seconded by Mr. Andressen, for the Finance Committee to conduct interviews for CPAs for the upcoming fiscal year. The motion passed without opposition.

### **B. INVESTIGATIVE ATTORNEY CONTRACT**

Mr. Donegan moved, which was seconded by Mr. Borrello, to approved said contract. The motion passed without opposition.

### **C. ATTORNEY CONTRACT AND AMENDMENT**

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

### **D. RATIFICATION OF CHAIR'S EARLY TERMINATION OF LEASE**

Mr. Borrello moved, which was seconded by Ms. Magee, to approved said early termination of lease. The motion passed without opposition.

### **E. RATIFICATION OF CHAIR'S EXECUTION OF LEASE**

Judge Bonin advised the Board of said execution of lease.

## **V. ADJOURNMENT**

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