

THE LOUISIANA BOARD OF EXAMINERS OF
CERTIFIED SHORTHAND REPORTERS

BOARD MEETING MINUTES

FRIDAY, DECEMBER 18, 2015

Pursuant to notice, the meeting was called to order at 10:00 a.m., Friday, December 18, 2015, at the Supreme Court Conference Room, 400 Royal Street, New Orleans, Louisiana, with a quorum present.

PRESENT:

Judge Paul Bonin, Chairman
Vincent Borrello, Jr., Secretary
Suzette Magee
Milton Donegan, Jr.
Kimya Holmes
Elizabeth Methvin
May Dunn
John Andressen

Vickie Nguyen, Administrator

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

ABSENT:

Laura Putnam
Lenny Levenson, CSR Board Investigative Counsel

I. PRELIMINARIES

A. Call to Order

B. Pledge of allegiance

C. Roll Call

D. Approval of Minutes of October 16, 2015.

Judge Bonin asked for a motion to approve the Minutes of the October 16, 2015 Board Meeting. Mr. Andressen moved, which was seconded by Ms. Magee. The motion passed without opposition.

E. Comments by Chief Justice Bernette Johnson (invitation extended)

Justice Johnson was unable to attend, but requested that Clerk of Court, John Olivier, attend and address the Board.

F. Resolution congratulating the Hon. John Bel Edwards, Governor-elect

Mr. Borrello moved, which was seconded by Ms. Dunn, for Mr. Marcello to prepare said Resolution. The motion passed without opposition.

G. Nomination and Election of Officers (Chair and Secretary) for 2016

Mr. Borrello moved, which was seconded by Mr. Andressen, that Judge Bonin remain Chair. It was further moved by Mr. Andressen, which was seconded by Ms. Holmes, that Mr. Borrello remain Secretary. The motion passed without opposition.

II. COMMITTEE REPORTS

A. FINANCE & OPERATIONS

1. **November Financial Reports**
2. **2016-2017 Proposed Budget**
3. **Quickbooks/Cloud 9 Software**

Ms. Dunn moved, which was seconded by Ms. Magee, to accept the Finance Committee Report, which consisted of the November report and 2016-2017 proposed budget. It was further moved by Mr. Donegan, which was seconded by Ms. Magee, to approve the purchase of the Quickbooks/Cloud 9 software. The motion passed without opposition.

B. LICENSING AND CONTINUING EDUCATION

1. **Dates for Qualifying Certification Exam**

Mr. Andressen informed the Board that the Qualifying Exam will be February 26, 2016 and the Certification Exam will be April 1, 2016.

2. **CE Provider Application Approval**

- a. **2015 LCCCA Mid-Year Conference**

Mr. Borrello moved, which was seconded by Ms. Methvin, to approved the 2015 LCCCA Mid-Year Conference. The motion passed without opposition.

C. COMPLIANCE AND DISCIPLINE

1. **Complaints - Peter Caruso**

Ms. Magee reported to the Board the matter has been resolved.

Ms. Magee further reported that the committee has another matter pending.

D. RESEARCH AND PLANNING

Subcommittee: Ad Hoc Committee to Promote Efficiency in Court Reporting

1. **Remind 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**

This matter was deferred due to the absence of Ms. Putnam. However, Ms. Nguyen reported that she has received one submission in the above-referenced.

Advisory Committees:

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

Mr. Andressen reported he and Judge Bonin met with the Access to Justice Committee, along with several firm owners in the New Orleans area to discuss said program.

2. **Inter-Professional Relations**

Mr. Borrello reported that he and Judge Bonin met with several judges, attorneys and judicial administrators in November and discussed issues in the profession. The committee will meet again in the first quarter of 2016, schedule permitting.

E. 2016 COMMITTEE APPOINTMENTS

Judge Bonin distributed a list to the Board Members consisting of the committee appointments.

III. DISCUSSION & ACTION

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

Mr. Marcello reported the Notice of Intent will be published on January 20, 2016, and will be effective June 1, 2016.

B. 2016 Legislation

Mr. Marcello distributed to the Board documentation on future legislation. Mr. Marcello will have a draft submitted at the next Board Meeting as to the proposed legislation, along with any further discussion of additional proposed legislation.

C. ADOPTION OF 2016-2017 Proposed Budget

(Previously addressed by the Finance Committee.)

IV. LICENSING

A. C. E. Request-Individual

- 1. Monica M. Chauvin, ProCAT Winnerxp**
- 2. Donna Crenshaw, Court Reporting Seminars of Texas**
- 3. Tara Joiner, ProCAT Winnerxp**
- 4. Lori Morgan, ProCAT Winnerxp**
- 5. Verne B. Mullins, Jeff Justice Seminar**
- 6. Dorothy A. Rull, NCRA**
- 7. Debra Weaver, ProCAT Winnerxp**

Mr. Andressen moved, which was seconded by Ms. Magee, to approve Ms. Chauvin, Ms. Crenshaw, Ms. Joiner, Ms. Rull, Ms. Weaver and Ms. Morgan for C.E. credits, with the exception of Ethics and Rules & Regulations. The motion passed without opposition.

Mr. Andressen moved, which was seconded by Mr. Borrello, to deny Ms. Mullins' request for C.E. credits, as online seminars are not in compliance with C.E. Rules and Regulations. The motion passed without opposition.

B. Request Reinstatement

- 1. Velma Williams Aubert, Lake Charles**

The matter was deferred until the next Board meeting.

- 2. Marilyn J. Broyles, Milton, WA**

Mr. Andressen moved, which was seconded by Ms. Methvin, to reinstate Ms. Broyles. The motion passed without opposition.

- 3. Monique M. Casey, Covington**

The matter was deferred until the next Board meeting.

- 4. Tamara Chapman, Austin, TX**

The matter was deferred until the next Board meeting.

- 5. Danielle M. Duhe, Destrehan**

The matter was deferred until the next Board meeting.

- 6. Tara H. Talley, Jena**

Mr. Donegan moved, which was seconded by Ms. Methvin, to reinstate Ms. Broyles. The motion passed without opposition. Judge Bonin instructed that a copy of Ms. Talley's reinstatement letter also be sent to the court she is employed.

C. Request Inactive Status

- 1. Cynthia H. Gebbia**
- 2. Mary E. Hartline**
- 3. Faye B. Hollier**

Mr. Borrello moved, which was seconded by Mr. Andressen, to accept the Request Inactive Status list. The motion passed without opposition.

D. Request Retirement Status

- 1. Sheron D. Lensing, 6th JDC, December 31, 2015**
- 2. Susan Stentz, December 31, 2015**

Mr. Borrello moved, which was seconded by Ms. Magee, to accept the Request Retirement Status list. The motion passed without opposition.

E. Discontinued CDRs

- 1. Alpha J. Boyett, 9th JDC, January 1, 2016**
- 2. Chris Rhodus, 23rd JDC, December 31, 2015**
- 3. Clara Thomas, Lake Charles City Court, November 6, 2015**

Mr. Borrello moved, which was seconded by Ms. Methvin, to accept the Discontinued CDRs list. The motion passed without opposition.

V. RULES AND RULE-MAKING

A. Update: Certification Rule published as Notice of Intent

(Previously addressed by Mr. Marcello under Discussion & Action, Item A.)

VI. SCHEDULING OF NEXT BOARD MEETING

The next meeting will be scheduled for January 29, 2016, in Baton Rouge.

VII. PUBLIC COMMENTS

No public comments offered.

VIII. ADJOURNMENT

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