

THE LOUISIANA BOARD OF EXAMINERS OF
CERTIFIED SHORTHAND REPORTERS

BOARD MEETING MINUTES

Pursuant to notice, the meeting was called to order at 12:26 P.M., Friday, October 7, 2022, originating from the LA Board of Examiners of Certified Shorthand Reporters, Benson Tower, 1450 Poydras Street, Suite 739, New Orleans, Louisiana, in person and via videoconferencing, with a quorum present.

PRESENT:

in person:

Judge Kimya M. Holmes, Chairman
Lori Ceasar
Celeste P. Ware
Janet McBride

Vickie Nguyen, Administrator
David A. Marcello, CSR Board Attorney
Joshua S. Force, CSR Counsel of Record

by videoconferencing:

Milton Donegan, Jr., Treasurer
Laura Putnam
Rosa M. Manale

ABSENT:

Vincent Borrello, Jr., Secretary
Megan C. Kiefer

I. PRELIMINARIES

- A. Call to Order**
- B. Pledge of Allegiance**
- C. Roll Call**
- D. Approval of Minutes of July 29, 2022**

The minutes for July 29, 2022 are deferred until proposed next meeting, January 13, 2023.

II. COMMITTEE REPORTS

A. FINANCE

- 1. July-August Financial Reports**
- 2. July-August Monthly Operating Statements**
- 3. Lease Amendment (2022-2023)**
- 4. Stenotype Grading Contract (2022-2023)**
- 5. Stenomask Grading Contract (2022-2023)**
- 6. Louisiana Legislative Auditor's New Procedures Contract (2022-2025)**

Ms. Nguyen is getting ready to send out the renewal notices that will bring in approximately \$175,000. The balance in the bank is \$80,000. Projecting \$21,000 from the webinar at the end of October. The total for the beginning of the year 2023 is \$276,000. The biggest liability is the legal fees owed to Sher Garner.

The lease agreement was increased by \$1,663.92.

The grading contracts will stay the same.

David Marcello spoke on the Legislative Auditor's New Procedure Contract that the lesser of the two bids was accepted.

Mr. Donegan moved, which was seconded by Ms. Ceasar, to approve the Finance Committee Reports in globo. The motion passed without opposition.

B. LICENSING AND CONTINUING EDUCATION

- 1. CCR and CDR Exam Dates for Spring 2023**

Ms. Ceasar moved, which was seconded by Ms. Ware, to accept and approve the CCR and CDR exam dates for the Spring 2023. The motion passed without opposition.

- 2. VRLA Webinar-October 29, 2022**

Ms. Ceasar moved, which was seconded by Ms. Manale, to accept and approve the Webinar date referenced above. The motion passed without opposition.

3. LCCCA Seminar-October 27-28, 2022

Ms. Ceasar moved, which was seconded by Ms. Ward, to approve 6 credits for the Seminar held on October 27-28, 2022. The motion passed without opposition.

4. CE Summary Access Database-Webmaster

The above will be deferred until next meeting, January 13, 2023 to allow Ms. Nguyen to get further information regarding the CE Summary Access Database-Webmaster.

5. CDR Court Equipment-Zoom H6 Recorder

Judge de Mahy and Angela Moore appeared via Zoom. 16th Judicial District Court adopted the Zoom H6 Recorder as the digital recorder. They are requesting a special testing date to get tested on Zoom H6. The Judge and Ms. Nguyen will get together and set a special testing date for the Zoom-H6 Recorder exam the first or second week of November.

III. LICENSING

A. C.E. Request-Individual

1. Shonda Appleby, NCRA, (5 hrs.) 2021-2022 cycle
2. Lori Ceasar, Advanced Translation Technology (4 hrs.) 2021-2022 cycle
3. Susan Erkel, ESP VirtuCon (15 hrs.) 2019-2020 cycle
4. Melissa Evans, Hello, Eclipse 10! (5 hrs.) 2021-2022 cycle
5. Sharon Hamilton, SUN StenoCAT Users Network, (13.5 hrs.) 2021-2022 cycle
6. Nancy Gautreaux, CR Seminars (10 hrs.) 2021-2022 cycle
7. Pamela J. Hodge, NCRA (17.5 hrs.)
8. Robin Holloway, Realtime Academy Dragon 1012, (8 hrs.) 2021-2022 cycle
9. Susan Jacks, CR Seminars (10 hrs.) 2021-2022 cycle
10. Jolyn Malley, SC School of Court Reporting (5 hrs.) 2021-2022 cycle
11. Maury Parker, MS Judicial College, (12 hrs.) 2021-2022 cycle

Ms. Ceasar recuse herself from C.E. Request-Individual approvals.

Ms. Ware moved, which was seconded by Ms. Putnam, to recognize and approve the above-referenced request. The motion passed without opposition.

B. Retirement Request

1. Judy S. Diel, September 15, 2022
2. Chris B. Rhodus, September 5, 2022
3. Anetta Lee, December 31, 2022

Ms. Ceasar moved, which was seconded by McBride, to accept and approve the above-referenced request. The motion passed without opposition.

C. Discontinued CDR

1. Veronica C. Jones, August 31, 2021
2. Joy Williams, April 16, 2021
3. Anetta Lee, December 31, 2022

Ms. Ceasar moved, which was seconded by Ms. Putnam, to accept and approve the above-referenced request. The motion passed without opposition.

D. Reinstatement Request

1. Lindsay Gravois Roundtree, December 31, 2021

Ms. Roundtree appeared via Zoom. Ms. Ceasar moved, which was seconded by Mr. Donegan, to approve and accept Ms. Roundtree's reinstatement license. The motion passed without opposition.

2. Shyloa Myers, March 30, 2009

Ms. Myers appeared via Zoom. Ms. Ceasar moved, which was seconded by Ms. Putnam, to approve and accept Ms. Myers' reinstatement license with the conditions that Vickie will email her everything that needs to be done in a timely fashion. The motion passed without opposition.

E. Reciprocal Request

1. Dorothy Zelipa Jones

Ms. Ceasar moved, which was seconded by Mr. Donegan, to accept and approve the reciprocal request of Ms. Jones. The motion passed without opposition.

2. Danielle Ratikan

Danielle Ratikan and Judge Sheppard appeared in person. Ms. Ratikan testified to her

credentials and her move as a military move and asked for reciprocity. Mr. Marcello explained Section 513. Judge Sheppard testified on behalf of Ms. Ratikan. Ms. Ratikan is required to take the CCR test. The CCR test is being held October 14, 2022.

BUSINESS ADDED TO AGENDA

1. Karen Vornkahl appeared via Zoom. Ms. Vornkahl asking for the Board support on bringing court reporting to high schools.

Mr. Marcello responds with Court Reporting Statutes informing we are not the agency to license schools and out of the Board's lane.

2. Reinstatement of Carrie Northcutt, Mary Leona Roberts formally Mary Leona Paul, and Tammy M. Stewart.

Ms. Ceasar moved, which was seconded by Ms. Manale, to accept and approve the reinstatement of Ms. Northcutt, Ms. Roberts and Ms. Stewart and give Ms. Stewart a 30 day extension due to medical issues. The motion passed without opposition.

IV. SCHEDULING OF NEXT BOARD MEETING

The next board meeting is scheduled for January 13, 2023 at 12:00pm

V. PUBLIC COMMENTS

Debbie Villien asked about the license renewal. Ms. Nguyen informed she will be sending out an email the third week of October for renewals to begin the last week of October or November 1st.

VI. EXECUTIVE SESSION TO DISCUSS PENDING LITIGATION

Mr. Donegan moved, which was seconded by Ms. Ceasar, to go into executive session to discuss VERITEXT, ET AL. V BONIN, ET AL. The motion passed without opposition.

VII. ADJOURNMENT

At 2:05pm the Chair adjourned the meeting.