

THE LOUISIANA BOARD OF EXAMINERS OF  
CERTIFIED SHORTHAND REPORTERS

**BOARD MEETING MINUTES**

FRIDAY, APRIL 29, 2016

Pursuant to notice, the meeting was called to order at 11:00 A.M., Friday, April 29, 2016, at the Paragon Casino Resort, Belzaira Room, 711 Paragon Place, Marksville, Louisiana, with a quorum present.

PRESENT:

Vincent Borrello, Jr., Secretary  
Laura Putnam  
Suzette Magee  
Milton Donegan, Jr.  
Kimya Holmes  
May Dunn  
John Andressen

Vickie Nguyen, Administrator

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

ABSENT:

Judge Paul Bonin, Chairman  
Elizabeth Methvin

**I. PRELIMINARIES**

- A. Call to Order**
- B. Pledge of allegiance**
- C. Roll Call**
- D. Approval of Minutes of January 29, 2016.**

Mr. Borrello asked for a motion to approve the Minutes of the January 29, 2016 Board Meeting. Ms. Dunn moved, which was seconded by Ms. Magee. The motion passed without opposition.

**II. COMMITTEE REPORTS**

**A. FINANCE & OPERATIONS**

- 1. February & March Balance Sheet**
- 2. Monthly Operating Statement**

Ms. Putnam moved, which was seconded by Ms. Dunn, to accept the Finance Committee Report by Mr. Andressen, which consisted of the above-referenced. The motion passed without opposition.

## **B. LICENSING AND CONTINUING EDUCATION**

### **1. CE Seminar Approval**

1. Mississippi Court Reporters Seminar (4/26-4/28)
2. LCRA (4/30)
3. LCCCA (06/05-06/08)
4. NUTS & BOLTS (06/06-06/10)
5. VRLA (08/20 & 10/08)

The committee met and approved the following CE seminars: Mississippi Court Reporting Seminar for eight credits. They would still need to have two credit hours in ethics and two credit hours in CSR Board Rules & Regulations. LCRA Seminar, twelve credits; LCCCA, four credits; Nuts & Bolts, 12 credits; and the two VRLA sessions, 12 each. Ms. Dunn moved, which was seconded by Mr. Andressen, to accept the committee report. The motion passed without opposition.

## **C. COMPLIANCE AND DISCIPLINE**

### **1. Rule to Show Cause re: Veritext**

(Continued by the request of Veritext's Counsel.)

### **2. Complaints**

> **Pending**

> **Dispositions**

Mr. Helmke reported as to Traveler's Insurance Company as a result of different investigations and advised that a letter will be posted on the Board's website to that effect. Mr. Helmke also advised that there are still investigations pending.

Mr. Donegan moved, which was seconded by Ms. Magee, to accept the committee report. The motion passed without opposition.

## **D. RESEARCH AND PLANNING**

### ***Subcommittee: Ad Hoc Committee to Promote Efficiency in Court Reporting***

#### **1. Report on Written Information, Materials, and/or Comments Respecting Authorization for Use of Electronic Signatures for Certifications of Depositions**

Mr. Donegan and Ms. Putnam's committee reported as to their ongoing investigation as it relates to digital signatures. Mr. Donegan reported that he has contacted NCRA and will have further discussions with NCRA, Mr. Marcello, and documentation that VRLA wishes to provide.

#### **Advisory Committees:**

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

Mr. Andressen advised that the pilot program is in progress and will have further meetings about possibly expanding the program to other jurisdictions.

##### **2. Inter-Professional Relations**

Mr. Borrello advised that the Inter-Professional Relations Committee will set up a meeting in the near future.

Ms. Dunn moved, which was seconded by Ms. Magee, to accept all the subcommittee reports. The motion passed without opposition.

## **III. DISCUSSION & ACTION**

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

Mr. Marcello reported the above-referenced is headed for final effective rule-making on

July 1, 2016. Mr. Marcello requested the Board make a motion for the effective date to be changed from June 1, 2016 to July 1, 2016. Said motion was moved by Ms. Dunn, which was seconded by Mr. Andressen. The motion passed without opposition.

**B. 2016 Legislation**

Mr. Marcello reported HB 518 is pending passage.

**C. Court Reporter Contract (ratification)**

**D. Stenomask Grader Contract (ratification)**

**E. Board Attorney Contract (July 1, 2016)**

**F. Investigative Attorney Contract (July 1, 2016)**

**G. CPA Contract (July 1, 2016)**

Ms. Dunn moved, which was seconded by Mr. Andressen, to accept Items C through G. The motion passed without opposition.

**H. Inactive/Retirement Status**

Mr. Marcello distributed a proposed draft to address Inactive/Retirement Status. After lengthy discussion, the matter was referred back to Ms. Magee's committee for further consideration.

**IV. LICENSING**

**A. C. E. Request-Individual**

**1. Sandra DiFebbo, ProCaT WinnerXP (6.5hrs.)**

Mr. Donegan moved, which was seconded by Ms. Putnam, to accept Ms. Magee's report tentatively approving general credits pending documentation. The motion passed without opposition.

**2. Margaret McKenzie, Case CATalyst Version 16 (4hrs.)**

Mr. Donegan moved, which was seconded by Ms. Magee, to accept Ms. Magee's report approving credits in general reporting. The motion passed without opposition.

**3. Denyce Sanders, STARTech 16**

Mr. Magee moved, which was seconded by Ms. Putnam, to approve 12 CE credits, excluding ethics and CSR Board Rules and Regulations. The motion passed without opposition.

**B. Request Reinstatement**

**1. Danielle Duhe, Destrahan, 2010**

Ms. Magee moved, which was seconded by Mr. Andressen, that Ms. Duhe not be reinstated and would have to retest for certification. The motion passed without opposition.

**2. Holly Hinchman, Norco, 2007**

Ms. Magee moved, which was seconded by Mr. Andressen, that Ms. Duhe not be reinstated and would have to retest for certification. The motion passed without opposition.

**3. Wendy Ricard, Baton Rouge, 2010**

Mr. Donegan moved, which was seconded by Ms. Dunn, that Ms. Ricard be reinstated. The motion passed without opposition.

**C. Request Reciprocity**

**1. Kelly Ruth Carlson, Stenotype**

**2. Jonna Greenwood, Stenotype**

**3. Pamela Hodge, Stenotype**

Ms. Magee moved, which was seconded by Mr. Borrello, that the above-referenced receive state reciprocity. The motion passed without opposition.

**D. Request Retirement Status**

1. **Julianne W. Andressen, January 31, 2015**
2. **Thu Uyen Bui, December 31, 2015**
3. **Ellis M. Gill, May 1, 2015**
4. **Jennifer Granger, December 31, 2015**
5. **Patricia T. Kreider, December 31, 2015**
6. **Arlene Movahed, September 30, 2015**
7. **Kellie T. Ortego, 13<sup>th</sup> JDC, December 31, 2015**
8. **Phyllis M. Pool, December 31, 2015**
9. **Paul F. Stahls, December 31, 2015**
10. **Donna Ursin, December 31, 2015**
11. **Bobby L. Wilson, 28<sup>th</sup> JDC, December 31, 2015**

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

**E. Request for Inactive Status**

1. **Shannon James, December 31, 2015**

Ms. Dunn moved, which was seconded by Ms. Magee, to have Ms. Nguyen send Ms. James a letter advising that she will not be placed on inactive status because she does not meet the criteria. The motion passed without opposition.

**F. Discontinued CDRs**

1. **Stephanie Greco Johns, 12<sup>th</sup> JDC, December 31, 2015**
2. **Dodie Lachney, 12<sup>th</sup> JDC, December 31, 2015**
3. **Billie Loftin, Shreveport City Court, December 31, 2015**
4. **Catherine Malbrough, Lake Charles City Court, November 26, 2014**
5. **Cherie Mollere, 24<sup>th</sup> JDC, April 1, 2015**
6. **Kellie Ortego, 13<sup>th</sup> JDC, December 31, 2015**
7. **Merilynn Catherine Quirk, 27<sup>th</sup> JDC, December 31, 2015**
8. **Theresa Shoalmire-Specks, Shreveport City Court, December 31, 2015**
9. **Patricia Smith, Monroe City Court, December 31, 2015**
10. **Lena White, Shreveport City Court, December 31, 2015**
11. **Deborah Howard Williams, Baton Rouge City Court, December 31, 2015**
12. **Bobby L. Wilson, 28<sup>th</sup> JDC, February 19, 2015**
13. **Miranda L. Young, 13<sup>th</sup> JDC, December 31, 2015**

Ms. Magee moved, which was seconded by Ms. Dunn, to accept the Discontinued CDRs list. The motion passed without opposition.

**G. CCR and CDR 2016 Renewals**

1. **892 CCRs Renewed**
2. **386 CDRs Renewed**  
(Informed by Ms. Nguyen.)

**H. Suspended CCRs and CDRs**

1. **18 CCRs**
2. **7 CDRs**  
(Informed by Ms. Nguyen)

## **I. Late Renewals**

- 1. Tiffany Pate, CCR, 01/28/16**
- 2. Barbara Cheryl Harang, CCR, 01/28/16**
- 3. Vickey Williamson, CCR, 020/2/16**
- 4. Kathy Martiny, CCR, 02/10/16**
- 5. Melissa Landeche, CCR, 02/10/16**
- 6. Raymond C. Serpas, CCR, 02/10/16**
- 7. Linda L. Golkow, CCR, 02/11/16**
- 8. Kathy Shaw-Gallagher, CCR, 02/15/16**
- 9. Shelia Hundley, CDR, 02/15/16**
- 10. Kristy Tilbury, CDR 02/15/16**
- 11. Kathie Walker, CDR, 02/15/16**
- 12. Cindy F. Fontenot, CDR, 02/15/16**
- 13. Kristin M. Strother, CDR, 02/15/16**
- 14. Tonia Deleon, CDR, 02/15/16**
- 15. Nanole Wheat, CDR, 02/15/16**
- 16. Wanda W. Neeles, CDR, 02/17/16**
- 17. Natasha A. Tellis, CDR, 02/17/16**
- 18. Brenda H. Grafton, CDR, 02/17/16**
- 19. Brittany E. Vidrine, CCR, 02/17/16**
- 20. Joann S. Wright, CCR, 02/17/16**
- 21. Dorothy M. Faircloth, CDR, 02/17/16**
- 22. Amanda Guice, CDR, 02/17/16**
- 23. Amanda B. Wildey, CDR, 02/17/16**
- 24. Jan I. Schmidt, CCR, 02/17/16**
- 25. Virgene Koehler Biggers, CCR, 02/22/16**
- 26. Cathy Pepper, CCR, 02/19/16**
- 27. Elizabeth F. Robin, CCR, 02/19/16**
- 28. Shirley Weems, CCR, 02/19/16**
- 29. Mary Theresa Miller, CCR, 02/19/16**
- 30. Nicole M. Benitez, CCR, 02/26/16**
- 31. Cherie Mollere, CCR, 02/26/16**
- 32. Beth G. Freeman, CCR, 02/29/16**
- 33. Sandra L. Hassinger, CCR, 02/29/16**
- 34. Marilyn J. Broyles, CCR, 02/29/16**
- 35. Elizabeth Simpson, CCR, 02/29/16**
- 36. Rebekah C. Voisin, CCR, 03/14/16**
- 37. Tiffany W. Tassin, CCR, 03/18/16**
- 38. Bernadette Hoffer-Mathis, CCR, 03/30/16**
- 39. Patricia E. Arredondo, CCR, 04/04/16**
- 40. Shelia D. Posey, CCR, 04/13/16**

Ms. Magee moved, which was seconded by Ms. Dunn, to request that Tiffany W. Tassin, Bernadette Hoffer-Mathis, Patricia E. Arredondo, Shelia D. Posey appear before the Board. Mr. Marcello is to assist Ms. Nguyen as to the language contained in the letter. The motion passed without opposition.

Mr. Borrello moved, which was seconded by Ms. Putnam, that the above-listed reporters 1 through 36 be reinstated. The motion passed without opposition.

## **V. RULES AND RULE-MAKING**

**A. Update: Certification Rule published as Notice of Intent**  
(Previously addressed by Mr. Marcello.)

**B. Rule to Authorize CE credit for Pro Bono Transcripts**

Mr. Marcello distributed a draft in the above-referenced. A lengthy discussion was held. The matter was referred to the Continuing Education Committee.

Scheduling of next Board Meeting: Pending

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