

LOUISIANA BOARD OF EXAMINERS  
OF CERTIFIED SHORTHAND REPORTERS

AGENDA

MEETING OF FRIDAY, December 12, 2014 AT 10:00 A.M.

777 Avenue L'Auberge , Lake Charles, Louisiana

I. PRELIMINARIES

- A. Call to Order and Welcome – Board Chair
- B. Pledge of Allegiance
- C. Roll Call - Administrator
- D. Approval of Minutes of October 3, 2014

II. COMMITTEE REPORTS

A. FINANCE AND OPERATIONS

- 1. Financial Reports

B. LICENSING AND CONTINUING EDUCATION

- 1. Special Circumstances for Tested CCRS
- 2. Service plaque for certain active and retired court reporters
- 3. CDRs completing transcripts after retirement

C. COMPLIANCE AND DISCIPLINE

D. RESEARCH AND PLANNING

- 1. 2015 Advisory Committee

Subcommittee: Ad Hoc Committee to Promote Efficiency in Court Reporting

III. LICENSING

A. Requests for Reinstatement of License- Possible Executive Session(s)

- 1. Bridget B. Ortis, Revoked
- 2. Phyllis Pool, Retired

B. Approval of reciprocal licensing

1. Rita DeRouen, RPR
2. Laura Quinette, RPR

C. Request Inactive Status

1. Sheri DeBlieux
2. Sandra "Sandy" Mueller

D. Request Retirement Status

1. Mary C. Travis
2. Beverly Borne

E. Discontinued CDRs

1. Beverly Borne, 27th JDC, 11/30/14
2. Jacquelyn Sebastian, 42nd JDC, 12/1/14
3. Carmen Wilbanks, 37th JDC, 5/22/14
4. Mary Jo Phillips, W. Monroe City Court, 8/29/14

Kelly Frilot, New Iberia City Court, 7/31/14

IV. DISCUSSION AND DIRECTION ITEMS

A. 2015 Committee Appointments

B. Approval of Ethics Instructors

V. RULES AND RULE-MAKING

A. Update: Employment relationship published as ER and NOI

B. Update: Certification Rule published as NOI

VI. INFORMATIONAL REPORTS

A. Administrator's Report

1. Next regular Board meeting scheduled for

B. Counsel's Report

C. Board Member's Roundtable

D. Chair's Report

VII. ADJOURNMENT

LOUISIANA BOARD OF EXAMINERS  
OF CERTIFIED SHORTHAND REPORTERS

MINUTES

DECEMBER 12, 2014

The meeting was called to order by Paul Bonin, Chairman. Everyone in attendance recited the Pledge of Allegiance. Roll was called and all members, except for May Dunn and Elizabeth Methvin, were present.

The approval of the minutes of the previous meeting was passed as they were not prepared.

**Finance Committee**

In the absence of May Dunn, no finance report was presented.

**LICENSING AND CONTINUING EDUCATION**

Vinny Borrello reported on the Licensing Committee. The first item on the agenda was passed.

There was a discussion about holding a recognition ceremony once a year, at the end of the year.

David Marcello will look into rules governing court reporters completing transcripts after retirement.

Motion by Vinny Borrello and second by Milton Donegan to accept the report of the Licensing Committee. Motion carries without opposition.

**COMPLIANCE AND DISCIPLINE**

Christian brought the board up to date on pending investigations.

**RESEARCH AND PLANNING**

Judge Bonin discussed the formation of three advisory committees that Laura Putnam would oversee under this committee. They are: Access to Justice, headed by John Andressen; Future of Court Reporting, headed by Elizabeth Methvin; and Interprofessional Relationships, headed by Vinny Borrello.

The practice of looking at transcript guidelines will continue. E-signatures will also be looked at in 2015.

**LICENSING**

Motion by Suzette Magee to go into Executive Session to discuss matters of professional conduct relating to Bridget Ortis. Second by Laura Putnam. Motion carries without opposition.

**EXECUTIVE SESSION**

Motion by Suzette Magee and second by Laura Putnam to go back into Regular Session. Motion carries without opposition.

## **REGULAR SESSION**

Motion by Vinny Borrello, second by Laura Putnam to reinstate the license of Bridget Ortis as an electronic reporter. Motion carries. Suzette Magee voted nay.

The next licensure matter related to Phyllis Pool. Ms. Pool was not in attendance. Upon motion by Suzette Magee and second by John Andressen, Ms. Pool's license was reinstated. Motion carries. Vinny Borrello voted nay.

The Chairman asked the Education committee to look at the requirements for reinstate of reporters who choose to go inactive or retirement status.

On motion by Vinny Borrello and second by Milton Donegan, the Board approved the reciprocal licenses of Rita DeRouen and Laura Quinette. Motion carries.

On motion by Suzette Magee and second by Laura Putnam, the Board approved the request for inactive status of Sheri DeBlieux and Sandra Mueller. Motion carries.

On motion by Suzette Magee and second of John Andressen, the Board approved the request for retirement status of Mary Travis.

On motion by Milton Donegan and second of Laura Putnam, the Board approved the request for retirement status of Beverly Borne.

On motion by Vinny Borrello and second of Suzette Magee, the Board approved the requests for discontinued CDRs in globo.

## **DISCUSSION AND DIRECTIVE ITEMS**

Chairman Bonin is currently reviewing committee assignments.

Approval of Ethics instructors was passed.

## **RULES AND RULEMAKING**

Motion by John Andressen and second by Suzette Magee to accept the new rule proposed by David Marcello. Motion carries.

Motion was made to add Disclosure of production of transcripts to all attorneys to the agenda. Discussion on whether an official reporter is required to notify all parties that the transcript had been requested and prepared. This matter will be looked into.

The next meeting was set for January 16, 2015 at the Board office in Walker, Louisiana.

There being no further business, motion to adjourn was made by Suzette Magee and seconded by Milton Donegan.

Respectfully submitted,

---

Suzette Magee, Secretary

---

Paul Bonin, Chairman