

THE LOUISIANA BOARD OF EXAMINERS OF  
CERTIFIED SHORTHAND REPORTERS

**BOARD MEETING MINUTES**

Pursuant to notice, the meeting was called to order at 12:12 P.M., January 13th, 2023 originating from the LA Board of Examiners of Certified Shorthand Reporters, Orleans Parish Criminal District Court, Section D, 2700 Tulane Avenue, New Orleans, LA 70119, in person, with a quorum present.

PRESENT:

Judge Kimya M. Holmes, Chairman  
Lori Ceasar, Secretary  
Andrea Davis  
Rosa Manle

Janet McBride  
Celeste P. Ware  
Vickie Nguyen, Administrator  
David A. Marcello, CSR Board Attorney  
Joshua S. Force, CSR Board Attorney

ABSENT:

Megan C. Kiefer  
Laura Putnam

**I. PRELIMINARIES**

- A. Call to Order**
- B. Pledge to Allegiance**
- C. Roll Call**
- D. Approval of Minutes of October 7, 2022**

**II. COMMITTEE REPORTS**

**A. FINANCE**

- 1. September-November Financial Reports**
- 2. September-November Operating Statements**

Increase because of license renewals. The balance in the bank is \$243,000.

Ms. Manale moved, which was seconded by Ms. Ceasar. The motion was passed without opposition.

- 3. Webmaster Contract (2023-2024)**

There were no changes. Ms. Manale moved, which was seconded by Ms. Ceasar to approve the Webmaster contract. The motion was passed without opposition.

- 4. Webmaster Contract (2022-2023)**

The contract is for the webinar. Ms. Nguyen explains the webinar started during Covid. Three were given this year with a cost of \$5100; there was not a contract in place and there needs to be a contract for the board. Ms. Manale moved, which was seconded by

Ms. Ceasar to approve and Implement the Webmaster contract. The motion was passed without opposition.

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

- 1. LA Ethics/Rules & Regulations Webinar**
  - 2. CE Summary Access Database-Webmaster**
  - 3. “Live” webinars/seminars vs. “Pre-recorded”**
  - 4. 2023 CCR and CDR Renewals Received After 1/10/22**
  - 5. 2023 CCR and CDR Non-Renewals**
  - 6. CCR and CDR Noncompliance CEs for 2021-2022 cycle**
1. Ms. Nguyen and Ms. Ware discussed the first date, April 8<sup>th</sup>, 2023 for the first Ethics webinar, which will be put on by Ms. Ware.
  2. Ms. Nguyen discussed the cost for the Access Database-Webmaster cost will be \$5850 to create it and another \$150 per month with the current contract that we now have which is \$6600. Ms. Ceasar suggested we defer item 2 and Ms. Nguyen will report back to the board with the new quote. Mr. Force suggested Ms. Nguyen check with the bar association for help and assistance on their site and webmaster.
  3. Ms. Ceasar is asking for a rule change in having “pre-recorded” approved seminars and Mr. Marcello suggested more guidance on what the (current) language is before making a rule change and defer it to the next meeting.

## **III. LICENSING**

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

- 1. Janita Anderson, CR Seminars (10 hrs.) 2021-2022 cycle**
- 2. Mary Ashlyn Ballard, NVRA, (10.5 hrs.) 2021-2022 cycle**
- 3. Mark W. Banta, NCRA (21 hrs.) 2019-2022 cycle**
- 4. Sheri Bertrand, SC School of Court Reporting (10 hrs.) 2021-2022 cycle**
- 5. Marcy Brown, SC School of Court Reporting (10 hrs.) 2021-2022 cycle**
- 6. Carrie Ann Campbell, NCRA, (23.5 hrs.) 2021-2022 cycle**
- 7. Laurie Ann Carlisle, Texdra (5 hrs.) 2021-2022 cycle**
- 8. Zuelen Ceren, AudioScribe (6 hrs.) 2021-2022 cycle**
- 9. Wendy Chamberlain, ESP Network, (15 hrs.) 2021-2022 cycle**
- 10. Margaret Copeland, TCRA (3 hrs.), NCRA (1.25 hrs.)2021-2022 cycle**
- 11. Zachary Copeland, TCRA (3 hrs.), NCRA (1.25 hrs.)2021-2022 cycle**
- 12. Michelle Dardeau, Advantage Software, (7.5 hrs.) 2021-2022 cycle-  
*Pending***
- 13. Rita Derouen, NCRA (13.5 hrs.) 2021-2022 cycle**
- 14. Laci Doiron, Margie Holds Court, (20 hrs.) 2021-2022 cycle-*Pending***

15. Darlene B. Fontenot, AudioScribe (12 hrs.) 2021-2022 cycle
16. Carrie Ann Hartill, AudioScribe (12 hrs.) 2021-2022 cycle
17. Celcilia M. Henderson, Keith Vincent (6 hrs.) 2019-2022 cycle
18. Samantha A. Hutchison, SC School of Court Reporting (10 hrs.) 2021-2022 cycle
19. Debra Amos Isbell, NCRA (25 hrs.) 2021-2022 cycle
20. Tonya Jackson, CR Seminars (10 hrs.) 2021-2022 cycle
21. Twila Jordan-Hoover, NCRA (35 rs.) 2021-2022 cycle
22. Angel M. Kane, SC School of Court Reporting (10 hrs.) 2021-2022 cycle
17. Martha Kibler, AudioScribe (12 hrs.) 2021-2022 cycle
18. Mona Landry, CR Seminars (10 hrs.) 2021-2022 cycle
19. Beth R. Liles, Gigatron Software (4 hrs.) 2021-2022 cycle
20. Gia Mangiaracina, Jeff Justice (8 hrs.) 2021-2022 cycle
21. Michael Miller, NCRA (24.25 hrs.) 2021-2022 cycle
22. Shyloa Myers, NCRA (9.5 hrs.) 2021-2022 cycle
23. Shawn O’Conner, AudioScribe (8 hrs.) 2021-2022 cycle
24. Lawrence “Alan” Peacock NCRA (55.5 hrs.) 2021-2022 cycle
25. Shari Peck, Advantage Software (7 hrs.) 2021-2022 cycle
26. Yolanda Pena, NCRA (16.5 hrs.) 2021-2022 cycle
27. Pepper Robertson, TCRA (3 hrs.) NCRA (1.25 hrs.) 2021-2022 cycle
28. Raegan Roque, Jeff Justice (2 hrs.) 2021-2022 cycle
29. Lindsey G. Roundtree, Jeff Justice (8 hrs.) 2021-2022 cycle
30. Susan Peters, Jeff Justice (4 hrs.) 2021-2022 cycle
31. Christina M. Wallace, Jeff Justice (10 hrs.) 2021-2022 cycle
32. Phyllis J. Waltz, NCRA (17.5 hrs.) 2021-2022 cycle
33. Theresa Wheelis, AudioScribe (12 hrs.) 2021-2022 cycle
34. Amanda Wildey, SC School of Court Reporting (10 hrs.) 2021-2022 cycle
35. Karanda Williams, CaseCATalyst, (8 hrs.) 2021-2022 cycle
36. Alexis Vice.

## **B. Retirement Request**

1. Mary Abbott Burkes, December 31, 2022
2. Julie M. Carroum, December 31, 2022
3. Joni Cormier, December 31, 2022
4. Connie S. Ezell, December 31, 2022
5. Michael W. Franco, December 31, 2022
6. Shawna Denise Gauntt-Hicks, December 31, 2022
7. Lana Ann L’Enfant, December 31, 2022
8. Jonna Greenwood, December 31, 2022
9. Elizabeth C. Methvin, December 31, 2022
10. Jolynn Neal, December 31, 2022

11. JoAnne S. Pollard, June 1, 2022
12. Dawn Spahr, December 31, 2022
13. Dianne Stewart, December 31, 2022
14. Tara H. Talley, December 31, 2022
15. Theresa Trapani, December 31, 2022
16. Lana G. Wilking, December 31, 2022

**C. Discontinued CDR**

1. Kelsey Elizabeth Blankenbaker, December 31, 2022
2. Sharon Chenevert, December 31, 2021
3. Megan Kidd LeBlanc, April 8, 2022
4. Yolanda E. McClure, December 31, 2022
5. Margie F. Martin, December 31, 2022
6. Joanne Pollard, June 1, 2022
7. Gwen A. Zaccaria, December 31, 2022
8. Evelyn Gill

**D. Inactive Request**

1. Cynthia P. Booth, December 14, 2022
2. Leah J. Glass, November 29, 2022
3. Jeanie Smith-Pennison, December 29, 2022
4. Jonah Greenwood, December 31, 2022
5. Jeannie Smith-Pennison, December 29, 2022

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

**III. IMPLEMENTATION TASKS**

Mr. Marcello and Mr. Force

**1. Counsel's Report Re Veritext-Esquire Settlement Agreement.**

The Board to adopt certain policies and practices. Some of the practices have specific deadlines. Others are on-going drafts. The Board has already begun to satisfy some of the obligations, except for the settlement agreement. Board has to adopt Anti-trust Compliance Policy.

**2. Chair's Report Re Dismissal of Pending Investigations**

Contacting Lenny and Christian and they have informally had conversations as relates to any open investigations, have been directed orally to close those. Will send an email following up with that by close of business today, so we are in compliance with the settlement agreement.

**3. Proposed Revision of Rule 1303**

Removal of financial disclosures requirement from the Safe Harbor procedure: This removal of language as shown will not impair in the least the Safe Harbor provision which is there to protect court reporters in taking on work, but it will enhance the effectiveness of the Safe Harbor proceedings. The removal of that language will strengthen the Safe Harbor procedure and make it more readily available to court reporters in the future. Mr. Force added that this change reduces the burden on the Board to maintain these records

going forward. Ms. Ware moved, which was seconded by Ms. McBride for provisional approval to initiate rule change. The motion passed without opposition.

#### **4. Proposed Addition to frequently Asked Questions**

Under the settlement agreement, Board members have agreed to adopt the formal interpretation of Article 1434. Drafted FAQs in Q&A form of the interpretation of Article. If approved, will be placed on the Website and would formally state the position of the Board. The purpose was for court reporters to read and understand for themselves on the website what they may or may not do. Judge Holmes suggested the Board needed to ensure they easily understood the form before forwarding to AG's office. Mr. Force to rewrite and recirculate. Deferred approval to the next meeting.

#### **5. Consideration of Whistleblower Policy**

Sets forth what the policy and procedure is for reporting complaints about something the Board has done, in good faith, violate the antitrust law to the Board chair or officer of the Board. Protection for the person who made the complaint is provided.. Ms. McBride moved, which was seconded by Ms. Manale for provisional approval of the whistleblower policy. The motion passed without opposition.

#### **2023 CCR and CDR Renewals Still unpaid as of 1/12/2023**

1. **Lisa Sisk Alwert 95057** - Sent email. Not practicing here but wants to keep her license, so she's going to pay her renewal and sign affidavit of non-compliance.
2. **Holly Bergeron** - Email; no response.
3. **Virgene Koehler Biggers** – Email; no response
4. **Toni P. Bourgeois 91229** - Email; no response
5. **Danika Pascale Clesi 20009** - Email; no response
6. **Shannon Deruise 87098** - Email; no response
7. **Milton Donegan 77001** -- medical request Deferred
8. **Shawn Donnelly 97077** -- Medical request for deferment of paying renewal
9. **Lacey Dyess 2021014** - Email; no response
10. **Denise K. Etheridge 87010** - Email, no response
11. **Trina M. Graves 85127** - Emailed; no response
12. **Lela L. Griffin 91329** – retire request.
13. **Yvonne Griffith** -Emailed; no response
14. **Cynthia M. Grijaval 2011014** - Emailed; no response
15. **Linda F. Hanes 91311** - Retired request. Dual certified.
16. **Tian Lemoine Harper 84107** - Emailed; no response
17. **Darlene H. Hicks 87059**- Emailed; no response
18. **Rhonda L. Hollingshead 87138** - Emailed; no response
19. **Raeleigh Hunter 2104022** - Emailed; no response
20. **Ashton James LeBlanc 2021007** - Emailed; no response
21. **Natalie M. Lopez2021001** - Paid her dues 1/12/23
22. **Kaitlyn Lea McMorris 2011017** - Emailed; no response
23. **Kathleen D. Mathews 91245** - Emailed; no response
24. **Lois H. Meche 23008** - Emailed; no response
25. **Dez O'Rourke 87080** - Emailed; no response

26. **Shelley G. Parola 96001** - Emailed; no response
27. **Lindy L. Root 86164** - Emailed; no response
28. **Yoranda N. Said 23029** - Emailed; no response
29. **Kathryn J. Searight 87160** - Emailed; no response
30. **Linda Sorge-Howard 87197** - Emailed; no response
31. **Donna Ursin 84103** - Emailed; no response
32. **Theresa C. Watts 91184** - Emailed; no response
33. **Paul W. Williams 72025** - Emailed; no response

#### **2023 CDR Non-Renewals still unpaid as of 1/11/23**

1. **Holly Holcomb Chapman 1032017** - Emailed; no response
2. **Marzavier Conway 5002010** -Emailed; no response
3. **Sarita V. Craig 1122021** - Emailed; no response
4. **Cinday F. Fontenot 1462010**- Emailed; no response
5. **Lela L. Griffin 2912010** - Sent in her CDR license. Going to retire.
6. **Evelyn M. Gill 4012010** - Added her onto the 01:03:00
7. **Amanda Guice 2522010** - Emailed; no response
8. **Linda F. Hanes 4272010** - Going to retire. Sent in her CDR license.
9. **Nicole M. Mason 5072010** - Emailed; no response
10. **Lisa H. Neff 1182019** - Emailed; no response
11. **Rebecca Ross 2762010** - Emailed; no response
12. **Terri L. Spence 2722010** - Emailed; no response
13. **Kristin Manuel Strother 1452020** - Emailed; no response
14. **Lindsey Michelle Terrell 4412010** - Emailed; no response
15. **Rosa Vassel 1422010** - Emailed; no response
16. **Deborah Williams 3752010** - Emailed; no response

Send notices for formal hearing at the February meeting. Board taking action to move all these to disciplinary proceedings.

#### **2021-2022 CCR CE Noncompliance**

1. **Lisa Sisk Alwert** - Paid her fees and fines. Signed an affidavit.
2. **Holly Bergeron** - Email, no response.
3. **Christin Reitzell Boles** - Emailed; no response
4. **Toni P. Bourgeois**- Emailed; no response
5. **Simone S. Bourque** - Emailed; no response
6. **Danika Pascale Clesi** - Emailed; no response
7. **Dennis K. Etheridge** - Emailed; no response
8. **Kristine M. Ferachi** - Signed affidavit
9. **Trina M. Graves**- Emailed; no response
10. **Cynthia M. Grijalva**- Emailed; no response
11. **Rhonda L. Hollingshead** - Emailed; no response
12. **Raeleigh Hunter** - Emailed; no response
13. **Laurie O. Kraemer** - She's going to sign an affidavit
14. **Evangeline Langston** - Emailed; no response

15. **Candy Matte Leger** - Emailed; no response
16. **Pamela Ann LoBrono** - Signed an affidavit
17. **Kathy A. Martiny** - Emailed; no response
18. **Kaitlyn Lea McMorris** - Emailed; no response
19. **Britany Renee' Moore** - Signed affidavit
20. **Shelley G. Parola** - Emailed; no response
21. **Rene' Marshall Richard** - Emailed; no response
22. **Lindy L. Root** - Emailed; no response
23. **Raymond C. Serpas, Jr.** - Emailed; no response
24. **Kathy E. Shaw** - Emailed; no response
25. **Kathy G. Stewart** - Emailed; no response
26. **Donna Ursin** - Emailed; no response
27. **Deborah Viator** - Emailed; no response
28. **Alexis A. Vice** - Just did hers 1/12/23 Signed affidavit
29. **Kati McVeay Vogt** - Attended 10/29/22 Webinar
30. **Susan A. Zielie** - Signed affidavit

#### **2021-2022 CDR CE Noncompliance**

1. **Tina Renee Beckel** - Emailed; no response
2. **Constance Bordelon** - Signed affidavit
3. **Holly Holcomb Chapman** - Emailed; no response
4. **Marzavier Conway** - Emailed; no response
5. **Sarita V. Craig** - Emailed; no response
6. **Cynthia Grimes** - Sent email. Will sign an affidavit
7. **Amanda Guice** - Emailed; no response
8. **Megan Elizabeth Lay** - Emailed; no response
9. **Jordan Michelle Ledet** - Emailed; no response
10. **Carly Rae Leftin** - Signed affidavit
11. **Margie F. Martin** - Discontinued
12. **Nicole M. Mason** - Emailed; no response
13. **Lisa H. Neff** - Emailed; no response
14. **Rebecca H. Ross** - Emailed; no response
15. **Tammy M. Stewart** - Signed affidavit
16. **Brecky Thomas-Lavigne** - Emailed; no response
17. **Nancy Nicole Seal Wheat** - Emailed; no response

Ms. Davis asked if someone sends a non-compliance letter by affidavit, are they okay to still practice or they're still under penalty? Mr. Marcello answered it was a policy choice for the Board to make.

Those with suspended renewals, pays renewal fee and penalty later on 1/13/2023, remain suspended until the next Board meeting.

The Board does not have affidavit of restoration. The statute does not provide for some restoration affidavit.

#### **IV NEW BUSINESS**

1. Ms. Ceasar moved, which was jointly seconded, that after December 31st, if no CEs into the Board, there'd be a minimum \$50 fine. Counsel to work on a rule draft to be considered in the next meeting.

2. Ms. Ceasar moved, which was seconded by Ms. X (01:24:39) to only test court reporters when there is a testing date unless emergency rises. Counsel suggested if the Board was going to follow a process of testing to confer CDR status, it ought to be addressed in the rules, including the details of what the testing would look like.

## **V ADJOURNMENT**

At 1:43 pm, the Chair adjourned the meeting.