

THE LOUISIANA BOARD OF EXAMINERS OF  
CERTIFIED SHORTHAND REPORTERS

**BOARD MEETING MINUTES**

Pursuant to notice, the meeting was called to order at 12:01 P.M., July 21th, 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

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

ZOOM:

Megan C. Kiefer  
Laura Putnam

ABSENT

Rosa Manale

**I. PRELIMINARIES**

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

Ms. Ceasar moved to approve part of the January 13, 2023, minutes, which was seconded by Ms. Ms. McBride. The motion was passed without opposition.

Ms. Ware moved to approve the February 14, 2023, minutes, which was seconded by Ms. Ms. McBride. The motion was passed without opposition.

**II. COMMITTEE REPORTS**

**A. FINANCE**

**1. February-June Financial Reports**

Current account balance is \$139,156.39. Ms. Davis moved, which was seconded by Ms. McBride to accept and approve the February-June Financial reports. The motion passed without opposition.

**2. February-June Operating Statements**

Between \$13,500 and \$15,000. Ms Davis moved, which was seconded by Ms. McBride to accept and approve the February-June operating statements . The motion passed without opposition.

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

Contract is \$1,800 per webinar, two to three times a year for a maximum of \$5,400. Ms. Davis moved, which was seconded by Ms. McBride, to accept and approve the webmaster contract. The motion passed without opposition

**4. Board Attorney Contract (2023-2024)**

Contract is \$25,000. \$90,000 balance owed to the Board attorneys carried from year to year. Increase contract amount to \$50,000. Ms. Davis moved, which was seconded by Ms. Ceasar. The motion passed without opposition.

**5. Investigative Attorney Contract (2023-2024)**

Contract amount is \$25,000. Ms. Davis moved, which was seconded by Ms. Ceasar. The motion passed without opposition

**6. Accounting Contract (2023-2024)**

Contract amount is \$55,000. Ms. Davis moved, which was seconded by Ms. McBride. The motion passed without opposition.

**7. Lease Amendment #8 (2023-2024)**

Annual Increase of \$852.24. Monthly amount of \$18,025. 28. Ms. Davis moved, which was seconded by Ms. Ceasar, The motion passed without opposition.

**B. LICENSING AND CONTINUING EDUCATION**

**1. CE Summary Access Database Webmaster -**

David Rigamore spoke on building a prototype of a revamped version of continuing education database for easy login and records check. Better idea of financing and a proposal after prototype is built. Ms. McBride moved, which was seconded by Ms. Ceasar to grant permission to access the current CE database file. The motion passed without opposition.

**2. LA Ethics/Rules & Regulations Webinar**

Ms. Ceasar moved, which was seconded by Ms. X to accept and approve the Webinar date, September 9th, 2023, 9:00; Ruston. The motion passed without opposition.

**3. LCRA Webinar-September 19, 2023.**

Approved.

**4. Fall CCR and CDR Exam Dates**

FTR, August 4th; Liberty test, August 11; CCR, September 15th; all held in New Orleans. Courtroom will be available on August 4th.

**III. LICENSING**

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

- 1. Sarah Bordelon, S. C. School of Court Reporting, CR S (10 hrs.) 2023-2024 cycle**
- 2. Lesley Harris Crochet, Vox Academy, (3.5 hrs.) 2023-2024 cycle**

3. **Lacy Lynn Dorion, Margie Holds Court (20 hrs.) 2023-2024 cycle**
4. **Kristen Ferachi, NCRA (8hrs.) 2021-2022 cycle-*Affidavit***
5. **Meredith Lee Hoffpauir, Jeff Justice (10 hrs.) 2023-2024 cycle**
6. **Ramona Morris, CR Seminars (10 hrs.) 2023-2024 cycle**
7. **Sheylli G. Pantoja, Advantage Software, (2 hrs.) 2023-2024 cycle**
8. **Maureen O. Pollard, Advance Court Reporter Seminars,(10 hrs.) 2022-2023 cycle**
9. **Rene M. Richard, S. C. School of Court Reporting (2 hrs.) 2021-2022 cycle - *Affidavit***
10. **Cena Rustvold, Veritext (1.5 hrs.) 2023-2024 cycle**
11. **Cheryl Sablich, Court Reporters Spring 2023 Confreence (4 hrs.) 2023-2024 cycle**
12. **Alexis Vice, Eclipse 10 (9 hrs.) 2021-2022 cycle- *Affidavit***

#### **B. Retirement Request**

1. **Lela L. Griffin, December 31, 2022**
2. **Yolanda N, Said, December 31, 2022**

#### **C. Discontinued CDR**

1. **Clarice Mason, March 3, 2023**

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

#### **D. Reinstatement Request**

1. **Shane B. Buffin, CDR #1112016, January 31, 2021**
2. **Veronica M. Jones, CDR #1122016, Decmeber 15, 2021**

Ms. Buffin and Ms. Jones appeared by Zoom. Reinstated once the fees are recieved to Vickie at the Board's office.

3. **Lacey Dyess, CCR #20211014 December 31, 2022.**

Ms. Dyess appeared via Zoom, testified to meeting all requirements for reinstatement and reinstated.

Ms. Ware moved, which was seconded by Ms. Ceasar to to accept and approve the the reinstatement request for all three individuals. The morion passed without opposition.

Ms. Caroline addressed the Board regarding Ms. Dyess's reinstatement issues, seeking to understand the protocol or procedure regarding reaching reporters early enough to notify them of their status.

#### **IV. NEW BUSINESS**

**A. New Application form for SB 142/ACT 326.**

Mr. Force reported. Copy of Act 326 attached in binders and to be included in minutes. Act goes into effect August 1, 2023. The judge out-of-state court reporter to submit a letter of appointment and complete an application to the Board, and the Board has five(5) days to review and approve or reject the application. No form application on the website for this kind of licensure. Ms. McBride moved, which was seconded by Ms. Ceasar, to prepare an application form for this process to be posted on the website. Motion passed without opposition.

Ms. Ceasar expressed concerns on out-of-state reporters with CCR and believes the out-of-state licence should be re-labeled.

**IV. SCHEDULING OF NEXT BOARD MEETING**

Next Board meeting is scheduled for Friday, October 6, 2023.

**IV. PUBLIC COMMENTS**

Mr. Vinny Borrello, an independent court reporter and representative of Louisiana Court reporters Association asked if the Board still opined that it was appropriate for a Louisiana licenced court reporter, working and practicing in Louisiana, to travel out of state and take a deposition for the purposes of a Louisiana legal proceeding. Mr. Force said he'd look through previous meetings to find the Board's position on it. He suggested it was permissible from the Board's perspective as long as no Louisiana Rules are flouted. Other states are not bound by Louisiana's position, so court reporters should confirm the practice of the other state they intend to take deposition in. Mr. Borrello suggested this should be emphasized on the website.

Mr. Borrello spoke on laying emphasis on website on illegality of digital court reporters to take depositions. Ms. Ceasar believed the Board should become stricter on the issue

Ms. Ceasar stated the Board cannot address the issue of an unlicensed reporter taking depositions unless a formal complaint is filed.

Judge Holmes read an anonymous complaint on a digital reporter taking depositions into the record.

**IV. ADJOURNMENT**

At 1:00 pm, the Chair adjourned the meeting.

