

The following minutes have not been approved by the Board at this time.

MINUTES

THE LOUISIANA BOARD OF EXAMNERS OF
CERTIFIED SHORTHAND REPORTERS
BOARD MEETING

Friday, October 2, 2009

Pursuant to notice, the meeting was called to order at 2:15 p.m., Friday, October 2, 2009, at the Denham Springs-Walker Library Conference Room, 8108 Hwy. 190, Denham Springs, Louisiana with a quorum present.

PRESENT BOARD MEMBERS:

Vincent Borrello, Jr.
May Dunn
Gail Freese
Suzette Magee
Dion Young
Laura Putnam
Phillip Kaufman

ABSENT:

Judge Perrell Fuselier

Administrator:

Tonya R. Armentor

CALL TO ORDER: In the absence of Judge Fuselier, Chairman, Dion Young called the meeting to order. He began with the Pledge of Allegiance and a prayer. Dion Young asked for a motion to approve the minutes of the last meeting. Laura Putnam made a motion to adopt the minutes as written. Vincent Borrello, Jr. seconded the motion, and the motion passed unanimously.

REPORT OF THE TREASURER: May Dunn reported that all Board Members have been provided a copy of the report along with a listing of all deposits and disbursements since the last meeting. The report shows assets and liabilities on an accrual basis. The monthly operating income and expenses cover the period of July 18, 2009 through October 1, 2009. Total income equals \$30,574.68 with total disbursements amounting to \$32,949.58. The checking account balance as of October 1, 2009 is \$7,253.89. Total assets including certificate of deposits equal \$77,541.63. Laura Putnam made a motion to accept the report as presented. Suzette Magee seconded the motion and the motion passed unanimously. May Dunn made a motion to approve bills presented. Phillip Kaufman seconded the motion and the motion passed unanimously.

REPORT OF THE CHAIRMAN: No report.

REPORT OF THE DISCIPLINARY COMMITTEE: Dion Young, Chairman, reported that the committee did meet earlier today. The committee has discussed utilizing a two-tier procedure for disciplinary matters. The first tier would consist of the Chairman of the Disciplinary Committee and 2 to 3 volunteer court reporters. The committee would initially consider each complaint and would then make a recommendation to the full Board. The second tier would be the full Board minus the Disciplinary Committee Chairman.

The Board Office upon receipt of a complaint, would forward it to the Disciplinary Committee Members. The complaint would be placed on the Agenda of the next Disciplinary Committee meeting. The first tier of the committee would hear and then make a recommendation to the full Board. Vincent Borrello,

Jr. made a motion to adopt the two-tier procedure as outlined and change the rule. Suzette Magee seconded the motion, and the motion passed unanimously.

The next item was that of Ms. Glenda Hamlin who has requested reinstatement of her license after the Board revoked her license on November 10, 2006. Ms. Hamlin was present at the Disciplinary Committee Meeting but was not present for the Board Meeting. After some discussion, Suzette Magee made a motion to deny the reinstatement of Ms. Hamlin. May Dunn seconded the motion, and the motion passed unanimously.

The next item was that of the online repository. The committee had invited Alliance Reporting, Inc. to attend and tell us what they know about this matter. Mr. Michael Monistere is representing them and requested a continuance. A continuance was granted and this item will be placed on the Agenda of the next Disciplinary Committee meeting. Suzette Magee made a motion that the ethical consideration of this item be handled by the Ethics Committee. May Dunn seconded the motion, and the motion passed unanimously. Laura Putnam made a motion to have Dion Young send a letter to the AG's Office requesting an opinion regarding Contracting vs. Networking. Suzette Magee seconded the motion, and the motion passed unanimously. The next item visited was a letter from Michael Irvin. The committee agreed to send a letter stating that we do not have a court reporter by the name in question. The next item that was discussed was that of Thornton vs. Stockman. Ms. Stockman's attorney requested a continuance. A continuance was granted and this item will be placed on the Agenda of the next Disciplinary Committee meeting.

REPORT OF THE ETHICS COMMITTEE: No report.

REPORT OF THE EXAMINATION COMMITTEE: Vincent Borrello, Jr., Chairman, reported that the committee met earlier in the day. The first item discussed was the examination facilities. We will no longer use LSU. We have found adequate space in the Claiborne Building at 1201 North 3Rd Street, Baton Rouge to host our licensing examination. The room is set up with a sound system and no additional equipment will be needed on our part. Vincent Borrello, Jr. proposed that we have 3 Board Members present as proctors and the Board Administrator as the intake officer. The second item discussed was the grading contracts. Phillip Kaufman has spoken with Catherine Killingsworth to grade the Stenomask exams and with Eve Kazik to grade the Stenotype exams for a fee of \$750.00 each. The third item discussed was that of the examination fees. Vincent Borrello, Jr. rescinded the motion he made on July 17, 2009 to raise the skills examination fee to \$225.00 and the written knowledge exam to \$150.00. He made a motion that the written knowledge exam fee be changed to \$140.00 and that the skills exam fee be changed to \$125.00. Suzette Magee seconded the motion, and the motion passed unanimously. The next item discussed was that of costs of past examinations through LSU. Vincent Borrello, Jr. instructed the Board Administrator to research and find out how long LSU has been using old test. We have been paying a fee for the creation of new test and they have not been creating new test for maybe as long as 6 or 7 years. Robert Melson stated to Vincent Borrello, Jr. that we have been charged \$2,000.00 per exam for the creation of a new exam. LSU has not been creating a new exam for some years and he wants to know exactly how many. He would like to have David Marcello send a letter to LSU about this reimbursement. Vincent Borrello, Jr. made a motion to approve all the items that were just discussed. Phillip Kaufman seconded the motion, and the motion passed unanimously. The next item was that of Ms. Monica Chauvin. Ms. Chauvin was not present. Ms. Chauvin missed the deadline for the main examination application. We have never allowed anyone who has missed the deadline to take the examination. Vincent Borrello, Jr. made a motion to deny Ms. Chauvin entrance into the examination of October 24, 2009 and that she be required to take a qualifying exam prior to the next exam. Suzette Magee seconded the motion, and the motion passed unanimously.

REPORT OF THE LEGISLATIVE COMMITTEE: Suzette Magee reported that the committee met earlier in the day. The committee is unclear about how the Supreme Court is going to address underserved courts. The committee has agreed to convene a round table discussion to try and solve these issues. The following individuals will be invited to a round table discussion by invitation: Darrell Schultz, Judges

Daugherty, Morrison, and Saloom. Senators Eric LaFleur and Patrick Connick will also be included. We will invite Bobbie Wilson or another Court Administrator and a representative of the Louisiana State Bar Association. Laura Putnam and I will draft the invitation. Phillip Kaufman made a motion to form the round table and send out invitations as presented. Laura Putnam seconded the motion, and the motion passed unanimously.

REPORT OF THE CONTINUING EDUCATION COMMITTEE: May Dunn reported that the C. E. Committee met earlier in the day. The committee has received 3 requests for approval of seminars for C. E. credits. They are the ACRA Seminar, Idaho/Oregon/Washington Fall Convention, and the Court Reporting Seminars of Texas. The committee makes a motion to approve all 3 seminars. Vincent Borrello, Jr. seconded the motion, and the motion passed unanimously. The next item visited was to make available a written test for the required Ethics Credits for out of state CCR holders. May Dunn reported that as a State Agency we cannot host a C. E. Seminar for those individuals we license. Mr. Bolan, General Counsel for Civil Service stated that we would need to check with the AG's Office to get a definitive answer. Dion Young made a motion that he would write to the AG's Office on behalf of the committee. Suzette Magee seconded the motion, and the motion passed unanimously.

REPORT OF THE OFFICE ADMINISTRATION COMMITTEE: Vincent Borrello, Jr. reported that the committee met earlier in the day. The first item discussed was that of certain legal fees that may or may not be appropriate. Vincent Borrello, Jr. made a motion to have Judge Fuselier speak with David Marcello about the charges. May Dunn seconded the motion, and the motion passed unanimously. The next item discussed was that of using Stamps.com for our postage needs. Ms. Armentor informed us that we will be saving between \$400.00 - \$500.00 dollars per year. The service fee is \$15.99 per month. The postage and service fee will be withdrawn via electronic check from our checking account. Vincent Borrello, Jr. made a motion to continue with Stamps.com and to have the service fee and postage taken out of our checking account through the electronic check process. Phillip Kaufman seconded the motion, and the motion passed unanimously. The next item discussed was that of the video streaming of Board Meetings. The suggested website of orb.com uses advertising to support its services. As a State Agency we cannot support any type of advertising nor have the appearance that we are supporting any type of advertising. The committee decided to table this matter at this time. The last item visited was that of obtaining email addresses for all Board Members. Vincent Borrello, Jr. made a motion to look into obtaining email addresses through the Board for all Board Members. May Dunn seconded the motion, and the motion passed unanimously.

NEW BUSINESS:

A. Reinstatement requested – Maury Parker: Ms. Parker is present and is requesting reinstatement of her license. Suzette Magee made a motion to reinstate Ms. Parker upon payment of all delinquent fees and obtain all continuing education credits since 2007. May Dunn seconded the motion, and a vote was taken, 3 yeah, 3 nays with the Chair opposing. Vincent Borrello, Jr. made a motion that Ms. Parker be reinstated upon payment of all delinquent fees and that she obtain 12 continuing education credits for the current two year cycle. Gail Freese seconded the motion, and the motion passed unanimously.

B. Reciprocal license approval – Cheryl Sletta: Ms. Armentor reported that the application is in order and there are no questions. Phillip Kaufman made a motion to accept the Reciprocal Application as presented and to grant the issuance of this license. Laura Putnam seconded the motion, and the motion passed unanimously.

C. Request for Inactive Status – Cindy DeJean: Ms. Armentor reported that this request needs to be approved. The correct documentation has been received. After Board review, Laura Putnam made a motion to accept and recognize the inactive status for Ms. DeJean. Vincent Borrello, Jr. seconded the motion, and the motion passed unanimously.

Vincent Borrello, Jr. made a motion to amend the Agenda to add Ms. Laurie Ray. Suzette Magee seconded the motion, and the motion passed unanimously. Ms. Laurie Ray was present to request reinstatement of her license. Ms. Ray was asked several questions by the Board and a discussion took place. Suzette Magee made a motion to deny reinstatement. Gail Freese seconded the motion, and the motion passed unanimously.

D. Legal and Website Contracts: Dion Young reported that Judge Fuselier is currently handling these and that it should remain under new business for the next meeting.

E. Licensing of Firms: Phillip Kaufman made a motion that a special committee be assigned to study the possibility of licensing firms and that the committee be charged with determining a definition of a firm and that they investigate the structure for the licensing of CPA firms and for the structure of Court Reporting Firms in both Texas and Georgia to be used as models. No second; the motion failed. Laura Putnam made a motion to table the issue until the next meeting. Gail Freese seconded the motion, and the motion passed unanimously.

Vincent Borrello, Jr. requested to re-visit the Report of the Examination Committee. See Report of The Examination Committee.

Laura Putnam left the meeting early at 3:40 p.m.

Phillip Kaufman made a motion to amend the agenda to place new items under New Business. Gail Freese seconded the motion, and the motion passed unanimously.

The first item is that of Board Appointments. The Board needs to ask the Supreme Court to appoint a Board Member to replace Suzanne Stinson from her district.

Phillip Kaufman made a motion to go back to monthly Board Meetings. He expressed that the Board has too much on our plate to be meeting every other month. May Dunn seconded the motion, and the motion passed unanimously. Phillip Kaufman made a motion that the next meeting be scheduled for November 13, 2009. May Dunn seconded the motion, and the motion passed unanimously. Phillip Kaufman made a motion that the December meeting be held on December 11, 2009. May Dunn seconded the motion, and the motion passed unanimously.

Phillip Kaufman made a motion that the Election of Board Officers be placed on the Agenda for December 11, 2009. Suzette Magee seconded the motion, and the motion passed unanimously.

There being no further business May Dunn made a motion to adjourn. Suzette Magee seconded the motion, and the motion passed unanimously. The meeting adjourned at 3:50 p.m.

Amended/Supplemented Meeting Minutes of October 2, 2009:

REPORT OF THE LEGISLATIVE COMMITTEE:

Phillip Kaufman suggested a two-angle approach to the issue of digital signatures. He indicated that he has spoken with Darrell Schultz. Schultz informed Kaufman that individuals within the Supreme Court have been assigned to consider the issue of digital signatures; those individuals have studied it somewhat and are leaning toward the use of digital signatures. P. Kaufman was left with the impression that it would behoove us to

explore legislation in the event that the Supreme Court does not move on it. Shultz is one of the people we are going to invite to the roundtable, although the focus of the roundtable will be underserved courts. P. Kaufman summarized that digital signatures will be a twofold approach – the possibility that the Supreme Court may take action and us pursuing, and going ahead and seeking out legislators to pursue the legislation.