

MINUTES

LOUISIANA BOARD OF EXAMINERS OF CERTIFIED SHORTHAND REPORTERS BOARD MEETING MINUTES

FRIDAY, DECEMBER 10, 2010

Pursuant to notice, the meeting was called to order at 1:12 p.m. on Friday, December 10, 2010, at the Board Office located at 9422 Florida Blvd., Ste. A-1, Walker, Louisiana.

PRESENT BOARD MEMBERS:

Judge Robert Murphy - Chairman
Gail Freese, Secretary (arrived at 2:10 p.m.)
Milton Donegan, Jr.
May Dunn
Philip Kaufman
Laura Putnam
Dion Young

ABSENT:

Vincent Borrello, Jr.
Suzette Magee

Tonya R. Armentor – Administrator

CALL TO ORDER: Judge Murphy called the meeting to order. Judge Murphy requested and Ms. Armentor proceeded with roll call. With Gail Freese, Secretary absent, Judge Murphy declared a quorum and the meeting proceeded.

Judge Murphy then asked for a motion to approve the minutes of the last meeting, October 15, 2010. That motion was made by Dion Young and seconded. There was no discussion, the motion passed and the minutes were adopted as written.

REPORT OF THE FINANCE COMMITTEE: The report was given by the committee chair, Milton Donegan, Jr. The committee met on December 8, 2010.

A copy of the Financial Report since the last meeting was given to all board members along with the Monthly Operating Statements and Banking Transactions from October 16, 2010 through November 30, 2010. With all assets and liabilities on an accrual basis, the following was reported: There was income of \$67,728; total disbursements of \$26,709; the checking account balance as of November 30, 2010 was \$102,721.79; interest account #****36410 - \$40,662.78 (Interest Rate .75%). As of December 1, 2010 new interest rate is .40%. The grand total assets were \$143,384.57. The budget was presented and discussed. Mr. Donegan made a motion to accept the financial report and budget. The motion received a second, and passed unanimously.

The next matter discussed by the committee was that of furniture and equipment for the board office. Milton Donegan made a motion to approve \$8,000.00 for necessary furniture and \$3,000 for computers. The motion received a second, and passed unanimously.

REPORT OF THE ETHICS COMMITTEE: The report was given by the committee chair, Dion

Young. The Ethics Committee met on December 8, 2010.

The committee did discuss the matter of Alliance Reporting and Deposition Source. Karen Greenbaum, CEO/Owner of Alliance Reporting Inc. and Suzanne L. Torres, CCR and President/Owner of Alliance Reporting Inc. were both present. Ms. Greenbaum provided written documentation and reported on the events that have taken place between Alliance Reporting Inc. and Deposition Source. Milton Donegan made a motion to send a letter to Suzanne Torres, CCR, and President/Owner of Alliance Reporting Inc. stating that she breached confidentiality and that the board will not take any further action. A copy of the letter is to be maintained in her CCR file. The motion received a second, and passed unanimously.

The next matter was the complaint of State vs. Burch. Dion Young reported that there is no finding on Lillie Burch. Ms. Burch's daughter Jennifer Burchfield was sent a cease and desist letter on February 24, 2010. Ms. Burchfield has complied with our request, to the best of our knowledge. Milton Donegan requested that a letter be placed in the file of Ms. Burch cautioning her to watch where her CCR stamp is at all times. Phillip Kaufman made the motion as stated by Mr. Donegan. The motion received a second, and passed unanimously.

Laura Putnam made a motion to add Jennifer Burchfield to the agenda. The motion was second, and passed unanimously. Ms. Jennifer Burchfield is added to the agenda. Milton Donegan made a motion that a letter be sent to Ms. Burchfield stating that attorneys have been notified of her activities and that a permanent record will be maintained in the board office. The motion received a second, and passed unanimously.

The next matter the committee discussed was that of Geraldine Englade. Dion Young reported that this matter has been withdrawn. Mr. Young made a motion that no action be taken. The motion received a second, and passed unanimously.

The next matter the committee discussed was that of Glenn Ayo. Dion Young reported that this complaint was concerning the actions of the attorney not being placed in the record by the CCR. This is not a valid complaint. Mr. Young made a motion to dismiss. The motion received a second, and passed unanimously.

REPORT OF THE EDUCATION COMMITTEE: No report was given by the Education Committee.

Ms. Armentor asked the board to approve the Realtime Voice Writing Accuracy-Building Techniques Seminar as requested by Bettye Keyes and to grant the prescribed amount of continuing education credits for teaching. Mr. Donegan made a motion to approve and to grant the prescribed amount of continuing education credits as stated in the rules for someone who teaches a course. The motion received a second, and passed unanimously.

Milton Donegan made a motion to add Janita Anderson to the agenda. The motion received a second, and passed unanimously.

Ms. Anderson is requesting reinstatement of her license. Ms. Anderson's license was suspended as of January 1, 2007 for non-payment and not obtaining the required continuing education credits for the previous 2 years. Ms. Anderson's license was revoked as of October 5, 2007 for not obtaining the required continuing education credits. Ms. Anderson has recently attended 2 pre-approved seminars to make up the continuing education credits that caused her

license to become revoked. Milton Donegan made a motion to grant reinstatement based upon the submission of all fees and continuing education credits for the 2009-2010 two-year cycle which must be completed within the next 60 days. If Ms. Anderson fails to comply, she must come back before the board for a new request. The motion received a second, and passed unanimously.

REPORT OF THE AD HOC COMMITTEE: The report was given by the committee chair, Laura Putnam. The Ad Hoc Committee to Promote Efficiency in Court and General Reporting met on December 3, 2010.

Ms. Putnam reported that the first item on the agenda was the business of “reading and signing.” Milton Donegan and Phillip Kaufman have learned that some freelance reporters have received correspondence from attorneys dictating how the reporter should comply with “reading and signing” a deposition. This has caused uncertainty among the freelance reporters. Ms. Putnam made a motion to allow the committee chair to consult with the board’s council in order to draft some additional language to the current “reading and signing” FAQ on our website. The motion received a second, and passed unanimously.

The next matter the committee discussed was the Board’s position regarding whether digital signatures should be used as a method of certifying and signing deposition transcripts. The committee received correspondence from Melissa Landeche, President of the Louisiana Court Reporters Association. The LCRA’s position as outlined in her letter is that digital signatures should be allowed for transcripts in two instances. The first is when a transcript is sent directly from a reporter to an attorney. The second is when a transcript is sent directly to a firm who in turn sends the transcript to the attorney. The LCRA makes clear that a court reporting firm should be prohibited from producing and printing the transcript if this limited use were allowed; it would constitute a violation of Title 46 of the La. Administrative Code, Section 1103 B.

Judge Murphy reported that he would like the committee to not take any action at this time but to allow Phillip Kaufman time to put together a white paper report. The committee will continue to look into this matter.

NEW BUSINESS:

Lori Holmes has been under retirement status since January 1, 2003 and has requested reinstatement of license. All requirements have been met and license reinstated as of November 1, 2010. Milton Donegan made a motion to accept as presented. The motion received a second, and passed unanimously.

Three CCR’s have requested retirement status. Four CCR’s have requested Inactive Status and 772 CCR’s have been renewed for 2011. All requirements have been met for the previous requests. Milton Donegan made a motion to accept the lists as presented. The motion received a second, and the motion passed unanimously.

Ms. Armentor asked on behalf of Judge Harris, if a Certified Digital Reporter retires as an Official Court Reporter can they serve on an interim basis? Yes, they can be appointed as a Deputy Official Court Reporter.

Ms. Armentor reported that 249 Certified Digital Reporter grandfathering applications have been received. May Dunn made a motion to send another letter to the courts urging them to get

their applications in by December 31, 2010. The motion received a second, and the motion passed unanimously.

Judge Murphy stated that the next Board meeting would be held at the CSR Board Office in Walker, Louisiana, with the date to be announced.

Mr. Donegan made a motion to adjourn, there was a second and the meeting was adjourned at 3:00 p.m.

Chairman

Date

Secretary

Date