

## MINUTES

### THE LOUISIANA BOARD OF EXAMNERS OF CERTIFIED SHORTHAND REPORTERS REGULAR BOARD MEETING

Friday, January 15, 2010

Pursuant to notice, the meeting was called to order at 2:05 p.m., Friday, January 15, 2010, at the Galvez Conference Center, Room C111-Oliver Pollock, at 602 North 5<sup>th</sup> Street, Baton Rouge, Louisiana with a quorum present.

PRESENT BOARD MEMBERS:

Judge Robert M. Murphy  
Gail Freese  
Vincent Borrello, Jr.  
Milton Donegan, Jr.  
Phillip Kaufman  
Suzette Magee  
Laura Putnam  
Dion Young

ABSENT:

May Dunn

Administrator:

Tonya R. Armentor

CALL TO ORDER AND PRAYER

APPROVAL OF MINUTES:

Dion Young introduced and welcomed the newly appointed Board Members, Judge Robert M. Murphy and Milton Donegan, Jr.

Vincent Borrello, Jr. made a motion to adopt the minutes as distributed. Phillip Kaufman requested that an amendment be made to the Legislative Committee Report contained in the minutes. the minutes were approved with corrections.

REPORT OF THE TREASURER:

In the absence of the Treasurer, the Secretary read the financial report. The report shows assets and liabilities on an accrual basis. The monthly operating income and expenses cover the period of October 2, 2009 through January 14, 2010. Total income is \$93,734.74 with total disbursements amounting to \$52,603.29. The checking account balance as of January 14, 2010 is \$48,403.35. Total assets including investment accounts equal \$118,708.14.

Vincent Borrello, Jr. made a motion to accept the report as presented and approve bills presented. Motion carried without opposition.

V. Borrello, Jr. reported that George DeLaune, CPA was in attendance for any questions. V. Borrello, Jr. made a motion to accept the budget for 2010 as presented.

The report of the Treasurer was approved as read. The motion carried without opposition.

**REPORT OF THE CHAIRMAN:**

Dion Young presided in the absence of the Chairman, and had no report.

**ANNUAL ELECTION OF OFFICERS AND COMMITTEE APPOINTMENTS:**

Offices up for election: Chairman and Secretary.

**Nominations of Chairman:**

Judge Robert M. Murphy was nominated for Chairman. No other nominations were made. Judge Robert M. Murphy was elected Chairman by acclamation and without opposition. Judge Murphy then presided over the meeting.

**Nominations of Secretary:**

Gail Freese was nominated for Secretary. No other nominations were made. Gail Freese was elected Secretary by acclamation and without opposition.

**COMMITTEE APPOINTMENTS:**

Judge Murphy suggested that the Board merge its committees to reduce meetings and workload of board members. Dion Young made a motion that the committees be combined as follows: The Finance Committee, The Disciplinary/Ethics Committee, The Education Committee, and The Legislative Committee. With no opposition, the motion passed unanimously.

**REPORT OF THE DISCIPLINARY COMMITTEE:**

The committee has not met since October 2, 2009. The matter of Ms. Stockman was on the agenda and Ms. Stockman's attorney requested a continuance. This item will be placed back on the agenda of the next meeting.

**REPORT OF THE ETHICS COMMITTEE:** No report.

**REPORT OF THE EXAMINATION COMMITTEE:**

The committee chairman, Vincent Borrello, Jr. reported that the examination committee did meet prior to the board meeting today. The following issues were discussed and presented to the full board: Cost of services of LSU creating, giving and grading the examination. Vincent Borrello, Jr. received a letter from Ms. Guillot of LSU along with an invoice for the April 25, 2009 examination. This invoice has not been paid due to a dispute over the charges. Vincent Borrello, Jr. and David Marcello, board attorney, drafted a letter to Ms. Guillot. Mr. Borrello made a motion that the letter that has been drafted be mailed to Ms. Guillot of LSU. Motion failed due to lack of a second. The board instead decided to have David Marcello send a formal letter and work through the appropriate channels to resolve this matter.

Mr. Borrello made a motion to have David Marcello contact Ms. Guillot of LSU to resolve these issues. The motion carried without opposition.

The meeting recessed from 3:10 - 3:23 p.m.

The next item was that of Ms. Monica Chauvin. Ms. Chauvin was present and requesting that a qualifying examination be waived and that the sections passed be maintained for her entrance into the next CCR Examination. Ms. Chauvin missed the application deadline for the last examination given on October 24, 2009.

Mr. Borrello made a motion, and there was a second, to waive the qualifying examination and allow Ms. Chauvin to maintain sections passed as well as entrance into the next CCR Examination. The motion carried without opposition.

The next matter on the agenda was that of Ms. Rachel Varner. Ms. Varner was present and disputing her scores from the October 24, 2009 examination. Ms. Varner explained that she did not receive a score for two sections of the exam because it was not gradable. The matter was deferred to the education committee.

#### REPORT OF THE LEGISLATIVE COMMITTEE:

Suzette Magee, committee chairman, reports that the committee has not met since October 2, 2009, however, a letter has been drafted for adoption by the board as per discussions regarding a roundtable discussion on underserved courts as well as digital signatures. Copies were distributed to all board members present. Judge Murphy suggested that the committee invite the Honorable Madeline Landrieu, President of the District Judges Association, and Judge Morrison, the legislative liaison.

Suzette Magee and Phil Kaufman both reported on conversations they had had with various legislators who indicated a desire to work with us to try to come to a resolution. Further discussion ensued on these matters, with no resolution. These matters will be referred back to committee when new committees are assigned.

#### REPORT OF THE CONTINUING EDUCATION COMMITTEE:

In the absence of chairman, May Dunn, Phil Kaufman reported that the committee had not met since October 2, 2009. The committee did have several education requests for approval. The first item is that of the Lou-Tex Seminar for the ethics session. This seminar was previously approved but the ethics session was disallowed and additional information had been requested. Mr. Kaufman made a motion that this matter be deferred to the next committee meeting. Motion carried without opposition.

Mr. Kaufman also made a motion to approve the following seminars: Mistake-free Grammar & Proofreading, NVRA 2009 Convention in Nashville, and the "On the Go" Seminar; MS Judicial College Fall Conference, California Court Reporters Association 99<sup>th</sup> Annual Convention, Dragon Naturally Speaking Workshop, AudioScribe Training, and Jeff Justice-The Complete Reporter. The motion carried without opposition.

Mr. Kaufman made a motion that the following matters be denied: LCCCA Mid-Year Conference and the request made by Rhonda Baiamonte. The motion carried without opposition.

REPORT OF THE OFFICE ADMINISTRATION COMMITTEE: No report.

OLD BUSINESS:

A. Licensing of Firms – This matter is dismissed.

NEW BUSINESS:

A. Reinstatement request – Cathy Cline. Ms. Cline was present and requested reinstatement of her license.

Mr. Borrello made a motion that Cathy Cline be reinstated upon successfully passing the LA

CCR Examination. Motion carried without opposition.

B. Reinstatement requested – Elena Caldas. Ms. Caldas was not present and the matter was dismissed.

C. Reinstatement pending – Rhonda Baiamonte. Mr. Kaufman made a motion to reinstate her license upon receipt of her obtaining proper continuing education credits for the 2007-2008 two-year cycle. Motion carried without opposition.

D. Reciprocal license to be confirmed.

Mr. Donegan made a motion to approve the reciprocal licensing application for licensure'

as presented. The motion carried without opposition.

E. Renewal List presented for approval. Mr. Kaufman made a motion to approve the renewal list. The motion carried without opposition.

F. Suspended List presented for approval. Mr. Kaufman made a motion to approve the suspended list with the exception of removing Ella Savoie and adding her to the renewal list. Motion carried without opposition.

G. Revocation List presented for approval. Mr. Kaufman made a motion to approve the revocation list. Motion carried without opposition.

H. Meeting Minutes – This matter is dismissed.

I. Sharon Kaiser letter – Scott Kaiser was present and wished to speak to the board about certification of transcripts via digital signature. This matter was deferred to the next meeting.

Mr. Donegan made a motion to add the item of a non-CCR taking depositions and using another CCR's stamp to the agenda. The motion carried without opposition. Mr. Donegan made a motion that a certified letter be sent to the non-CCR immediately and that the letter be composed by Dion Young. Motion carried without opposition.

DATE AND PLACE OF NEXT MEETING: The next tentative meeting date will be

February 19, 2010. Judge Murphy invites the Board to meet in Gretna, Louisiana.

There being no further business the meeting adjourned at 5:40 p.m.

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Secretary

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Date Approved

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Chairman

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Date Approved