

MINUTES

LOUISIANA BOARD OF EXAMINERS OF CERTIFIED SHORTHAND REPORTERS BOARD MEETING MINUTES

FRIDAY, FEBRUARY 11, 2011

Pursuant to notice, the meeting was called to order at 1:00 p.m. on Friday, February 11, 2011, at the Board Office located at 9422 Florida Blvd., Ste. A-1, Walker, Louisiana.

PRESENT BOARD MEMBERS:

Judge Robert Murphy - Chairman
Vincent Borrello, Jr.
Milton Donegan, Jr.
May Dunn
Philip Kaufman
Suzette Magee
Laura Putnam
Dion Young

ABSENT:

Gail Freese, Secretary

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, do we have the minutes from the December 10, 2010 board meeting? Ms. Armentor stated that they have not been completed at this time due to the hectic schedule of grandfathering CDR's, renewals, reinstatements, and suspensions. Judge Murphy stated that the minutes will be presented at the next meeting.

ANNUAL ELECTION OF OFFICERS: Judge Murphy reported that he had spoken to Gail Freese at length and that she wished to convey how much she appreciated the Board having her as the Secretary this past year. However, Ms. Freese does not wish to stand for re-election. Judge Murphy reported that the two offices to be filled are Chairman and Secretary.

Nominations of Chairman:

Judge Robert M. Murphy was nominated for Chairman. No other nominations were made. Judge Robert M. Murphy was re-elected as Chairman by acclamation and without opposition.

Nominations of Secretary:

Vincent Borrello, Jr. was nominated for Secretary. No other nominations were made. Vincent Borrello, Jr. was elected Secretary by acclimation and without opposition.

REPORT OF THE FINANCE COMMITTEE: The report was given by the committee chair, Milton Donegan, Jr. The committee met on February 11, 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 December 1, 2010 through February 10, 2011. With all assets and liabilities on an accrual basis, the following was reported: There was income of \$72,919.02; total disbursements of \$35,292.54; the checking account balance as of November 30, 2010 was \$143,256.08; interest account #****36410 - \$40,690.53 (Interest Rate .40%). The grand total assets were \$183,946.61.

Judge Murphy asked Mr. Donegan to go over the estimated annual income from licensing for 2011. Mr. Donegan reported that 405 grandfathering CDR applications have been received by the board office. However, we have no idea how many are also licensed as CCRs at this time. The overall estimated annual income from licensing for 2011 is \$171,000.00.

Mr. Donegan referred to the presentation created by Ms. Armentor for our meeting with the House Subcommittee on February 24, 2011 to discuss the revised budget.

Mr. Donegan reported that the committee discussed billing of legal services and copies of communications or opinions provided to a committee or committee chair to be kept in the board office. Mr. Donegan made a motion to send a letter to the board's legal counsel requesting that services are billed within 30 days of occurrence and to request that copies of all communications or opinions to a committee or committee chair be sent to the board office.

Mr. Donegan made a motion to accept the report of the Finance Committee. The motion received a second, and passed unanimously.

REPORT OF THE ETHICS COMMITTEE: No report.

REPORT OF THE EDUCATION COMMITTEE: The report was given by the committee chair, Vincent Borrello, Jr. The Education Committee on both January 13, 2011 and February 11, 2011.

Mr. Borrello read the committee meeting minutes of January 13, 2011. Mr. Borrello made a motion to approve all recommended actions of the committee. The motion received a second, and passed unanimously. The Education Committee meeting minutes of January 13, 2011 are made a part of these minutes. See attached.

Mr. Borrello reported that the committee met prior to the board meeting today. The first matter before the committee was that of M. H. "Buddy" Gaudet, Jr. Mr. Gaudet has requested an extension to complete the required 12 continuing education credits needed for the 2009-2010 two-year cycle. Mr. Gaudet presented a session at the NCRA midyear convention in New Orleans, Louisiana held April 17-19, 2009. Mr. Gaudet stated that the National Court Reporters Association had advised him that he would earn enough credits to satisfy his c. e. requirement for the State of Louisiana.

However, it did not. The board was advised by legal counsel in 2009 that the board does not have the authority to grant a c. e. extension. Therefore this request was denied.

The next matter discussed was that of the provider approval. Johnna Barron has submitted an application requesting board approval for her Reporter Rescue seminar. This seminar does meet the requirements of the board rules and the committee voted to approve.

The next matter discussed was that of board testing of certified digital reporters. The committee came to the conclusion that when the board receives an application requesting a CDR test that one of the members of the committee will go to the court to administer the test. This way the examinee is tested on the equipment they utilize. The committee recommends this procedure for the CDR Board testing. Mr. Borrello made a motion that this item be sent back to the committee for further research and discussion. The motion received a second, and passed unanimously.

Mr. Borrello made a motion that the actions and recommendations of the committee be approved. 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 has not met since the last board meeting.

Ms. Putnam reported that she has asked the board's legal council to expand upon the FAQ that is already on the board's website regarding reading and signing. The current FAQ is specifically regarding CCP, Article 1445. Mr. Marcello provided a comprehensive break down of both Article 1445 and 1446 however, it was not in a question and answer format. Ms. Putnam asked Mr. Marcello to take a second look and to respond in a question and answer format that could be placed on the board's website. The committee presented two questions and two answers to Mr. Marcello and he responded with 7 questions and 7 answers. The committee is not fully satisfied with this information. Ms. Putnam made a motion to send this matter back to the committee for additional changes and to present them to Mr. Marcello. Once the committee is satisfied with the information we will bring before the board. The motion received a second, and passed unanimously.

NEW BUSINESS:

Ben Fulkerson, II has asked: Can the fees paid by my Dad, who passed away just after the first of the year, be used to pay my license fee? A discussion took place and Dion Young explained that this is not allowed with State funds. Mr. Young made a motion to deny the request. The motion received a second, and passed unanimously.

Ms. Armentor reported that Mr. Ben Fulkerson deceased on January 4, 2011.

Marsha Cazes applied for a reciprocal license. Ms. Armentor stated that all paperwork is in order and request the board's approval. Vincent Borrello, Jr. made a motion to accept. The motion received a second, and passed unanimously.

Judy Wooters, Charlene Fauchaux, Cristy Burnett, Lynn Mestayer, and Michelle Escobar requested that their status be changed from suspended to retired as of January 1, 2011.

Vincent Borrello, Jr. made a motion to grant the change in status as requested and to remove them from the suspended list. The motion received a second, and the motion passed unanimously.

Ms. Armentor presented a list of all those who have requested the Inactive status on or before December 31, 2010. Vincent Borrello, Jr. made a motion to accept the Inactive status list as presented. The motion received a second, and passed unanimously.

Ms. Armentor presented a list of all those who have been suspended as of January 1, 2011 for either non-payment of license fees and/or not obtaining the required continuing education credits. Vincent Borrello, Jr. made a motion to accept as presented, minus the five CCR's who were granted the retirement status. The motion received a second, and passed unanimously.

Ms. Armentor presented a list of all those who have requested the retirement status on or before December 31, 2010. Vincent Borrello, Jr. made a motion to include the five CCR's that have been granted a change in status and to approve. The motion received a second, and the motion passed unanimously.

Vincent Borrello, Jr. reported that a letter from the Louisiana City Court Clerks Association was received at the board office. The LCCCA is requesting that the board allow Mr. Borrello and Ms. Armentor or any other board member it deems appropriate to present a session at its annual conference on June 5th or 8th of 2011. Mr. Borrello stated that he is unable to participate because of a scheduling conflict with the Nuts & Bolts seminar. The suggested topics are Louisiana Ethics, transcript preparation, laws governing court reporters, and rules covering certified digital reporters. Phillip Kaufman and Suzette Magee volunteered to present requested information. Mr. Kaufman made a motion that he and Suzette Magee be allowed to participate and be reimbursed for travel expenses as per state travel regulations. The motion received a second, and 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 2:16 p.m.

Chairman

Date

Secretary

Date