

MINUTES

LOUISIANA BOARD OF EXAMINERS OF CERTIFIED SHORTHAND REPORTERS BOARD MEETING MINUTES

FRIDAY, April 1, 2011

Pursuant to notice, the meeting was called to order at 12:10 p.m. on Friday, April 1, 2011, at the Twenty-Fourth Judicial District Court, 200 Derbigny Street, Division D-5th Floor, Suite 5600, in Gretna, Louisiana with a quorum present.

PRESENT BOARD MEMBERS:

Judge Robert Murphy - Chairman
Vincent Borrello, Jr., Secretary
Milton Donegan, Jr.
May Dunn
Gail Freese
Laura Putnam
Dion Young

ABSENT:

Philip Kaufman
Suzette Magee

Tonya R. Armentor – Administrator

CALL TO ORDER: Judge Murphy called the meeting to order and asked for a motion to approve the minutes of the December 10, 2010 board meeting. Milton Donegan, Jr. made a motion to accept the minutes as written. The motion received a second, and passed unanimously. Judge Murphy asked for a motion to approve the minutes of the February 11, 2011 board meeting. Milton Donegan, Jr. made a motion to accept the minutes as written. The motion received a second, and passed unanimously.

REPORT OF THE ETHICS COMMITTEE: No report.

REPORT OF THE EDUCATION COMMITTEE: Vincent Borrello, Jr., Chairman asked, if the report could be deferred for a few minutes? Judge Murphy called for the Ad Hoc Committee Report at this time.

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 February 24, 2011.

Ms. Putnam reported that the committee has agreed on 9 questions and answers to revise the current “read and sign” question and answer on our website. Ms. Putnam made a motion that the new FAQ’s be approved for posting. The motion received a second, and a discussion took place. The Board agreed to make 2 changes. The first change requested was to add the words “such as” after the word “trail,” in the second paragraph under number 3. The second change

requested was to take out the word “signed” before the word “delivery” under number 9 in the first paragraph. Mr. Donegan made a motion to approve the amendments as stated. The motion received a second, and passed unanimously.

REPORT OF THE EDUCATION COMMITTEE: The report was given by the committee chair, Vincent Borrello, Jr. at 12:20 p.m. Mr. Borrello reported that The Education Committee met on March 7, 2011.

Mr. Borrello reported that the first item of business was the approval of the Court Reporters CE Retreat Seminar in Tampa, Florida. The committee voted to approve all sessions except, “Basics of Social Networking Sites”.

The next item of business was that of M. H. Gaudet. Mr. Gaudet appeared before the committee and requested that additional time be acknowledged for the hours spent preparing his session for the NCRA Convention. Mr. Borrello made a motion that Mr. Gaudet’s request be granted as per the March 7, 2011 committee meeting. The motion received a second, and a discussion took place. After a lengthy discussion, the Ad Hoc Committee was requested to review the language under section 607.C. to clear up any ambiguities. The committee shall report its findings at the next board meeting. Ms. Putnam made a motion to uphold the education committee’s recommendation from its March 7, 2011 committee meeting of granting the additional preparation time to Mr. Gaudet. The motion received a second, and passed without opposition.

Mr. Borrello reported that the committee was made aware of an AAERT testing that was to take place in Alexandria, Louisiana and directed Ms. Armentor to place this information on the website. However, the test has been canceled due to a lack of interest.

Judge Murphy asked the committee, if anything else was necessary for the Board to be able to give a State CDR exam? Mr. Borrello stated that the rules will have to be amended to include a State CDR exam to be given by the board. Mr. Borrello made a motion that the education committee be allowed to administer a certified digital reporter examination to be comprised of the same written knowledge exam and dictation as is being used for the certified court reporter examinations. The motion received a second, and passed unanimously. Judge Murphy directed the committee to draft and or amend the rules needed to promulgate the certified digital reporter examination. A formal rule must be in place for the board to carry out its mission of giving a State certified digital reporter examination. Once the committee is satisfied with the rules, it will be sent to all Board Members and the Board’s attorney for legal purposes. Once the committee is satisfied with the language, then it will be sent to all board members and placed on the agenda of the next board meeting for approval. Once the rules are approved by the board, it will begin the promulgation process to be published as a rule.

The committee voted unanimously to add two additional seminar requests to the agenda. The first seminar was that of “Shop Talk, Deception Detection and Humor” by Jeff Justice. The committee approved the sessions of Shop Talk (Ethics) and Your Best Transcripts. The second seminar was that of the NCRA Midyear Conference. The committee approved the conference with the exception of the following sessions: Learning Social Media for Business and Using Smart Phones and Other Cool Technology to Run Your Business. Mr. Borrello made a motion to accept the report of the Education Committee. The motion received a second, and passed unanimously.

Mr. Borrello requested that items C. Stenograph provider request and D. Nuts & Bolts provider request be deferred to the next Education Committee meeting to be held on Tuesday, April 5, 2011. Mr. Borello made a motion that he, Milton Donegan, Jr., and Tonya Armentor be approved by the Board to participate in the LCRA Seminar to be held in June. The motion received a second, and the motion passed unanimously. Ms. Dunn made a motion to approve the participation of Vincent Borrello, Jr. in the 20th Annual Nuts & Bolts Judicial Seminar and Warm-Up to be held June 5-7, 2011. The motion received a second, and passed unanimously.

REPORT OF THE FINANCE COMMITTEE: The report was given by the committee chair, Milton Donegan, Jr. The committee has not met since the last meeting.

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 February 11, 2011 through March 31, 2011. With all assets and liabilities on an accrual basis, the following was reported: There was income of \$5,928.00; total disbursements of \$15,458.00; the checking account balance as of March 31, 2011 was \$127,368.05; interest account #****36410 - \$40,702.35 (Interest Rate .40%). The grand total assets were \$168,070.40.

Mr. Donegan reported that the Board needs to approve the option to renew the current lease if it is agreeable. The option to renew must be given to the lessor at least 60 days prior to the termination date of the lease. Mr. Donegan made a motion to renew the current lease. The motion received a second, and passed unanimously.

Mr. Donegan reported that he, Laura Putnam, and Tonya Armentor appeared before the House Subcommittee on February 24, 2011 to give the requested information of the LA CSR Board. Ms. Armentor gave a brief presentation and answered their questions. They did ask if we had considered changing our name. Ms. Armentor replied, yes. The Board had discussed this in the past but never pursued it.

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

NEW BUSINESS:

Ms. Armentor presented a list of those who have fully complied with the reinstatement requirements since the last meeting. Mr. Gaudet will be added to the list as previously approved for reinstatement. Vincent Borrello, Jr. made a motion to accept the reinstatement list including Mr. Gaudet. The motion received a second, and the motion passed unanimously.

Ms. Armentor presented a list of those who have been suspended since January 1, 2011 for either non-payment of license fees and/or not obtaining the required continuing education credits. Ms. Armentor reported that the suspended list may be voted on for either revocation or to remain under suspension. Ms. Armentor recommends that 4 of the reporters listed on the suspended list remain as suspended because they are working to clear up their license. Vincent Borrello, Jr. made a motion to place all current suspended CCR's under revocation with the exception of the 4 recommended by the Board Office to stay under the suspended status. 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, on June 17, 2011 at 1:00 p.m.

Mr. Donegan made a motion to adjourn, there was a second and the meeting was adjourned at 1:25 p. m.

Chairman

Date

Secretary

Date