

THE LOUISIANA BOARD OF EXAMINERS OF  
CERTIFIED SHORTHAND REPORTERS

**BOARD MEETING MINUTES**

FRIDAY, AUGUST 26, 2011

Pursuant to notice, the meeting was called to order at 1:00 p.m., Friday, August 26, 2011, at the office of the Louisiana Board of Examiners of Certified Shorthand Reporters, 9422 Florida Boulevard, Suite A-1, Walker, Louisiana 70785

PRESENT:

Judge Paul A. Bonin, Chairman  
May F. Dunn, Secretary  
John Andressen  
Vincent Borrello, Jr.,  
Milton Donegan, Jr.  
Phillip Kaufman  
Suzette Magee  
Laura Putnam  
Dion Young

David A. Marcello, Board Counsel  
Tonya R. Armentor, Administrator

**CALL TO ORDER:**

- Judge Bonin called the meeting to order and asked for a motion to nominate a chairman. A motion was made by Ms. Putnam to nominate Judge Bonin, which was seconded by Mr. Borrello. The motion passed without opposition.
- The Chairman asked for a motion to nominate a secretary. The motion was made by Mr. Borrello to nominate May Dunn as Secretary which was seconded by Mrs. Magee. The motion passed without opposition.
- The Chairman asked for a motion to approve the Minutes of the June 17, 2011 Board meeting. A motion to approve was made by Mrs. Magee and was seconded by Mr. Borrello. The motion passed without opposition.

**RULE MAKING**

Discussion was opened by David Marcello, Counsel to the CSR Board, who had been asked to look at the earlier draft of the Notice of Intent adopted June 17, 2011, Title 46, 317, regarding the reciprocity feature of a long-standing process and found that the authority for reciprocity in 2554(A) was not altered by recent legislation. On redraft the reciprocity rule was left undisturbed. The goal of the revised version was to make as few

revisions as possible while conforming to the recent legislation. That approach was followed and distributed for comment and discussion by members of the Board.

Mr. Borrello made a motion which was seconded by Ms. Putnam to rescind the previous Notice of Intent. The motion passed without opposition.

Mr. Marcelo stated that the only changes in the Notice of Intent was to accommodate ACT 700.

Mrs. Magee asked if the only changes to the current Notice of Intent would be adding paragraph (G). Mr. Marcello agreed.

Discussion was opened to reciprocity and whether it applied to reporters from other states.

Discussion was opened for public comment:

- A question arose from Ms. Barado, from the public, as to whether a Nationally Certified Court Reporter can become a Louisiana Certified Court Reporter. The Chairman replied that we're not going to make the changes we said we would make. Instead we'll make a different set and fewer changes, but it will not affect the outcome of national reporters being recognized by the State of Louisiana.
- A question arose from Ms. Simmers, from the public, inquiring whether there were problems with the NCRA exam that the Education Committee felt revisions had to be made. It was stated by Mr. Borrello and Mr. Kaufman that it was a miscommunication.
- A question arose as to whether there was anything in place to insure that this would not happen again. Mr. Borrello responded that the Notice of Intent is back to where it was before with the reciprocity agreement. The Chairman replied that no one wanted to or meant to change the rules in mid-stream. The Chairman also encouraged the schools to check in on the website and sign up to be notified of any changes. Mr. Kaufman also suggested that the schools have a representative at the Board meetings. Mrs. Simmers responded that there is a meeting scheduled to explore school liaisons.
- A question arose from Mrs. Simmers as to the untimely updating of the website and whether or not that was going to change. The Chairman responded that Ms. Putnam and the Ad Hoc Committee are going to revisit the website to try to make it more user friendly.
- A question arose from Mrs. Krutz, from the public, as to whether the reciprocal agreement that was previously on the website, then removed, would be placed back on the website. The Chairman stated that Ms. Putnam and the Ad Hoc Committee would address that.

- Discussion was initiated by Mr. Marcello as to whether the testing for CDR should be changed to encompass passing different segments and given the same amount of time as CSRs. Mr. Andressen felt that it is good the way it is; that they should pass all phases of their testing at one time.
- Mr. Marcello stated that the italicized writing will be removed and it will stay as it is written.
- Ms. Putnam requested under Section 309(A) where “audio recording” had been added, it should be written as “digital, electronic, or audio recording” under R.S. 37:2555(F).
- A motion was made by Mr. Kaufman and was seconded by Mrs. Magee to accept the Notice of Intent proposal as changed. The motion passed without opposition.

## **LICENSING**

- Mr. Borrello made a motion to approve the application of Ms. Grijalva according to our reciprocity rules for state licensing and was seconded by Mrs. Dunn. The motion passed without opposition.
- Following an open hearing, as agreed upon by Ms. Walker, a motion was made by Mr. Donegan and seconded by Mr. Borrello that Ms. Walker obtain two CE credits, reapply for reinstatement of her license and upon Board approval she will then be allowed to practice after January 1, 2012. The motion passed without opposition.

## **ACTION ITEMS**

- A motion was made by Ms. Putnam and was seconded by Mr. Borrello that we accept the proposed Professional Legal Services Contract for Mr. Marcello. The motion passed without opposition.
- A motion was made by Mr. Kaufman and seconded by Mr. Borrello that the Request for Proposals for Contract for Court Reporting Services be amended to give authority to the Finance Committee to make arrangements for the next meeting in the interim and to delegate the Proposal to the Finance Committee so that they can make on-going arrangements necessary for a Certified Reporter, and to research and report back to the Board the viability or possibility for having a Certified Reporter taking verbatim records of our future Board meetings. The motion passed without opposition.
- The Chairman requested that the Licensure, Enforcement & Regulation be referred to Ms. Putnam and the Ad Hoc Committee.
- A motion was made by Mr. Kaufman and was seconded by Mr. Borrello under the rule that when an association’s request comes in that they be provided a specialized list with Court Reporter’s names and addresses.
- A discussion was held among Ms. Escude’, and Ms. Markel, from the public, and Mr. Marcello, Board Counsel, as to the distribution of such a list. The motion passed without opposition.
- A motion was made by Mrs. Dunn and seconded by Mrs. Magee to schedule the next meeting at 1 pm Friday, October 21, 2011. The motion passed without

opposition. Ms. Putnam and the Ad Hoc Committee will decide where the October meeting will be held.

- A motion was made by Mr. Borrello and seconded by Mrs. Magee to delegate authority to the Finance Committee to approve or disapprove the travel reimbursement for Mr. Kaufman who was representing the Board in Florida at the City Clerk's meeting. The motion passed without opposition.

## **COMMITTEE REPORTS**

### **FINANCE COMMITTEE**

- A report of the finances was submitted by Mr. Donegan. He further reported the Annual Audit Report was available for review.

### **EDUCATION COMMITTEE**

- Mr. Borrello reported the following individual seminars were approved: Dragon Naturally Speaking 11, NVRA 2011 Convention, and the Court Reporting Seminar in New Jersey. A few sessions were excluded.
- Mrs. Magee and Mr. Kaufman were awarded 6 CE credits for giving the Ethics seminar to the City Clerks Association.

### **ETHICS COMMITTEE**

- Mr. Young reported that the only complaint received this year was on Ms. Walker. The committee had recommended a one-year suspension.

### **AD HOC COMMITTEE TO PROMOTE EFFICIENCY**

- Ms. Putnam reported that there has been no committee meeting since the last Board meeting and that she has been heavily involved with the reciprocity issue.

## **GENERAL DISCUSSION ON TRANSCRIPT FORMATTING**

- The issue of transcript format requirements, as reported by Mr. Donegan, was that formatting requirements in some cases have not been adhered to. A discussion was held and it was determined that this issue will be referred to the Ad Hoc Committee.

## **INFORMATIONAL REPORTS**

### **Administrator's Report**

- Oaths and Disclosure Reports. The chairman reported that these reports are to be submitted to the Board of Ethics in a timely manner.
- A new form has been sent to each Board member to secure over night travel authorization since the State requires all arrangements be pre-approved. Contact needs to be made through the Board office.

- Mr. Borrello asked if an association can reimburse some travel expenses to Board members. The chairman asked Mr. Marcello to check on the reimbursement of a Board member's travel and room.

#### Counsel's Report

- Mr. Marcello asked that the Annual Audit Report be filed timely.

#### Chair's Report

- The Chairman reported that Mr. Borrello and Ms. Putnam have been asked to be presenters at the Judges' Conference in New Orleans in October, 2011.
- The Chairman discussed the possibility of having the December Board meeting in New Orleans at the Supreme Court's conference room and having the Chief Justice, if available, to address this meeting and give a sense of where their interests lie, from the Court's perspective.

### **NEW BUSINESS**

- Mr. Kaufman made a motion and was seconded by Mrs. Magee that we discuss the letter submitted by Tonya. The motion passed without opposition. Mr. Kaufman discussed that most court reporters and attorneys are not aware FAQ 17 is on the website. He would like a notice sent out to all court reporters directing them to FAQ 17 on the website. A discussion was held by the Board members. The chairman suggested that this also be included with the previous discussion about transcript formatting when it is addressed by the Ad Hoc Committee.
- Mr. Kaufman suggested that closing comments be included on the agenda of future Board meetings.
- The chairman stated that next week an e-mail will go out asking Board members to list their preference on serving on various committees.

### **ADJOURNMENT**

- A motion was made to adjourn by Mr. Young and seconded by Mr. Borrello. Meeting adjourned at 3:59 p.m.

---

Chairman

---

Secretary