

LOUISIANA BOARD OF EXAMINERS
OF CERTIFIED SHORTHAND REPORTERS

AGENDA

MEETING OF FRIDAY, August 22, 2014 AT 10:00 A.M.

Baton Rouge Marriott Hotel, 5500 Hilton Avenue, Baton Rouge, Louisiana

I. PRELIMINARIES

- A. Call to Order and Welcome – Board Chair
- B. Pledge of Allegiance
- C. Roll Call - Administrator
- D. Approval of Minutes of July 24, 2014

II. COMMITTEE REPORTS

A. FINANCE AND OPERATIONS

- 1. Financial Reports
- 2. 2015-16 Budget
- 3. Office and Accounting Matters

B. LICENSING AND CONTINUING EDUCATION

- 1. Review CDR Rules

C. COMPLIANCE AND DISCIPLINE

- 1. Complaints
 - a. Richardson vs. Ford
 - b. Neely vs. Wagner

D. RESEARCH AND PLANNING

- 1. Deposition Archiving/Control
- 2. Revising Certificate Page

Subcommittee: Ad Hoc Committee to Promote Efficiency in Court Reporting

1. Report on Transcript Audit-Third Sampling

2. Approval of Form Letters

III. LICENSING

A. Requests for Reinstatement of License- Possible Executive Session(s)

1. Robin Reynolds

2. Yoranda N. Said

3. Cynthia Booth

4. Glinda Hamlin -

B. Request Inactive Status

1. Letitia O'Neal, CCR

C. Suspension List Considered for Revocation

1. Rebecca Fussell, CCR

2. Billy L. Reed, CCR

IV. DISCUSSION AND DIRECTION ITEMS

A. Licensing Request-Regenia Plant

V. RULES AND RULE-MAKING

A. Review of "Safe-Harbor" Emergency Rule adopted July 24, 2014

B. Submission of Superseding "Safe-Harbor" Emergency Rule adopted July 24, 2014

C. Administrative Code submissions for "Safe-Harbor" permanent rule

VI. INFORMATIONAL REPORTS

A. Administrator's Report

B. Counsel's Report

C. Board Member's Roundtable

D. Chair's Report

VII. ADJOURNMENT

LOUISIANA BOARD OF EXAMINERS
OF CERTIFIED SHORTHAND REPORTERS

MINUTES

AUGUST 22, 2014

The meeting was called to order by Paul Bonin, Chairman. Everyone in attendance recited the Pledge of Allegiance. Roll was called and all members were present.

By motion of Milton Donegan and second by Laura Putnam, the minutes of the previous meeting were approved.

Finance Committee

May Dunn reported on the Finance Committee. For the period from March 1, 2014 through August 20, 2014, income totaled \$17,524.00 and expenses, \$85,324.00. Net income was a decrease in cash of \$67,800.00. Total Cash Balance as of August 20, 2014 totaled \$247,367.67, which is comprised of the checking account balance of \$201,808.52 and the OPEB account balance of \$45,559.15. FNBC's interest rate is 1.5%.

Motion by Laura Putnam and second by Suzette Magee to get a board credit card with May Dunn as signatory. Motion carries without opposition.

Motion by John Andressen and second by Laura Putnam to send Tonya Cupp and Maryann Bendily to the LIAA 20th Annual Fall Conference in October. Motion carries without opposition.

Motion was made by May Dunn and seconded by Suzette Magee to amend the OPEB budgeted amount from 12,000 to 37,000. Motion carries without opposition.

Motion by Suzette Magee and second by John Andressen to approve a raise for the part-time clerical worker, Maryann Bendily, to \$8.50 an hour. Motion carries without opposition.

Motion by May Dunn and second by John Andressen to adopt the budget as prepared. Motion carries without opposition.

Motion was made by May Dunn to authorize Ms. Dunn to sign the budget as Chairman of the Finance Committee, so that it may be timely submitted. Second by Elizabeth Methvin. Motion carries without opposition.

Motion by Suzette Magee and second by Milton Donegan to have Paul Bonin sign the compilation for the financial statements. Motion carries without opposition.

LICENSING AND CONTINUING EDUCATION

Vinny Borrello reported on the Licensing Committee. The committee recently reviewed the CDR rules for testing to see if any changes need to be made. After reviewing the rules and statutes, everything appears to be in order.

Motion by Vinny Borrello and second by May Dunn to accept the findings of the Licensing Committee regarding their review of CDR testing rules and procedures. Motion carries without opposition.

COMPLIANCE AND DISCIPLINE

Complaints which were recently received were discussed.

Upon motion by John Andressen and second by Laura Putnam, the matter of Richardson vs. Ford will be dismissed. Motion carries without opposition.

Upon motion by John Andressen and second by Vinny Borrello, the matter of Neely vs. Wagner will be referred to the investigative attorney. Motion carries without opposition.

RESEARCH AND PLANNING

Revisions to the certificate page were discussed, but no changes were made at this time. Discussions are ongoing regarding all matters having to do with this committee.

LICENSING

Motion by Milton Donegan and second by Suzette Magee to go into Executive Session to discuss matters relating to Robin Reynolds. Motion carries without opposition.

EXECUTIVE SESSION

Motion by Suzette Magee and second by Elizabeth Methvin to go back into Regular Session. Motion carries without opposition.

REGULAR SESSION

Motion by Elizabeth Methvin and second by Vinny Borrello to reinstate the license of Robin Reynolds upon payment of fees and penalties totaling \$350 and obtain all necessary CE credits. Motion carries without opposition.

Yoranda N. Said was not present for the meeting, therefore, her matter was not taken up.

Motion by Milton Donegan and second by Suzette Magee to go into Executive Session to discuss matters relating to Cynthia Booth. Motion carries without opposition.

EXECUTIVE SESSION

Motion by Suzette Magee and second by Vinny Borrello to go back into Regular Session. Motion carries without opposition.

REGULAR SESSION

Motion by May Dunn and second by Suzette Magee to reinstate the license of Cynthia Booth upon payment of fees and penalties totaling \$575 and obtain all necessary CE credits. Tonya will verify this is the correct amount. Motion carries without opposition.

Glenda Hamlin was not present at the meeting. Chairman Bonin will notify her attorney that she will need to appear before the Board to discuss reinstatement of her license.

Letitia O'Neal requested to be placed on inactive status. Upon motion by Vinny Borrello and second by Laura Putnam, the Board granted that request to place her license on inactive status. Motion carries without opposition.

Upon motion by May Dunn and second by Milton Donegan, Rebecca Fussell's license to practice court reporting is hereby revoked. Motion carries without opposition.

Upon motion by Vinny Borrello and second by May Dunn, Billy L. Reed's license to practice court reporting is hereby revoked. Motion carries without opposition.

The matter of Licensing Request of Regenia Plant was moved to the next Board meeting.

The following matters were removed from the agenda:

- A. Review of "Safe-Harbor" Emergency Rule adopted July 24, 2014
- B. Submission of Superseding "Safe-Harbor" Emergency Rule adopted July 24, 2014
- C. Administrative Code submissions for "Safe-Harbor" permanent rule

Chairman Bonin reported the following: John Andressen will head an advisory committee to discuss indigent transcripts.

Elizabeth Methvin will head an advisory committee on the future of court reporting.

There being no further business, motion to adjourn was made by Vinny Borrello and seconded by Milton Donegan.

Respectfully submitted,

Suzette Magee, Secretary

Paul Bonin, Chairman