

THE LOUISIANA BOARD OF EXAMINERS OF
CERTIFIED SHORTHAND REPORTERS

BOARD MEETING MINUTES
DECEMBER 8, 2023

Pursuant to notice, the meeting was called to order at 12:05 p.m., Friday, December 8, 2023, originating from the LA Board of Examiners of Certified Shorthand Reporters, Orleans Parish Criminal District Court, Section D, 2700 Tulane Avenue, New Orleans, Louisiana, in person and via Zoom Video Conference and/or Telephone Conference. Present were:

Judge Kimya M. Holmes

Lori Ceasar, Secretary

Rosa M. Manale, Treasurer (via Zoom)

Celeste P. Ware

Andrea Davis

Margaret Kramer

ALSO PRESENT: Vickie Nguyen, Administrator
Josh Force, CSR Board Attorney

PRELIMINARIES

Judge Holmes called the meeting to order and the pledge of allegiance was recited. Vickie Nguyen made the roll call and it was determined a quorum was present. Lori Ceasar announced that a revision was made to the January 2023 meeting. Rosa Manale made the motion to accept the revision, seconded by Celeste Ware. The motion was approved.

COMMITTEE REPORTS

LICENSING AND CONTINUING EDUCATION

1. Disqualified Examinee Sage LeBlanc appeared before the board in person to report he was disqualified from the CCR examination and requested reconsideration. Mr. LeBlanc stated that he failed to turn in the audio on a jump drive before exiting the examination and was, therefore, disqualified. After remarks were made by Lori Ceasar, Celeste Ware and Vickie Nguyen, it was determined Mr. LeBlanc will remain disqualified and is eligible to take the next examination scheduled for April 26, 2024.

FINANCE

1. Rosa Manale gave the report from the finance committee meeting of the July through October financial report citing everything is in order and moved to accept the financial report. Lori Ceasar seconded that motion and the motion carried.

2. Rosa Manale gave the report from the finance committee meeting of the July through October operating statements citing everything is in order and moved to accept the operating statements as presented. Lori Ceasar seconded that motion and the motion carried.

3. On the Stenotype grader contract, Rosa Manale made a motion to increase the contract fee from \$1,500.00 to \$2,000.00. Lori Ceasar seconded the motion and the motion carried.

4. On the Stenomask grader contract, Rosa Manale made a motion to increase the contract fee from \$1,500.00 to \$2,000.00. Lori Ceasar seconded the motion and the motion carried.

5. Rosa Manale gave the report on the LLA Audit, Page 7, Number 6, concerning acquiring a bond for Vickie Nguyen, Administrator. A motion was made by Ms. Manale to accept the recommendation of the finance committee as it relates to acquiring a bond for Vickie Nguyen, Administrator. The motion was seconded by Andrea Davis, and the motion carried. Any other discussion of the LLA Audit report was deferred to the January 2024 meeting.

6. Rosa Manale requested to add an item to the agenda that was discussed in the financial committee meeting concerning an additional grading fee. The item was approved to be added, and Ms. Manale made a motion to charge an additional \$50.00 to any tester that requests a regrading of their examination. Lori Ceasar seconded the motion and the motion carried.

B. LICENSING AND CONTINUING EDUCATION

2. LA Ethics/Rules and Regulations Webinar

Two new Ethics/Rules and Regulations dates will be selected. Ms. Ware requested to defer the announcement of these dates to the next board meeting.

3. CE Summary Access Database-Webmaster

The progress of creating easier access to our CE summary information is deferred to David Rigemar with Audio Nola for a report at the next board meeting.

4. Spring CCR and CDR Exam Dates

CCR test examinations will be held in the board office on April 26, 2024;
CDR test examinations will be held on March 22, 2024 with Liberty equipment at the 24th JDC location, and CDR test examinations will be held on March 15, 2024 with FTR equipment at a place and time to be announced. A motion was made by Celeste Ware to approve the above mentioned test dates. The motion was seconded by Lori Ceasar, and the motion carried.

5. Seal Requirements

Lori Ceasar asked for guidance on what type of new seal would be acceptable, and this matter was deferred to the next board meeting.

6. Acceptance of Live and Pre-recorded Webinars

Lori Ceasar suggested a rule change to allow for prerecorded webinars. Josh Force will research the existing rule and advise of how to draft an amendment to allow for prerecorded webinars. This matter was deferred to the January 2024 meeting.

III. LICENSING

A motion was made by the licensing and continuing education committee to approve the following continuing education requests. The motion carried.

1. Carrie Barbazon, NCRA (16 hrs.) 2023-2024 cycle
2. Dawn Bloemker, ESP VirtuCon 5 (23.5 hrs.) 2023-2024 cycle
3. Audie Brooks, GCRA (12.5 hrs.) 2023-2024 cycle
4. Micheline Cosse' Buras, SUN (12 hrs.) 2023-2024 cycle
5. Kristina Marie Carter, AudioScribe (12 hrs.) 2023-2024 cycle
6. Lori Ceasar, Jeff Justice (10 hrs.) 2023-2024 cycle

7. Sandra Files, CR Seminars (8 hrs.) 2023-2024 cycle
8. Betty Glissman, STAR (13 hrs.) 2023-2024 cycle
9. Brandy Harmon, Voice 2-Tech (5 hrs.) 2023-2024 cycle
10. Aimee' Hoffpauir, NVRA (10 hrs.) 2023-2024 cycle
11. Martha Kibler, NVRA (11 hrs.) 2023-2024 cycle
12. Candy Leger, Otter AI (2 hrs.) 2021-2022 cycle
13. Laura Locascio, NCRA (9.25 hrs.) 2023-2024 cycle
14. Maury Parker, MS Jud. College CR Spring 2023 (12 hrs.) 2023-2024 cycle
15. Yolanda Pena, NCRA, (30 hrs.) 2023-2024 cycle
16. Cori Rodgers, NVRA (9.5 hrs.) 2023-2024 cycle
17. Anna Roth, CR Seminars (8 hrs.) 2023-2024 cycle
18. Ashley Roussel, CR Seminar (10 hrs.) 2023-2024 cycle
19. Denice Sanders, NCRA (13 hrs.) 2023-2024 cycle
20. Trena L. Soileau, NCRA (13 hrs.) 2023-2024 cycle
21. Ronda Taylor, NVRA (11 hrs.) 2023-2024 cycle
22. Susan Jacks Thomas, (10 hrs.) 2023-2024 cycle

B. Discontinued CDR

A motion was made by the licensing and continuing education committee to approve the following discontinued digital reporter requests. The motion carried.

1. Caroline Brouillette, May 31, 2023
2. Melissa Lively Payne, April 21, 2023
3. Patricia Timm, July 15, 2023
4. Jackson Watson, May 31, 2023

IV. NEW BUSINESS

A. Whistleblower Policy

Josh Force advised that the board provisionally approved the Whistleblower policy that stemmed from the settlement of the Veritext lawsuit. This policy affects the method both board members and the public may make complaints to the board regarding certain antitrust matters. Mr. Force made the recommendation that the board prepare a formal rule and go through the promulgation process. A motion was made by Lori Ceasar to redraft the policy as a formal rule of the Board, and seconded by Andrea Davis. The motion carried.

V. SCHEDULING OF NEXT BOARD MEETING

The next board meeting was scheduled for January 12, 2024. There being no further business, Lori Ceasar made the motion to adjourn the meeting, seconded by Celeste Ware, and the meeting was adjourned at 12:40 p.m.