

THE LOUISIANA BOARD OF EXAMINERS OF  
CERTIFIED SHORTHAND REPORTERS

**BOARD MEETING MINUTES**

Pursuant to notice, the meeting was called to order at 12:29 P.M., January 12th, 2024, originating from the LA Board of Examiners of Certified Shorthand Reporters, Orleans Parish Criminal District Court, Section D, 2700 Tulane Avenue, New Orleans, LA 70119, in person, with a quorum present.

PRESENT:

Judge Kimya M. Holmes, Chairman	Janet McBride
Lori Ceasar, Secretary	Celeste P. Ware
Andrea Davis	Vickie Nguyen, Administrator
Rosa Manale	
Meg Gammage	
Joshua S. Force, CSR Board Attorney	

ABSENT:

Megan C. Kiefer  
Laura Putnam

**I. PRELIMINARIES**

- A. Call to Order and welcome - Board Chair**
- B. Pledge to Allegiance**
- C. Roll Call - Administrator - Vickie Nguyen**
- D. Approval of Minutes**

Deferred until proposed next meeting. Moved by Lori Ceasar, seconded by Andrea Davis. Motion was passed without opposition.

**II. COMMITTEE REPORTS**

**A. FINANCE**

**1. Webmaster Contract 2023-2024 and 2024-2025**

Ms. Rosa Manale moved, which was seconded by Ms. Lori Ceasar. The motion was passed without opposition.

**B. LICENSING AND CONTINUING EDUCATION**

**1. LA Ethics/Rules and Regulations Webinar.**

Ms. Celeste Ware announced the Ethics webinar, which is set for April 20th, 9:00 am in the morning, Saturday, via Zoom.

## **2. Reporter Seals**

Ms. Lori Ceasar moved, which was seconded by Ms. Celeste Ware, to defer to next meeting.

### **III. LICENSING**

#### **A. C. E. Request-Individual**

- 1. Kelly Manuel, NCRA (10hrs.) 2023-2024 cycle**
- 2. Casi Pinch, ESP Network (13 hrs.) 2023-2024 cycle**
- 3. Cherie E. White, NCRA (20.5 hrs) 2023-2024 cycle**

All approved for general credits.

Ms. Janet McBride moved, which was seconded by Ms. Lori Ceasar, to accept C.E. request. The motion was passed without opposition.

#### **B. Inactive Request**

- 1. Christine Reitzell Bolt**

Vickie Nguyen confirmed Ms. Bolt was requesting for inactive status with all proper documentation. Ms. Lori Ceasar moved, which was seconded by Ms. Rosa Manale, to accept inactive request. The motion was passed without opposition.

#### **C. Retirement Request**

- 1. Juawanna L. Hurson, December 31, 2023**
- 2. Darcee M. Cacibaoda, December 31, 2023**
- 3. Judy Foust, December 31, 2023**
- 4. Connie Frazier, December 31, 2023**
- 5. Jessica L. Frederic, December 31, 2023**
- 6. Darlene H. Hicks, December 31, 2023**
- 7. Debra Hood, January 22, 2023**
- 8. Vonda Macsay, April 1, 2023**
- 9. Mary J. Moreau, February 4, 2023**
- 10. Diana C. Nadas, December 31, 2023**
- 11. Linda Ann Trahan, December 31, 20223**

Ms. Janet McBride moved, which was seconded by Ms. Rosa Manale, to accept and approve the above-referenced request. The motion passed without opposition.

#### **C. Discontinued CDRs**

- 1. Rhonda Ryland, Decemeber 31, 2023**
- 2. Cheryl Sanchez, June 23, 2023**
- 3. Shonda Appleby**

Ms. Lori Ceasar moved, which was seconded by Ms. Janet McBride, to defer Ms. Rhonda Ryland's request until proposed next meeting; to accept and approve the discontinue CDRs for Ms. Sanchez and Ms. Appleby. The motion was passed without opposition.

#### **2024 CCR and CDR Payment received after 12/31/2023 (*See Attached*)**

##### **Kelly Horsley (2017009; CCR)**

Appeared via Zoom and duly sworn by Ms. Ceasar. Vickie Nguyen confirmed Ms. Horsley paid all fees online January 1, 2024. Ms. Ceasar moved, which was seconded by Ms. McBride, to approve and accept reinstatement as of time of meeting. The motion was passed without opposition.

##### **Vita T. Elmer (20018; CCR)**

Appeared via Zoom and duly sworn by Ms. Ceasar. Vickie Nguyen confirmed Ms. Elmer paid her dues online January 1, 2024, but has not paid late fees. She will send the late payment to the board's office of \$50 and she will be suspended upon receipt of the \$50 payment. Ms. Ceasar moved, which was seconded by Ms. Manale, to reinstate upon receipt of lateness fee check at the Board office. The motion was passed without opposition.

##### **Brittany B. Roy (20015; CCR)**

Appeared via Zoom and duly sworn by Ms. Ceasar. Vickie Nguyen confirmed paid online. Ms. Ceasar moved, which was seconded by Ms. Davis, to reinstate upon receipt of \$50 late fee check at the Board office. The motion was passed without opposition.

##### **Martha Walters Hagelin (4342010, CDR; 2010015, CCR)**

Appeared via Zoom and was duly sworn. Vickie Nguyen confirmed Ms. Hagelin has paid her dues, but not the late fees. Ms. Ceasar moved, which was seconded by Ms. Andrea Davis to reinstate upon receipt of \$100 late fee check for both courses at the Board office. The motion was passed without opposition.

##### **Tammy Claybrook (1092016; CDR)**

Ms. Ceasar moved, which was seconded by Ms. Andrea Davis, to reinstate upon receipt of \$50 late fee check at the Board office. The motion was passed

without opposition. Ms. Claybrook is not to accept jobs until she appears before the Board.

**Phyllis K. Rambim (23014; CCR)**

Appeared via Zoom and was duly sworn by Ms. Ceasar. She paid online January 3, 2024. Ms. Ceasar moved, which was seconded by Ms. Manale, to reinstate upon receipt of \$50 late fee check at the Board office. The motion was passed without opposition

**Jolyn A. Malley (99078;CCR)**

Appeared via Zoom and was duly sworn by Ms. Ceasar. She paid online and Ms. Ceasar moved, which was seconded by Ms. Manale, to reinstate upon receipt of \$50 late fee check at the Board office. The motion was passed without opposition.

**Tamara K. Kent (83070;CCR)**

Ms. Kent appeared via Zoom and was duly sworn by Ms. Ceasar. She paid online January 6, 2024. She is Required to send a copy of letter to the Board and to the parties notifying of suspension at the time of the job. Ms. Ceasar moved, which was seconded by Ms. Manale, to approve and accept to reinstate Ms. Kent. The motion was passed without opposition.

**Carol E. Kaufman-Wyatt (87271;CCR)**

Appeared via Zoom and was duly sworn by Ms. Ceasar. She paid online November 9, 2023 but the check was unsigned. Ms. Ceasar moved, which was seconded by Ms. Andrea Davis to waive late fee and approve and accept reinstatement. The motion was passed without opposition.

**Kelly E. Parish (89017;CCR)**

Appeared via Zoom and was duly sworn by Ms. Ceasar. She paid online January 8, 2024. Ms. Ceasar moved, which was seconded by Ms. Manale, to reinstate upon receipt of \$50 late fee check at the Board office. The motion was passed without opposition.

**Hallie Kirsten Terral (2023006: CCR)**

Appeared via Zoom and was duly sworn by Ms. Ceasar. She paid online and will be mailing in her late fee. Required to send a copy of letter to the Board and also to all parties in all the cases worked on at the time of suspension, notifying them of suspension. Ms. Ceasar moved, which was seconded by Ms. Manale, to approve and accept to reinstate Ms. Andrea upon receipt of \$50 late fee check at the Board's office. The motion was passed without opposition.

**Harold M. Spinner (20007;CCR)**

Appeared via Zoom and was duly sworn by Ms. Ceasar. He paid his dues on January 8<sup>th</sup> and late fees on January 10<sup>th</sup>. He will be required to send a letter to the courts where he appeared, notifying them of suspension at that time . Required to send the Board a copy of the letter as well. Ms. Ceasar moved, which was seconded by Ms. Manale, to approve and accept to reinstate as of today. The motion was passed without opposition.

**Ann H. Sibille (91247;CCR)**

Appeared via Zoom and was duly sworn by Ms. Ceasar. She paid online and will be mailing late fees. Ms. Ceasar moved, which was seconded by Ms. Manale, to approve and accept to reinstate Ms. Andrea upon receipt of \$50 late fee check at the Board's office. The motion was passed without opposition.

**Maria Simon (2112010;CDR) Stina S. Broussard (2132010;CDR) Anne B. Regan (2122010;CDR)**

All appeared via Zoom and was duly sworn by Ms. Ceasar. They all paid their dues online January 10<sup>th</sup> and will be mailing in late fees (all working at the same court). Ms. Ceasar moved, which was seconded by Ms. Manale, to approve and accept to reinstate upon receipt of \$50 late fee check at the Board's office. The motion was passed without opposition.

Ms. Broussard is required to send letters of notification of suspension to the court in which she appeared at time of suspension and send a copy of letter to the Board.

**Susan Kathleen Terry (98007;CCR)**

Appeared via Zoom and was duly sworn by Ms. Ceasar. She paid online January 10<sup>th</sup>. Ms. Ceasar moved, which was seconded by Ms. Manale, to approve and accept to reinstate Ms. Andrea upon receipt of \$50 late fee check at the Board's office. The motion was passed without opposition. Ms. Terry to update email address

**Kathleen W. Hebert (91203;CCR)**

Appeared via Zoom and was duly sworn by Ms. Ceasar. She paid on January 10<sup>th</sup> with late fees. Ms. Ceasar moved, which was seconded by Ms. Manale, to approve and accept reinstatement. The motion was passed without opposition.

**Darly Boyd Duplessie (74016;CCR)**

Appeared via Zoom was duly sworn by Ms. Ceasar. Board received her payment along with late fees January 8<sup>th</sup>. Ms. Ceasar moved, which was seconded by Ms. Manale, to approve and accept reinstatement. The motion was passed without opposition.

**Desiree Delatte (2013020;CCR)**

Appeared via Zoom was duly sworn by Ms. Ceasar. Board received her payment on yesterday in full. Ms. Ceasar moved, which was seconded by Ms. Manale, to approve and accept reinstatement. The motion was passed without opposition.

**Shari Peck (22020; CCR)**

Appeared via Zoom was duly sworn by Ms. Ceasar. She has paid online and mailing in the late fee. Ms. Ceasar moved, which was seconded by Ms. McBride to approve and accept reinstatement request on receipt of lateness fee check at the Board office. The motion was passed without opposition.

**2024 CCR Non-Renewals Still Unpaid as of 1/10/24 (See Attached)**

**Trina M. Graves (95012)**

Appeared via Zoom was duly sworn by Ms. Ceasar. Payment was not received by the board's office. Ms. Ceasar moved, which was seconded by Ms. Manale, to approve and accept to reinstate upon receipt of payment plus \$50 late fee check at the Board's office. Ms. Graves to update address. Required to send letters of notification of suspension to the court in which she appeared at time of suspension and send a copy of letter to the Board. The motion was passed without opposition.

**Marsha Donnelly (95012)**

**Trichia Schiro Gregory (2015008)**

**Gayle Kees (2015002)**

**Olga (2022005)**

**Renee K. McDowell (23002)**

**Candace Alana Mangiaracina (2022010)**

**Gloria Jean Sanders (83054)**

**Kati McVeay Vogt (2021008)**

**Phyllis Waltz (2011010)**

Certified letters mailed, emailed all suspension notice and no response from the above letters of revocation would be sent.

**2024 CDR Non-Renewals Still Unpaid as of 1/10/24 (See Attached)**

**Sandra S. Faulk (4962010)**

Appeared via Zoom and was duly sworn by Ms. Ceasar. She is mailing in payment. Ms. Ceasar moved, which was seconded by Ms. Manale, to approve and accept to reinstate Ms. Andrea Davis upon receipt of \$50 late fee check

at the Board's office. The motion was passed without opposition. Ms. Terry to update email address

**Taylor Christine Jobes (1272016)**

Appeared via Zoom. Ms. Ceasar moved, which was seconded by Ms. McBride, to accept and approve to discontinue CDR. The motion was passed without opposition.

**Bobbie Jo Smith (4702010)**

Appeared via Zoom duly sworn by Ms. Ceasar. Ms. Ceasar moved, which was seconded by Ms. Manale, to approve and accept to reinstate upon receipt of fees check at the Board's office. The motion was passed without opposition.

**Natashia A. Tellis (3282010)**

Appeared via Zoom was duly sworn by Ms. Ceasar. She has sent payment in the mail. Ms. Ceasar moved, which was seconded by Ms. Manale, to approve and accept to reinstate Ms. Davis upon receipt of \$50 late fee check at the Board's office. The motion was passed without opposition.

**Trena Touchet (4952010)**

Appeared via Zoom was duly sworn by Ms. Ceasar. She mailed in payment January 9<sup>th</sup>. Ms. Ceasar moved, which was seconded by Ms. Manale, to approve and accept to reinstate Ms. Davis upon receipt of \$50 late fee check at the Board's office. The motion was passed without opposition.

**Brenda H. Grafton (3302010) - No longer working and awaiting letter from Court. Pass until next board meeting.**

**Paula M. LaFargue (1532010)**

**Sonya Sharrow (1042014)**

Deferred until proposed next meeting.

**Whitney Leigh Antley (1062019)**

**Ramona C. Bowlin (1382011) - Certified mail, email and CC'd clerk of court sent and notice of revocation hearing set.**

**Bradesha Money Carter (1132020) - Certified mail, email and CC'd clerk of court sent. Notice of revocation hearing set**

**Cynthia Grimes (4002010) - Certified mail, email and CC'd clerk and no response. She did obtain general credits. Notice of revocation hearing set.**

**Karyn R. Hale (1772011) - Certified mail, email and CC'd 9<sup>th</sup> JDC, no response. Notice of revocation hearing set.**

**Anita C. Hampton (1102019) - Certified mail, email and CC'd court. Email returned undelivered and no response. Notice of revocation hearing set.**

**Mary S. Hebert (4622010) - Certified mail, email and CC'd Lafayette City Court and no response. Notice of revocation hearing set.**

**Naomi Renee Henry (1162020) - Certified mail, email and CC'd court, Judge Alonzo Harris at 27<sup>th</sup> JDC and no response. Notice of revocation hearing set.**

**Rebecca Liles (3202010) - Certified mail, email CC'd court and no response. Notice of revocation hearing set.**

**Amber Brooks Roark (4662010) - Certified mail, email and CC'd clerk, Monroe City Court and no response. Notice of revocation hearing set.**

**Berline Smith (2082014) - Certified mail, email and CC'd court and no response. Notice of revocation hearing set.**

**Ms. Glass**

Appeared in person and was duly sworn by Ms. Ceasar. She has been inactive and asked to be reinstated. Ms. Ceasar moved, which was seconded by Ms. Manale to approve and accept reinstatement request on receipt of \$175 renewal fee and \$50 late fee at the Board office; required to complete 2023-2024 CE credits; Required to submit completed 12 CE credits for 2021-2022. The motion was passed without opposition.

**Ms. Jill Freeman**

Appeared in person to be reinstated. It will be deferred until the next board meeting.

**Ms. Sarah Calderera**

Ms. Ceasar moved, which was seconded by Ms. Manale, to approve and accept reinstatement request. The motion passed without opposition.

No discussion or public comments was made to any of the above

**IV. SCHEDULING OF NEXT BOARD MEETING**

The next board meeting is scheduled for April 5th, 2024.

**V. PUBLIC COMMENTS**

Suggesting more grace periods

**VI. ADJOURNMENT**

The Chair moved, which was seconded by Ms. Ceasar.