

THE LOUISIANA BOARD OF EXAMINERS OF
CERTIFIED SHORTHAND REPORTERS

BOARD MEETING MINUTES

Pursuant to notice, the meeting was called to order at 12:07 P.M., July 26th, 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 Kramer

Joshua S. Force, CSR Board Attorney

Christian Helmke

I. PRELIMINARIES

A. Call to Order and welcome - Board Chair

B. Pledge to Allegiance

C. Roll Call - Administrator

D. Approval of Minutes

Ms. Manale moved, which was seconded by Ms. Ceasar, to approve the December 8th, January 12th, and May 31st meeting minutes. The motion was passed without opposition.

II. COMMITTEE REPORTS

A. FINANCE

1. May-June Financial Reports

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

2. May-June Monthly Operating Statements.

Ms. Manale moved, which was seconded by Ms. Davis, to approve and accept operating statements. The motion was passed without opposition.

3. Benson Tower Lease-Amendment #9

1. Went up an extra \$750.4 annual increase.

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

B. LICENSING AND CONTINUING EDUCATION

1. VRLA Seminar-October 19, 2024

2. **La Ethics/Rules and Regulations Webinar**
October 19, 2024, at 9:30 a.m.

4. CCR and CDR exam Application/Testing Rules

New application for the tests. The CCR was not yet complete. The CDR is completely complete and has been posted on the CDR website.

5. CE Summary Access Database-Webmaster

The portal is pretty much already finished. Hopefully would be completed by the end of August so every reporter can log into their portals.

Ms. Ceasar moved, which was seconded by Ms. Manale, to accept and approve 1 through 5. The motion was passed without opposition.

III. LICENSING

A. C. E. Request-Individual

1. Erin Botlton, S. C. School of CR (10 hrs.) 2023-2024 cycle
2. Matashia Caldwell, S. C. School of CR (10 hrs.) 2023-2024 cycle
3. Kristina Carter, Audio Scribe (22 hrs.)2023-2024 cycle
4. Leslie Doyle, Veritext, (1 hr.)2023-2024 cycle
5. Carrie Hartill, AudioScribe (4 hrs.) 2023-2024 cycle

All pre-approved and in order.

Ms. Ceasar moved, which was seconded by Ms. Davis, to approve and accept C.E. request. The motion was passed without opposition.

B. Retired Request

1. Brenda R. Breaux, December 31, 2023
2. Tricia Schiro Gregory, December 31, 2023

2. Gloria Jean Sanders, December 12, 2022 - Deceased.

All pre-approved.

Ms. Ceasar moved, which was seconded by Ms. Davis, to approve and accept the above-referenced request. The motion was passed without opposition.

C. Discontinued CDR

1. Tammy Claybrook, December 31, 2023
2. Anita C. Hampton, September 21, 2023
3. Rebecca Liles, December 31, 2023
4. Berline Smith, December 31, 2023
5. Naomi Henry, December 31, 2023

Letters received from the courts that they were no longer employed at the courts and have been discontinued and retired.

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

D. Reinstatement Request

1. (Sworn In) Peggy Sue Cromer, CCR (Revoked -February 19, 2010)

Appeared via Zoom. To take at least the Q&A 225 CCR Test or take the CDR. Pay renewal and reinstatement fees of \$250 and the renewal is \$175 owe two years cycle for the CEs.

2. (Sworn In) Chris Rhodus, CCR (Retired- October 7, 2022)

Appeared via Zoom. Ms. Ceasar moved, which was seconded by Ms. Davis, to approve and accept the reinstatement request upon payment of renewal and reinstatement fee, \$350; CE's waived. The motion passed without opposition.

II B. LICENSING AND CONTINUING EDUCATION

4. 2024 CCR and CDR Suspension Hearings.

1. (Sworn In) Renee McDowell - Questioned by Christian Helmke

Appeared via Zoom. All payments made. Ms. Ceasar moved, which was seconded by Ms. Ware to accept and approved the reinstatement request. The motion passed without opposition

2. Romona Bowlin

Not present. Ms. Ceasar moved, which was seconded by Ms. Manale to accept and approve to discontinue license.

3. Brenda Braxton

Not present. Ms. Ceasar moved, which was seconded by Ms. Manale to accept and approve to discontinue license.

4. Marsha Donnelly (CCR)

Not present. Ms. Davis moved, which was seconded by Ms. Manale to accept and approve to revoke license. Six votes in favour. The motion passed without opposition.

5. Candace Mangiaracina

Not present. Newly certified in 2022. Ms. McBride moved, which was seconded by Ms. Ware, to accept to revoke license. Six votes in favour. The motion passed without opposition.

Joshua Force advises the board that: unlike rules that apply to the board that may be passed by a simple majority, under revised statute 37:2557 A1, motion to revoke a license or suspend a certificate requires a vote by at least six members of the board.

V. OLD BUSINESS

A. Update regarding Proposed Amendments to Board Rules 611 and 613 (LAS 46:XX1.611 and 613)

Joshua Force discusses the proposed Amendments. Ms. Davis moved, which was seconded by Ms. Ceasar, that the Board approve the proposed amendment to CSR Board rules 611 and 613 (LAS 46:XXX.611 and 613 to permit the acceptance of approved online courses, seminars, and other training events for continuing education credits and to make this approval retroactive to April 5th, 2024. A copy of the proposed amendment was attached. The motion was passed without opposition.

B. Committee assignments

Chairman, Judge Holmes reads the assignments and have approved them.

B. LICENSING AND CONTINUING EDUCATION

1. La Ethics/Rules and Regulations Webinar

Make contacts and get back to the Board on the Calendar information. Defer to the next meeting.

IV. SCHEDULING OF NEXT BOARD MEETING

The next board meeting is scheduled for November 15th, 2024.

V. PUBLIC COMMENTS

None

VI. ADJOURNMENT