

THE LOUISIANA BOARD OF EXAMINERS OF
CERTIFIED SHORTHAND REPORTERS

BOARD MEETING MINUTES

Pursuant to notice, the meeting was called to order at 12:15 P.M., February 14th, 2025, 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
Meg Kramer
Joshua S. Force, CSR Board Attorney

ABSENT:

Andrea Davis
Rosa Manale

I. PRELIMINARIES

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

Deferred until proposed next meeting.

II. COMMITTEE REPORTS

A. FINANCE

- 1. July-December Financial Reports**
- 2. July-December Monthly Operating Statements.**

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

3. 2025-2026 Projected Budget Boards and Commissions

Ms. Kramer moved, which was seconded by Ms. Ceasar, to accept projected budget. The motion was passed without opposition.

4. Webmaster Contract (3/15/25-3/14/26)

Remains the same. Ms. Kramer moved, which was seconded by

Ms. McBride, to approve the Webmaster Contract. The motion was passed without opposition.

5. CPA Contract (FY 2025-2026)

Ms. Kramer moved, which was seconded by Ms. McBride, to approve the CPA Contract. The motion was passed without opposition.

6. Board Attorney Contract (FY 2025-2026)

Ms. Kramer moved, which was seconded by Ms. McBride, to approve the Board attorney contract. The motion was passed without opposition.

4. Investigative Attorney Contract (FY 2025-2026)

Ms. Kramer moved, which was seconded by Ms. Ceasar, to accept and approve contract without any changes. The motion was passed without opposition.

5. Stenomask Grading Contract (4/14/2025-4/13/2026)

Ms. Kramer moved, which was seconded by Ms. McBride, to approve grading contract. The motion was passed without opposition.

6. Stenotype Grading Contract (9/2/2024-9/1/2025)

Ms. Kramer moved, which was seconded by Ms. Ceasar, to approve the grading contract. The motion was passed without opposition.

B. LICENSING AND CONTINUING EDUCATION

1. Nuts and Bolts Seminar June 1-6, 2025

Ms. Ceasar to visit and give a report. Ms. Ceasar moved, which was seconded by Ms. McBride to approve and adopt seminar. The motion was passed without opposition.

2. La Ethics/Rules and Regulations Pre-recorded Webinar

To record another webinar that's a cleaner copy than what was available. Previously approved.

3. CCR and CDR Exam Dates (CDR 3/28/25 & CCR 4/11/25)

Ms. Lori moved, which was seconded by Ms. Ware to approve and adopt the exam dates. The motion was passed without opposition.

4. CE Summary Access Database-Webmaster

Previously approved.

Ms. Ceasar, Mr. Force, and Mr. David would come together and send letters to all court reporters. Vickie to send the list in two weeks of court reporter licences to Mr. David in two weeks.

5. Proposed Legislations Concerning Retired Official Reporters

No draft legislation yet. Ms. Ceasar moved, which was seconded by Ms. McBride, to fully support in principle and approve the proposed legislation. The motion was passed without opposition.

A. C. E. Request-Individual

1. Shonda Appleby, NCRA (8 hrs.) 2023-2024 cycle
2. Crystal Ballast NCRA (9 hrs.) 2023-2024 cycle
3. Crystal Bandy, S.C. School of CR (5 hrs.) 2023-2024 cycle
4. Geralyn Barker, NCRA (18.5 hrs.) 2023-2024 cycle
5. Sheri L. Bertrad, S.C. School of CR (5 hrs.) 2023-2024 cycle
6. Kristina M. Carter, Audioscribe (1 hrs.) 2023-2024 cycle
7. Debbie Chaney, NCRA and CR Seminars (10 hrs.) 2023-2024 cycle
8. Donna Crenshaw, Jeff Justice Seminars (10 hrs.) 2023-2024 cycle
9. Beth E. Delatte, NCRA (14.5hrs.) 2023-2024 cycle
10. Leslie B. Doyle, Keith Vincent (6 hrs) 2023-2024 cycle
11. Shirely Anne Edwards, MS CR Fall 2024 (6 hrs) 2023-2024 cycle
12. Melissa Evans, Advantage Software (5 hrs.) 2023-2024 cycle
13. Mitzi Fernandez, CR Seminars (10 hrs.) 2023-2024 cycle
14. Shelley Grisgby, STARTech24 (6 hrs.) 2023-2024 cycle
15. Sharon Hamilton, StenoCAT Users Network (11.5 hrs.) 2023-2024 cycle

16. Pamela J. Hodge, CR Seminars (12 hrs.) 2023-2024 cycle
17. Twila Jordan-Hoover, NCRA (12 hrs.) 2023-2024 cycle
18. Angel Kane, S.C. School of CR (5 hrs.) 2023-2024 cycle
19. Brook L. Kerrigan, NCRA (22 hrs.) 2023-2024 cycle
20. Sabrina E. LeBlanc, NVRA (10.5 hrs.) 2023-2024 cycle
21. Jolyn A. Malley, S.C. School of CR (5 hrs.) 2023-2024 cycle
22. Michael E. Miller, NCRA (35 hrs.) 2023-2024 cycle
23. Shyloa Myers, NCRA (10 hrs.) 2023-2024 cycle
24. Deedee R. Newsome, Veritext (1.5 hrs.) 2023-2024 cycle
25. Donielle R. Oregon, NCRA (4 hrs.) 2023-2024 cycle
26. Sheylii Pantoja, Keith Vincent (6 hrs) 2023-2024 cycle
27. Lawrence "Alan" Peacock, NCRA (47 hrs.) 2023-2024 cycle
28. Regenia Plant, Texdra (10 hrs.) 2023-2024 cycle
29. Alicia N. Pritchett, Audioscribe (6 hrs.) 2023-2024 cycle
30. Halee Richard, NVRS (9.75 hrs.) 2023-2024 cycle
31. Lindsey G. Roundtree, Jeff Justice (6 hrs.) 2023-2024 cycle
32. Dorothy Anne Rull, NCRA 11.75 hrs.) 2023-2024 cycle
33. Raymond C. Serpas, Jr, Stenographers World (30.5 hrs.) 2023-2024 cycle
34. Karen R. Shales, NCRA (412hrs.) 2023-2024 cycle
35. Harold M. Spinner, III, CR Seminars and Stenographers World (14 hrs.) 2023-2024 cycle
36. Jennifer M. Thompson, NVRA (10.5 hrs.) 2023-2024 cycle
37. Sarah B. Townsend, CR Seminars (2.5 hrs.) 2023-2024 cycle
38. Christina M. Wallace, Jeff Justice (10 hrs.) 2023-2024 cycle
39. Phyllis Waltz, Texdra (10 hrs.) 2023-2024 cycle

All pre-approved and in order.

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

B. Retired Request

1. Lisa Alwert, December 20, 2024
2. Barry A. Beggs, December 31, 2024
3. Simone S. Bourque, November 8, 2024
4. Jacqueline A. Hebert, December 31, 2024
5. Phillip A. Kaufman, December 31, 2024
6. Tracy West Liotta, October 1, 2024
7. Charlene Y. Maya, December 31, 2024
8. Brenda Kay Moore, December 31, 2024
9. Jan R. Naquin, November 1, 2024
10. Rose Marie Penney, December 31, 2024
11. Lynette Norwood Rouzan, December 31, 2024
12. Marie Moran Runyon, December 31, 2024
13. Christy F. Russell, December 31, 2024
14. Susan Traylor, June 28, 2024
15. Patricia L. Ward, December 31, 2024

All pre-approved.

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

C. Discontinued CDR

1. Sheily Hasty, March 8, 2024
2. Tracy West Liotta, October 1, 2024
3. Louise Convington Marks, February 29, 2024
4. Patricia Warren Ott, November 27, 2024
5. Mamie Pearl-Goins, May 31, 2024
6. Amber B. Roark, February 24, 2024
7. Jacey Solar, October 18, 2024
8. Susan Traylor, June 28, 2024

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

D. Inactive Request

1. Desiree Delatte, CCR, November 21, 2024
2. Marlene R. Enders, CCR, October 8, 2024
3. Tonya Jackson, CCR, December 2, 2024

Ms. Ceasar moved, which was seconded by Ms. McBride to approve and accept all inactive requests. The motion passed without opposition.

E. Reinstatement Request

1. Anthony Martin, Retired June 25, 2021

Appeared via Zoom. Ms. McBride moved, which was seconded by Ms. Kramer, to approve and accept the reinstatement request upon receipt of \$250 plus the \$175 fees. The motion passed without opposition.

2. Barbara Ann St. Cyr, Revoked March 9, 2012

Appeared via Zoom. Needed to get with Ms. Nguyen to get the date for Q&A test. Also needed to pay required fees. Deferred until next proposed meeting.

F. Reciprocal Request

Ms. Ceasar moved, which was seconded by Ms. Kramer, to add the reciprocal request matter to the agenda. The motion passed without opposition.

1. Kynisha Minor

Ms. Ceasar moved, which was seconded by Ms. Kramer, to approve and accept the CDR reciprocal request. The motion passed without opposition.

B. LICENSING AND CONTINUING EDUCATION

4. 2024 CCR and CDR Suspension Hearings

Darlene Abraham

Appeared via Zoom. Ms. Abraham to send letters to the attorneys and the Board informing them of practice with suspended license. Ms. Ceasar moved, which was seconded by Ms. Kramer, to approve and accept reinstatement request upon payment of \$50 lateness fee to the Board. The motion was passed without opposition.

Nicholas Yoli

Appeared via Zoom. Lateness fee received. Ms. Ceasar moved, which was seconded by McBride, to approve and accept reinstatement request. The motion was passed without opposition.

Mark Benter (ph)

Deferred to the next proposed board meeting.

Elizabeth Brock

Appeared via Zoom. All dues paid. To complete 12 CEs by June 30th and email to the Board. Ms. Ceasar moved, which was seconded by Ms. Kramer, to approve and accept reinstatement request. The motion was passed without opposition.

Lillian J. Weber

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

Rose Marie

Deferred until next proposed meeting.

Numbers 6 to 15.

Deferred until next proposed meeting.

CDR

Deferred until next proposed meeting.

IV. SCHEDULING OF NEXT BOARD MEETING

The next board meeting is scheduled for May 16th,
2025

V. PUBLIC COMMENTS

VI. ADJOURNMENT