

Board Meeting Minutes

May 12, 2017

The Alabama Board of Court Reporting met on May 12, 2017, at the Board Office in Montgomery for the purpose of conducting Board business. Those present were as follows: Aubrey Ford, Chair; Lois Robinson, Secretary; Tammy August, Member; Shannon Ball, Member; and Parian Holderfield, Member. Not present were Jana Garner, Member; and David Rains, Member. Also present were Paula McCaleb, Executive Director; Frank Mitchell, Investigator; and Jack Wallace, Assistant Attorney General.

The Meeting was called to order at approximately 10:00 a.m. with a quorum established in the following members: Judge Aubrey Ford, Tammy August, Lois Robinson, Shannon Ball, and Parian Holderfield.

The meeting was advertised on the Secretary of State's website and the Board's website in accordance with the Alabama Open Meetings Act.

A motion was made by Shannon Ball to approve the Board Meeting Minutes from the February 10, 2017, meeting as dispensed. The vote was seconded by Tammy August. Voting "aye" were: Lois Robinson, Tammy August, Shannon Ball, and Parian Holderfield. Voting "nay" were none. The motion passed unanimously.

The Oath of Office was administered to Parian Holderfield by the Executive Director.

A motion was made by Tammy August to accept the sample certificate page with changes as reviewed and letter to be distributed as widely as deemed necessary. The motion was seconded by Shannon Ball. Voting "aye" were: Tammy August, Shannon Ball, Lois Robinson, and Parian Holderfield. Voting "nay" were none. The motion passed unanimously.

A motion was made by Lois Robinson to approve the proposal from igovsolutions for the development of a database, online rosters, and online renewals for a trial period of one year. The motion was seconded by Tammy August. The Chairman called for a vote from the Board. Voting "nay" were none. Voting, "aye", were Lois Robinson, Tammy August, Shannon Ball, and Parian Holderfield. The motion passed unanimously.

Shannon Ball made a motion for the Board to go into Executive Session to consider the general reputation and character, physical condition, professional competence, and mental health of Applicant A, B, C, and D, in accordance with Section VII (1) of the Open Meetings Act. The motion was seconded by Parian Holderfield. Voting "aye" were: Judge Ford, Tammy August, Shannon Ball, Lois Robinson, and Parian Holderfield. Voting "nay" were none. The motion passed unanimously.

The Chairman, Judge Ford, announced that the Board would reconvene in open session directly following closed session. The time being 10:45 a.m., Judge Ford announced that closed session was estimated for approximately thirty minutes.

The time being 1:02 p.m., a motion was made by Shannon Ball to come out of closed session. The motion was seconded by Tammy August. The Chairman called for a vote from the Board. Voting, "nay" were none. Voting "aye" were Shannon Ball, Tammy August, Parian Holderfield, Lois Robinson, and Judge Ford. The motion passed unanimously.

A motion was made by Shannon Ball to accept the proposed consent order with noted changes for Applicant A – Cheryl Lee. The motion was seconded by Lois Robinson. Tammy August abstained from the vote due to serving on the Investigative Committee. The Chairman called for a vote from the remaining Board Members. Voting "aye" were Shannon Ball, Lois Robinson, and Parian Holderfield. Voting "nay" were none. The motion passed.

A motion was made by Lois Robinson to accept the proposed consent order with noted changes for Applicant B – Shelley McKinney. The motion was seconded by Parian Holderfield. Tammy August recused herself from the vote and Shannon Ball abstained from the vote due to serving on the Investigative Committee. The Chairman called for a vote from the remaining Board Members. Voting "aye" were Judge Ford, Lois Robinson, and Parian Holderfield. Voting "nay" were none. The motion passed.

A motion was made by Shannon Ball to accept the proposed consent order with noted changes for Applicant C – Jennifer Head. Lois Robinson seconded the motion. Tammy August abstained from the vote due to serving on the Investigative Committee. The Chairman called for a vote from the remaining Board Members. Voting "aye" were Shannon Ball, Lois Robinson, Parian Holderfield, and Judge Ford. Voting "nay" were none. The motion passed.

A motion was made by Shannon Ball to reject the proposed consent order for Applicant D – Alicia Martin. The motion was seconded by Lois Robinson. Tammy August abstained from the vote due to serving on the Investigative Committee. The Chairman called for a vote from the remaining Board Members. Voting "aye" were Shannon Ball, Lois Robinson, Parian Holderfield, and Judge Ford. Voting "nay" were none. The motion passed.

A motion was made by Shannon Ball to accept the Rules and Regulations as advertised for certification and to note that no public comments were received. The motion was seconded by Parian Holderfield. The Chairman called for a vote from the Board Members. Voting "aye" were Shannon Ball, Parian Holderfield, Lois Robinson, and Tammy August. Voting "nay" were none. The motion passed unanimously.

A motion was made by Shannon Ball to add the name and license number of the Supervisor to all Temporary Certificates and Roster. The motion was seconded by Lois Robinson. The Chairman called for a vote from the Board. Voting "aye" were Shannon Ball, Lois Robinson, Tammy August, and Parian Holderfield. Voting "nay" were none. The motion passed unanimously.

A motion was made by Shannon Ball to accept the Bid Specifications for Administrative Services as reviewed. The motion was seconded by Tammy August. The Chairman called for a vote from the Board. Voting "nay" were none. Voting "aye" were Shannon Ball, Tammy August, Lois Robinson, and Parian Holderfield. The motion passed unanimously.

A motion was made by Shannon Ball to nominate Judge Ford for the position of Chairman. The motion was seconded by Tammy August. The Chairman called for a vote from the Board. Voting "nay" were none. Voting "aye" were Shannon Ball, Tammy August, Lois Robinson, and Parian Holderfield. The motion passed unanimously.

A motion was made by Shannon Ball to nominate Tammy August for the position of Vice-Chair. The motion was seconded by Lois Robinson. The Chairman called for a vote from the Board. Voting "nay" were none. Voting "aye" were Shannon Ball, Lois Robinson, Parian Holderfield, and Tammy August. The motion passed unanimously.

A motion was made by Shannon Ball to nominate Lois Robinson for the position of Secretary. The motion was seconded by Tammy August. The Chairman called for a vote from the Board. Voting "nay" were none. Voting "aye" were Shannon Ball, Tammy August, Parian Holderfield, and Lois Robinson. The motion passed unanimously.

A motion was made by Tammy August for the Executive Director to obtain quotes for legal services for the Board to review at the next Board Meeting. The motion was seconded by Shannon Ball. The Chairman called for a vote from the Board. Voting "nay" were none. Voting "aye" were Tammy August, Shannon Ball, Lois Robinson, and Parian Holderfield. The motion passed unanimously.

A motion was made to adjourn by Shannon Ball. The Chair announced that the next currently scheduled meeting would be held on November 17, 2017, at the Board office in Montgomery. There being no further business, the meeting was adjourned at approximately 2:18 p.m.

Respectfully Submitted:

Aubrey Ford, *Chair*

Tammy C. August, *Vice-Chair*

Paula McCaleb, *Executive Director /Recorder*