



State of Nevada
Certified Court Reporters Board

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Las Vegas, Nevada 89131

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LORI JUDD - Chairperson
SHERRILL GROTHEER - Vice Chairperson
PEGGY ELIAS - Board Member
PEGGY HOOGS - Board Member
SEVERIN CARLSON - Board Member

OPEN MEETING MINUTES

Date: Monday, January 30, 2012
Start Time: 5:44pm
End Time: 7:43pm

Locations: State of Nevada Certified Court Reporters Board Aevos Office Suites
6628 Sky Pointe Drive, Suite 104 10775 Double R Boulevard
Las Vegas, Nevada 89131 Reno, Nevada 89521

Present in Las Vegas: Lori Judd Sherrill Grotheer Peggy Elias Rose Marie Reynolds
 Debbie Uehara Gloria Perry Barbara Justl Lori Ann Landers
 Kevin Daniel Mary Cox Daniel Katherine Minjares Daniel Minjares
 Jocelyn Galvan Gina Shrader Eileen Osorio Susan Splan

Present in Reno: Peggy Hoogs Severin Carlson

ITEM #1: **Meeting Called to Order:** The meeting was called to order by Chairman, Severin Carlson.
Board Members:

Severin Carlson – Present
Lori Judd – Present
Sherrill Grotheer – Present
Peggy Elias – Present
Peggy Hoogs – Present

ITEM #2: **Public Comments:** No public comments.

ITEM #3: **Approval of the Agenda:** Without motion, Severin Carlson approved the agenda.

ITEM #4: **Designate Annual Chairperson and Vice Chairperson from its Membership:**

MOTION by Peggy Elias: That the Board will appoint Lori Judd as the Chairperson for the period of January 30, 2012 through January 30, 2013. Motion seconded by Sherrill Grotheer, all in favor, motion moves forward.

MOTION by Peggy Elias: That the Board will appoint Sherrill Grotheer as the Vice Chairperson for the period of January 30, 2012 through January 30, 2013. Motion seconded by Lori Judd, all in favor, motion moves forward.

ITEM #5: **Approval of Minutes:**

MOTION by Severin Carlson: That the Board the December 1, 2011 and December 27, 2011 open meeting minutes in its entirety. Motion seconded by Lori Judd, all in favor, motion moves forward.

Items taken out of order.

ITEM #10: **Action to Obtain Banking Services from Nevada State Bank for Board Business:** Eileen Osorio and Susan Splan of Nevada State Bank provided a presentation of their electronic services to accept credit and debit card payments. The Board determined it would not be cost effective to obtain these services at this time but will revisit this matter in 6 months. No further comments.

MOTION by Lori Judd: That the Board will submit a credit card application to Nevada State Bank to obtain a credit limit of \$2,000.00 for the purposes of making Board purchases by the Executive Secretary, Debbie Uehara. Motion seconded by Severin Carlson, all in favor, motion moves forward.

ITEM #6: **Gina Shrader, CCR #647 Disciplinary Matter:** Court reporter, Gina Shrader signed a settlement agreement that includes 2 payments; \$176.45 to Lincoln, Gustafson & Cercos due by April 30, 2012, and \$1,800.00 to the Board due by January 30, 2013. In addition, Ms. Shrader is required to complete 3 hours of continuing education in time management and/or organization skills by August 1, 2012 (these credits will not apply towards her continuing education requirements). A copy of the settlement letter will be kept on file.

MOTION by Peggy Elias: That the Board accepts the settlement agreement involving Case Nos. NV03-2011, NV04-2011, and NV06-2011 signed by Gina Shrader, CCR #647. Motion seconded by Peggy Hoogs, Sherrill Grotheer in favor of motion, Severin Carlson recused, Lori Judd recused, motion moves forward.

ITEM #7: **Establish Legislative Committee and Appoint a Chairperson and Vice Chairperson:**

MOTION by Lori Judd: That the Board will appoint Peggy Elias as the Chairperson and Sherrill Grotheer as the Vice Chairperson of the Legislative Regulations Committee. Motion seconded by Peggy Hoogs, all in favor, motion moves forward.

MOTION by Lori Judd: That the Board will appoint Jennifer Clark and Gloria Perry and any other member determined by the Legislative Regulations Committee as members of the committee. Motion seconded by, all in favor, motion moves forward.

ITEM #8: **Action to Amend Disciplinary Language in NAC Chapter 656:** This agenda item was assigned to the Legislative Regulations Committee for further research and discussion. No further comments.

ITEM #9: **Action to Administer the Voice Writer's Certification Exam:**

MOTION by Peggy Hoogs: That pursuant to NRS Chapter 656 and NAC Chapter 656, the Board will establish administrative guidelines and procedures to administer the certification exam to voice writers. Motion seconded by Peggy Elias, all in favor, motion moves forward.

ITEM #11: **Action to Renew Executive Secretary's Annual Employment Contract:**

MOTION by Sherrill Grotheer: That the Board will approve the Executive Secretary, Debbie Uehara's employment contract for the period of February 15, 2012 through February 15, 2013 and her hourly rate will be \$26.00 per hour and she will receive 7 paid vacation days and 7 paid personal days per calendar year. Motion seconded by Peggy Elias, all in favor, motion moves forward.

ITEM #12: **Executive Secretary's Report:** Debbie Uehara submitted the financial report for Board review. A copy is attached and will be kept on file. She stated there are 6 active disciplinary matters and no written comments submitted to the Board office. Ms. Uehara reported there were no payment or activity updates regarding former employee, Dawn Jackson's restitution. No further comments.

ITEM #13: **Board Member Comments:** Peggy Elias stated NCRA introduced new guidelines that will provide clarification on contracting matters and recommended that the Board review the language and/or discuss at a future open meeting or workshop. No further comments.

ITEM #14: **Public Comments:** Katherine Minjares suggested that the Board conduct a survey among its licensees to determine if there is interest in providing a electronic payment service for a fee; she said she would not be opposed to paying a fee for this service. No further comments.

ITEM #15: **Next Scheduled Meeting:** The next scheduled meeting will be on Tuesday, May 15, 2012 at 5:30pm. The agenda items will be determined at a later date. No further comments.

Adjournment:

MOTION by Severin Carlson that the meeting will adjourn at 7:43pm.