



State of Nevada  
Certified Court Reporters Board

5135 Camino Al Norte, Suite 270

North Las Vegas, Nevada 89031

Phone: (702) 489-8787 Fax: (702) 489-8788

Website: www.crptr.nv.gov

Email: Reporting@nvccrb.nv.gov

SEVERIN CARLSON, ESQ. – Chairman

CHRISTINE ALAIMO – Vice Chairperson

LORI JUDD – Board Member

PEGGY ELIAS – Board Member

## OPEN MEETING MINUTES

Date: Monday, June 1, 2015

Start Time: 5:30pm

End Time: 5:57pm

Location: State of Nevada Certified Court Reporters Board  
5135 Camino Al Norte, Suite 270  
North Las Vegas, NV 89031

Present: Debbie Uehara

Via TelCon: Severin Carlson Christine Alaimo Lori Judd Peggy Elias

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

Board Members:

Peggy Elias – Present

Severin Carlson – Present

Christine Alaimo – Present

Lori Judd – Present

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

**ITEM #3:** Approval of Agenda:

MOTION by Peggy Elias: That the Board approves the agenda in its entirety. Motion seconded by Lori Judd, all in favor, motion moves forward.

**ITEM #4:** Approval of Meeting Minutes:

MOTION by Lori Judd: That the Board approve the January 26, 2015 open meeting minutes in its entirety. Motion seconded by Peggy Elias, all in favor, motion moves forward.

MOTION by Lori Judd: That the Board approve the April 18, 2015 closed meeting minutes in its entirety. Motion seconded by Peggy Elias, all in favor, motion moves forward.

MOTION by Peggy Elias: That the Board approve the May 20, 2015 closed meeting minutes in its entirety. Motion seconded by Lori Judd, all in favor, motion moves forward.

**ITEM #5:** Ratification of the April 18, 2015 Certification Exam Results: Board members reviewed the test scores resulting from the April 18, 2015 and May 20, 2015 Grading Committee meetings. Executive Secretary, Debbie Uehara reported 9 applicants were confirmed to take the exam, 2 out of the 9 passed both the written and skills sections of the exam. No further comments.

MOTION by Peggy Elias: That the Board ratify the test scores from the April 18, 2015 certification exam. Motion seconded by Christine Alaimo, all in favor, motion moves forward.

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**ITEM #6:** **CPA Services for Biennial Audit:** Pursuant to NRS 218G.400, the Board is required to obtain the services of a Certified Public Accountant to prepare their biennial audit. Upon review, the Board approved the proposed contract presented by Heather Grech of Bradshaw, Smith & Co., LLP. A copy of the contract will be kept on file. No further comments.

MOTION by Lori Judd: That the Board approve the contract submitted by Bradshaw, Smith & Co., LLP to prepare the biennial audit for the years ending June 30, 2014 and 2015. Motion seconded by Peggy Elias, all in favor, motion moves forward.

**ITEM #7:** **Board Member Comments:** Lori Judd brought attention to the profit and loss comparison report; pointing out the difference from the previous year's renewal application income. No further comments.

**ITEM #8:** **Public Comments:** No public comments.

**ITEM #9:** **Executive Secretary's Report:** Debbie Uehara reported there are no active complaints or written comments received by the Board's office. A copy of the financial report is attached and will be kept on file. No further comments.

**ITEM #8:** **Next Scheduled Open Meeting and Agenda:** The next scheduled meeting date and future agenda items will be determined at a later date. No further comments.

Adjournment:

MOTION by Peggy Elias: That the Board adjourn the meeting at 5:57pm. Motion seconded by Lori Judd, all in favor, motion moves forward.