



State of Nevada
Certified Court Reporters Board

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PEGGY ELIAS – Chairperson
HEIDI KONSTEN – Vice Chairperson
CHRISTINE ALAIMO – Board Member
DAN WAITE, ESQ., - Board Member
LORI JUDD – Board Member

EXAM COMMITTEE MEETING MINUTES

Date: Thursday, August 31, 2017
Start Time: 5:32pm
End Time: 6:55pm

Location: Litigation Services, LLC
3770 Howard Hughes Parkway, Suite 300
Las Vegas, Nevada 89169

Present: Lori Judd Christine Alaimo Kevin Daniel Mary Cox Daniel
Debbie Uehara

Present via Telcon: Sharon Bradley John Nagle Diane Lusich
Lori Unruh Matthew Spievak Donna Prather Christie Main-Cabrajac
Peter Hellman Gina Shelton

ITEM #1: Meeting Called to Order:

The meeting was called to order by Committee Chairperson, Lori Judd:

Committee Members:

Present: Lori Judd, Chairperson
Present: Christina Alaimo, Vice Chairperson
Present: Mary Cox Daniel
Present: Kevin Daniel

ITEM #2: Public Comments: No public comments.

ITEM #3: Approval of the Agenda:

MOTION by Christine Alaimo: That the Exam Committee approve the agenda with the amendment to move item #4 to the end of the agenda, after item #8. Motion seconded by Kevin Daniel, all in favor, motion moves forward.

Agenda items taken out of order.

ITEM #5: Amending the Court Reporter's Certification Written Exam Question Bank: The committee reviewed the question bank for the written exam and determined that the question bank needs to be expanded. Once the new questions are vetted by the committee, they will be added to the written exam question bank. Kevin Daniel provided additional study material suggestions to help the applicants prepare for the exam; these updates will be added to the Study Reference Guide.

Mary Cox Daniel provided a booklet of practice questions from the RMR exam for review. It was determined to create questions from the Uniform Interstate Depositions and Discovery Act (UIDDA) and add them to the Legal section of the question bank. No further comments.

MOTION by Lori Judd: That pursuant to the list of the current make-up of the written exam questions that we change the exam questions to the following breakout:

50 – English
20 – Technology
20 -Vocabulary
20 – Medical
60 – Legal
170 – Total questions on the written exam

Motion seconded by Kevin Daniel, all in favor, motion moves forward.

MOTION by Lori Judd: That the Exam Committee increase the bank of question choices by writing new questions and submitting them to Debbie Uehara by September 14, 2017. Ms. Uehara will circulate the new questions among the committee members to review, proof read, comment and provide clarification. Each committee member will create 5 new questions for their assigned section, the assignment is as follows:

Lori Judd & Christine Alaimo – English Section
Kevin Daniel – Technology Section
Mary Cox Daniel – Legal and Nevada Law Section

In addition, each committee member will create 2 new questions for the Legal and Nevada Law section. All new questions must be accompanied by the authority and used in a positive format. Motion seconded by Kevin Daniel, all in favor, motion moves forward.

ITEM #6: **Preparing an Annual Schedule for the Certification Exam:** Debbie Uehara reported that pursuant to NRS 656.170, the Board is required to administer the exam at least 2 times a year and the Board continues to fulfill that requirement. Beginning in 2018, the Board will only administer a written exam; this will simplify the exam process and allow the Board to offer the exam on a more frequent basis. Ms. Uehara suggested to hold the exam 4 times a year, on a quarterly basis. No further comments.

MOTION by Kevin Daniel: That the certification exam be held 4 times a year, on the first Saturday morning at 9:00am in January, April, July and October beginning in 2018. Motion seconded by Lori Judd, all in favor, motion moves forward.

ITEM #7: **Amending the Firm Owner's Certification Exam Question Bank:** The Committee will move this agenda item to review the firm owner's exam question bank to a future meeting; after the court reporter's exam question bank is completed. A discussion ensued on the necessity to increase the total number of questions on the exam. No further comments.

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MOTION by Christine Alaimo: That the Exam Committee amend NAC 656.265(1) to increase the total number of questions from 100 to 125 questions on the examination of the designated representative. Motion seconded by Kevin Daniel, all in favor, motion moves forward.

ITEM #8: **Amending the Firm Owner’s Exam Fee:** Debbie Uehara reported that the firm owner’s exam fee of \$100.00 is less than the individual court reporter’s exam fee of \$150.00. A firm’s license provides court reporting services to an unlimited number of court reporters while a certificate serves an individual. Increasing the exam fee may eliminate those not seriously seeking a firm license. No further comments.

MOTION by Mary Cox Daniel: That the Exam Committee amend NAC 656.261(3) to increase the exam fee for a designated representative from \$100.00 to \$150.00 and delete language that reads “..., and the fee for each subsequent examination taken by an applicant within 1 year after the initial examination is \$50.00.” Motion seconded by Lori Judd, all in favor, motion moves forward.

ITEM #4: **Amending NAC Chapter 656 Relating to the Certification Exam:** The Committee reviewed all pertinent sections in NAC Chapter 656 regarding the certification and designated representative exams to ensure the language is consistent with NRS Chapter 656 and all new statutes that go into effect on January 1, 2018. Lori Judd requested to seek an opinion from our Deputy Attorney General on the exam appeal process outlined in NAC 656.150(4)(5)(6) before making any amendments to this section. No further comments.

MOTION by Lori Judd: That the Exam Committee moved forward and present all NAC amendments as outlined in the attached document and present to the Board for their review and approval. Motion seconded by Kevin Daniel, all in favor, motion moves forward.

ITEM #9: **Public Comments:** John Nagle stated the audio was very poor and the discussions were difficult to hear. Diane Lusich expressed her appreciation to the Committee for conducting the meeting and allowing the public to participate. No further public comments.

ITEM #10: **Next Scheduled Meeting and Request for Agenda Items:** No comments.

Adjournment:

MOTION by Kevin Daniel to adjourn at 6:55pm. Motion seconded by Mary Cox Daniel, all in favor, motion moves forward.