



## State of Nevada Certified Court Reporters Board

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SEVERIN CARLSON, Esq. – Chairman

LORI JUDD – Vice Chairperson

SHERRILL GROTHEER – Board Member

## **NOTICE & AGENDA OF PUBLIC MEETING**

### STATE OF NEVADA CERTIFIED COURT REPORTERS BOARD

**Tuesday, July 19, 2011 @ 5:30pm**

*Note: You may earn 1 continuing education credit by personal attendance.*

#### **Las Vegas, Nevada (Video Conference)**

Esquire Deposition Services, LLC  
2300 West Sahara Avenue, Suite 770  
Las Vegas, Nevada 89102  
Tel: 702-382-8778

#### **Reno, Nevada**

Aevos Office Suites  
10775 Double R Boulevard  
Reno, Nevada 89521  
Tel: 775-682-4300

1. The announcement of this meeting is posted at the following locations:

State of Nevada Certified Court Reporters Board Eighth Judicial District Court  
6628 Sky Pointe Drive, Suite 104 200 Lewis Avenue  
Las Vegas, Nevada 89131 Las Vegas, Nevada 89155

Grant Sawyer Building  
555 East Washington Avenue  
Las Vegas, Nevada 89101

Second Judicial District Court Office of the Attorney General  
75 Court Street 885 East Musser Street, #2030  
Reno, Nevada 89520 Carson City, Nevada 89701

2. Asterisk (\*) denotes potential action items.
3. Items may be taken out of order by the discretion of the Chairman. The public body may combine 2 or more agenda items for consideration and the public body may remove an item from the agenda or delay discussion relating to an item on the agenda at any time.
4. Public comments may be limited to 3 minutes per person at the discretion of the Board. The public is encouraged to provide information on issues not on the posted agenda during the Public Comment period.
5. Persons who have business before the Board are solely responsible to see that they are present when their business is conducted.

1. Meeting called to order and roll call of Board members.

Speaker: Severin Carlson

- \*2. Discussion and review for possible action to approve the meeting agenda.

Speaker: Severin Carlson

- \*3. Discussion and review for possible action to approve the June 29, 2011 open meeting minutes.

Speaker: Severin Carlson

4. Public comments.

- \*5. Discussion and review for possible action to seek clarification regarding Federal Rules of Civil Procedure 30(e)(1)(a) that allows the deponent 30 days after being notified by the officer to read and/or make any corrections and sign the transcript.

Speaker: Kevin Daniel

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### Open Meeting Agenda – July 19, 2011

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- \*6. Discussion and review for possible action to notify certificate holders and licensees of the proposed Standards of Operation and Best Practices prepared by the Nevada Supreme Court's Official Court Records Subcommittee.  
Speaker: Karen Yates
- \*7. Discussion and review for possible action to appoint an exam administrator for future certification examinations.  
Speaker: Lori Judd
- 8. Legislative Committee Report  
Speaker: Lori Judd
- \*9. Discussion and review for possible action to determine the Board's office hours pursuant to NRS 281.100 and the feasibility to hire temporary help while the Executive Secretary is out of the office.  
Speaker: Debbie Uehara
- \*10. Discussion and review for possible action to obtain the services of a certified public accountant to prepare the Board's biennial audit due December 1, 2011 pursuant to NRS 218G.400.  
Speaker: Debbie Uehara
- \*11. Discussion and review for possible action to obtain banking services from Nevada State Bank to provide direct payroll deposit for the Executive Secretary and utilize their remote deposit service for transactions collected by the staff of the Board..  
Speaker: Debbie Uehara
- \*12. Discussion and review for possible action to establish a secondary checking account at Nevada State Bank for the purpose of making Board purchases by the Executive Secretary.  
Speaker: Debbie Uehara
- \*13. Discussion and review for possible action to approve the Board's 2010-2011 and 2011 – 2012 fiscal budget.  
Speaker: Debbie Uehara
- 14. Executive Secretary's Report
  - Financial Report
  - Disciplinary Report
  - Written Comments
- 15. Public comments.
- 16. Board member comments.
- 17. Next scheduled meeting and requests for possible action items for future agendas.
- 18. Adjournment.