



State of Nevada  
**Certified Court Reporters Board**

6628 Sky Pointe Drive, Suite 104

Las Vegas, Nevada 89131

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

Website: www.crptr.state.nv.us Email: NVCCR@aol.com

SEVERIN CARLSON, Esq. - Chairman  
LORI JUDD - Vice Chairperson  
SHERRILL GROTHEER - Board Member

DEBBIE UEHARA - Executive Secretary

## OPEN MEETING MINUTES

Date: Tuesday, July 19, 2011

Start Time: 6:14pm

End Time: 8:17pm

Las Vegas Location: Esquire Solutions – An Alexander Gallo Company  
2300 West Sahara Avenue, Suite 770  
Las Vegas, NV 89102

Reno Location: Aevos Office Suites  
10775 Double R Boulevard  
Reno, Nevada 89521

Present in Las Vegas:	Lori Judd	Sherrill Grotheer	Debbie Uehara	Gloria Perry
	Kevin Daniel	Barbara Justl	Peggy Elias	Humberto Rodriguez
	Jennifer Clark	Rose Marie Reynolds	Severin Carlson (via teleconference)	
Present in Reno:	Denise Phipps	Shawn McCusker		

**ITEM #1:** Meeting Called to Order: The meeting was called to order by Vice Chairperson, Lori Judd.  
Board Members:

Severin Carlson – Present  
Lori Judd – Present  
Sherrill Grotheer – Present

**ITEM #2:** Approval of the Agenda:  
Without motion, Lori Judd approved the agenda. No further comments.

*\*Items were taken out of order.*

**ITEM #4:** Public Comments: No public comments.

**ITEM #5:** Seeking Clarification on Federal Rules of Civil Procedure 30(e)(1)(a): Kevin Daniel sought clarification on 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. The Board does not have jurisdiction over Federal Rules; no action will be taken by the Board. No further comments.

**ITEM #3:** Approval of Meeting Minutes:  
MOTION by Sherrill Grotheer: That the minutes for the June 29, 2011 open meeting is approved in its entirety. Motion seconded by Severin Carlson, all in favor, motion moves forward.

**ITEM #6: Standards of Operation and Best Practices Manual:** The Nevada Supreme Court's Official Court Records Subcommittee prepared the Standards of Operation and Best Practices manual for the creation of the official court record that will streamline and bring uniformity to current practices across our state. Lori Judd spoke on behalf of Karen Yates who was unable to attend the meeting. The deadline for public comments was July 10, 2011; Debbie Uehara will contact Ms. Yates and ask if they will continue to accept comments after the deadline.

MOTION by Sherrill Grotheer: That the Board will issue a message by electronic means and provide a link for the licensees to review the manual. Motion seconded by Severin Carlson, all in favor, motion moves forward.

**ITEM #7: Appointment of Exam Administrator for Future Certification Exams:**

MOTION by Sherrill Grotheer: That the Board will appoint Lori Judd as the Exam Administrator for the next scheduled Fall 2011 certification exam. Motion seconded by Severin Carlson, all in favor, motion moves forward.

**ITEM #8: Legislative Committee Report:** Lori Judd shared NRS Chapter 656 language changes resulting from AB-25 and open meeting law amendments from AB-59 and AB-257. A copy of the bills is attached and will be kept on file. No further comments.

**ITEM #9: Board Office Hours Pursuant to NRS 281.100 and Possible Action to Hire Temporary Help:** Deputy Attorney General, Rose Marie Reynolds stated NRS 281.100 does not apply to our Board; however, we are governed by NRS 281.110. A discussion ensued regarding the office hours and the feasibility to hire temporary help when the Executive Secretary is out of the office for an extended period of time. The Board determined the office hours will remain the same and it would not be feasible to hire temporary help due to the confidential matters the Board addresses and the Executive Secretary makes herself available via telephone and email when out of the office. No action will be taken by the Board. No further comments.

**ITEM #10: CPA Services for Biennial Audit:**

MOTION by Severin Carlson: That the Board will obtain the services of Kathryn J. Kelley, CPA to prepare the 09-10FY and 10-11FY biennial audit pursuant to NRS 218G.400. Motion seconded by Sherrill Grotheer, all in favor, motion moves forward.

**ITEM #11: Nevada State Bank Services:** The Board requested additional information on the benefits of Business Bill Pay versus direct payroll deposit provided by Nevada State Bank. Additional discussion will take place at the next scheduled open meeting. No further comments.

MOTION by Severin Carlson: That the Board will incur the cost of \$35.00 per month and sign up for the Business Edge checking account with Nevada State Bank which includes the remote deposit service for transactions collected by the Board. Motion seconded by Sherrill Grotheer, all in favor, motion moves forward.

**ITEM #12: Secondary Checking Account with Nevada State Bank:** This item was moved to the next scheduled open meeting. No further comments.

**ITEM #13: 10-11FY and 11-12FY Budget Approval:**

MOTION by Severin Carlson: That the Board approve the 2011-2012 fiscal year budget with changes. Motion seconded by Sherrill Grotheer, all in favor, motion moves forward.

**State of Nevada Certified Court Reporters Board**  
**Open Meeting Minutes – July 19, 2011**  
**Page 3**

**ITEM #14: Executive Secretary's Report:** Debbie Uehara submitted a copy of the financial report for Board review. A copy is attached and will be kept on file. Ms. Uehara stated there are 8 active complaints under investigation and shared the following results from the 2011-2012 renewal:

324 Active Court Reporters

70 Inactive Court Reporters

17 Suspended Court Reporters for Non-Renewal and/or Non-Compliance of CEUs

43 Court Reporting Firms

3 Suspended Court Reporting Firms for Non-Renewal and/or Non-Compliance of CEUs

There were no written comments. No further comments.

**ITEM #15: Public Comments:** Gloria Perry questioned the procedures on returning non-sufficient fund checks and if the Board would consider electronic and/or credit card payments. Denise Phipps reported QuickBooks offers a new service for online check payments. No further comments.

**ITEM #16: Board Member Comments:** Sherrill Grotheer stated agenda items should remain clear and specific; but it could be more effective if the agenda items were worded to allow the Board a broader platform to discuss and take action. Ms. Grotheer and Lori Judd stated it would be helpful that support materials be included on all agenda items. No further comments.

**ITEM #17: Next Scheduled Meeting and Request for Future Agenda Items:** The next scheduled open meeting and agenda items will be determined at a later date. No further comments.

**ITEM #18: Adjournment:**

MOTION by Severin Carlson: That the meeting will adjourn at 8:17pm. Motion Seconded by Sherrill Grotheer, all in favor, motion moves forward.