



State of Nevada  
**Certified Court Reporters Board**

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

DEBBIE UEHARA - Executive Secretary

## OPEN MEETING MINUTES

Date: Thursday, December 1, 2011  
Start Time: 5:38pm  
End Time: 7:18pm

Las Vegas Location: Esquire Deposition Services, LLC  
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	Peggy Elias	Debbie Uehara
	Pauline May	Mark Trafton	Peter Hellman	Clara Casey
	Rene Hannah	Kristy Clark	Jennifer Clark	Michelle Marez
	Brittany Marez	Peggy Isom	Leah Jorgenson	Brittany Castrejon
	Amber Riggio			

Present in Reno: Peggy Hoogs Severin Carlson (via telcon)

**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  
Peggy Elias - Present  
Peggy Hoogs - Present

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

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

MOTION by Sherrill Grotheer: That the December 1, 2011 open meeting agenda is approved in its entirety. Motion seconded by Peggy Elias, all in favor, motion moves forward.

**ITEM #4: Regulation Adoption Hearing for LCB File #R005-11:** Debbie Uehara reported that on November 3, 2011, the Board held a workshop to collect comments from the public. There were no attendees at the Reno location and 2 public members at the Las Vegas location. No public or written comments were submitted at both locations and no amendments made to R005-11.

MOTION by Sherrill Grotheer: That the Board will adopt the proposed language as stated in R005-11. Motion seconded by Peggy Elias, all in favor, motion moves forward.

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

MOTION by Sherrill Grotheer: That the minutes for the July 19, 2011 open meeting, October 22, 2011 closed meeting and the November 3, 2011 workshop is approved in its entirety. Motion seconded by Peggy Elias, all in favor, motion moves forward.

**ITEM #6: Disciplinary Hearing:** Peggy Elias disclosed she provides court reporting services for one of the complaining witnesses' boss at Lincoln, Gustafson and Cercos. Severin Carlson disclosed being an assigned investigator to one of the complaints and that his firm, Kaempfer Crowell Renshaw Gronaur & Fiorentino has hired Ms. Shrader as a court reporter in the past; the last time his firm utilized Ms. Shrader was in 2005. Lori Judd identifies herself as one of the investigating board members in the underlying complaint.

MOTION by Peggy Elias: That the Board accepts the stipulated continuance filed by Ms. Gina Shrader, CCR #647. Motion seconded by Sherrill Grotheer, Peggy Hoogs in favor, Severin Carlson and Lori Judd abstained, motion moves forward.

**ITEM #7: Biennial Audit Report:**

MOTION by Sherrill Grotheer: That the Board will approve the biennial audit report prepared by Kathryn J. Kelley, CPA with the following amendments:

Page 7 – Delete the word “district” to read “Attorney General’s office”.

Page 8 – Add “and related overhead” to the line that begins with “Rent expense”

Motion seconded by Peggy Hoogs, all in favor, motion moves forward.

**ITEM #8: NVCRA Continuing Education Program:**

MOTION by Peggy Elias: That the Board approves the program sponsored by NVCRA for licensees to earn 2 Nevada law continuing education credits at their 2012 annual convention. Motion seconded by Peggy Hoogs, all in favor, motion moves forward.

**ITEM #9: Ratification of October 22, 2011 Certification Exam Results:**

MOTION by Peggy Elias: That the Board will ratify the test results from the October 22, 2011 certification exam held at the Oquendo Center in Las Vegas, Nevada. Motion seconded by Severin Carlson, all in favor, motion moves forward.

**ITEM #10: Governor’s Executive Order 2011-01 to Review NAC Chapter 656:** Lori Judd stated sections of NAC Chapter 656 were assigned to 3 board members for review and comment. Severin Carlson and Lori Judd expressed utilizing a national exam provided by the National Court Reporters Association, such as the RPR, to lower the costs incurred by the Board to administer the skills portion of the exam. Sherrill Grotheer submitted an overview of her assigned sections (a copy is attached and will be kept on file). A discussion ensued and it was determined the Board will need additional time to prepare the report. Based on the comments received, Ms. Grotheer volunteered to prepare the report. The Board will reconvene on December 27, 2011 at 5:00pm to review and approve the report. No further comments.

**ITEM #11: Amend Disciplinary Language in NAC Chapter 656:** This agenda item will be moved to the next scheduled open meeting with the addition to establish a Legislative/Regulations Committee. No further comments.

**ITEM #12: 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 11 active complaints under investigation. There were no written comments. No further comments.

**ITEM #13: Board Member Comments:** No Board member comments.

**ITEM #14: Public Comments:** If the Board decides to move forward and utilize the RPR for certification, Jennifer Clark suggested the Board consider which portion of the RPR they will utilize since the Board would like to offer their own written exam. Clara Casey shared information regarding an up-coming QuickBooks training seminar. No further comments.

**ITEM #15: Next Scheduled Meeting:** The next scheduled meeting will be on Monday, January 30, 2012 at 3:00pm. The agenda items and location will be determined at a later date. No further comments.

**Adjournment:**

MOTION by Peggy Elias: That the meeting will adjourn at 7:18pm. Motion Seconded by Peggy Hoogs, all in favor, motion moves forward.