



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

OPEN MEETING MINUTES

Date: Wednesday, November 1, 2017
Start Time: 5:38pm
Break: 5:51pm
Start Time: 6:00pm
End Time: 6:13pm

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

Present: Peggy Elias Dan Waite Debbie Uehara Heather Grech

Present via Telcon: Heidi Konsten Lori Judd Christine Alaimo
Asheesh Bhalla

ITEM #1: Meeting Called to Order:

The meeting was called to order by Chairperson, Peggy Elias:

Board Members:

Present: Peggy Elias, Chairperson
Present: Heidi Konsten, Vice Chairperson
Present: Christine Alaimo
Present: Dan Waite
Present: Lori Judd

ITEM #2: Public Comments: No public comments.

ITEM #3: Approval of the Agenda:

MOTION by Dan Waite: 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 Dan Waite: That the Board approves the September 20, 2017 open meeting minutes in its entirety. Motion seconded by Christine Alaimo, all in favor, motion moves forward.

MOTION by Lori Judd: That the Board approves the October 14, 2017 Exam Committee closed meeting minutes in its entirety. Motion seconded by Peggy Elias, all in favor, motion moves forward.

Items taken out of order.

ITEM #6: Providing a Balance Sheet to the Legislative Auditor: Debbie Uehara reported effective October 1, 2017, NRS 218G.400 was amended; if the revenue of the Board from all sources is less than \$200,000 for any fiscal year, a balance sheet shall be prepared for that fiscal year on the form provided by the Legislative Auditor. The balance sheet must be filed with the Legislative Auditor and the Chief of the Budget Division by December 1st of each year. Since the Board is no longer required to obtain the services of a C.P.A. to prepare the biennial audit report, it would be economical for the Board to submit a balance sheet. No further comments.

MOTION by Dan Waite: That the Board utilize the procedure contemplated in NRS 218G.400 to provide a balance sheet each fiscal year instead of a biennial audit report. Motion seconded by Lori Judd, all in favor, motion moves forward.

ITEM #7: Ratify the October 14, 2017 Certification Exam Results: Debbie Uehara reported 14 applicants were registered for the October 14, 2017 exam. Without notice, 3 applicants did not appear on exam day. Ms. Uehara shared this was the last skills exam administered by the Board and moving forward, the Board will only administer a written exam pursuant to new laws effective January 1, 2018. After the Exam Committee graded each exam, it was confirmed there were 2 successful applicants that passed both the written and skills portions and are now eligible to register for their certificate. No further comments.

MOTION by Lori Judd: That the Board ratify the test results from the October 14, 2017 certification exam. Motion seconded by Heidi Konsten, all in favor, motion moves forward.

ITEM #8: Amend Signatories for Board Accounts with Nevada State Bank: Lori Judd reported her checkbook and identification were taken and she is a victim of stolen identity. Ms. Judd has been banking with Nevada State Bank for 30 years and as a precautionary measure, the Loss Prevention Department advised her to remove her financial accounts with Nevada State Bank to another financial institution. She was also advised to remove herself as a signatory on all Board financial accounts. No further comments.

MOTION by Dan Waite: That the Board accept the Executive Secretary's recommendation and Lori Judd's concurrence to be removed as a signatory on all financial accounts with Nevada State Bank; subject to Lori Judd being added as a signatory if and when the time is appropriate. Motion seconded by Heidi Konsten, all in favor, motion moves forward.

Meeting Break at 5:51pm. Meeting resumed at 6:00pm.

ITEM #5: Approve 15/16FY and 16/17FY Biennial Audit Report: Heather Grech, C.P.A. of Bradshaw, Smith & Co. prepared the Board's biennial audit and presented her findings. Dan Waite asked Ms. Grech to explain key points on pages 3, 15 and 18. Ms. Grech responded respectively and affirmed the Board could adopt a policy per NRS that all financial institutions utilized by the Board be covered under FDIC. No further comments. A copy of the audit report is attached and will be kept on file.

MOTION by Dan Waite: That the Board accept the audit report prepared by Bradshaw, Smith & Co. for years ending in June 2017 and June 2016 as reported by Heather Grech, C.P.A. Motion seconded by Heidi Konsten, all in favor, motion moves forward.

State of Nevada Certified Court Reporters Board
Open Meeting Minutes – November 1, 2017
Page 3

ITEM #9: **Public Comments:** No public comments.

ITEM #10: **Next Open Meeting Date and Agenda Items:** The next open meeting date and agenda items will be determined at a later date. No further comments.

Adjournment:

MOTION by Dan Waite: That the Board adjourn the meeting at 6:13pm. Motion seconded by Heidi Konsten, all in favor, motion moves forward.