



STATE OF NEVADA CERTIFIED COURT REPORTERS BOARD

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LORI JUDD – Chairperson

Court Reporter Member

PEGGY ELIAS – Vice Chairperson

Court Reporter Member

HEIDI KONSTEN – Board Member

Court Reporter Member

DAN WAITE – Board Member

Attorney Member

VACANT

Public Member

OPEN MEETING MINUTES

Revised: 1/12/21

Date: Monday, October 19, 2020
Start Time: 5:30pm
End Time: 6:33pm

Location: Virtual Zoom Meeting – no physical location due to COVID-19 quarantine.

Present Via TelCon:	Lori Judd	Peggy Elias	Heidi Konsten
Justin Taruc	Debbie Uehara	Theresa Lanza	Peggy Isom
Noel Gillette	Dianne Brumley	Dawn Larson	Suzanne Stone
Tammy Breed	Clara Casey	Pauline May	Pamela Piehler
Mia O’Sullivan	Elizabeth Robison	Erin Ferretto	Jennifer Church
Teresa Stephanoff	Yolanda Henry	Kathy DiLorenzo	Semetha Darensbourg
Carol Chase			

ITEM #1: Meeting Called to Order:

Without motion, Lori Judd called the meeting to order at 5:30pm.

Board Members:

Not Present: Dan Waite

Present: Lori Judd

Present: Peggy Elias

Present: Heidi Konsten

ITEM #2: Public Comments: No public comments.

ITEM #3: Approval of the Agenda:

MOTION made by Peggy Elias: That the Board approves the agenda in its entirety. Motion seconded by Heidi Konsten, all in favor, motion moves forward.

ITEM #4: Approve Meeting Minutes:

MOTION by Heidi Konsten: That the Board approves the July 29, 2020 open meeting minutes in its entirety. Motion seconded by Peggy Elias, all in favor, motion moves forward.

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MOTION by Heidi Konsten: That the Board approves the August 12, 2020 Legislative Regulations Committee meeting minutes in its entirety. Motion seconded by Peggy Elias, all in favor, motion moves forward.

MOTION by Heidi Konsten: That the Board approves the September 30, 2020 Legislative Regulations Committee meeting minutes in its entirety. Motion seconded by Heidi Konsten. Lori Judd and Peggy Elias did not attend the meeting and abstained, motion moves forward.

ITEM #5: Ratify Test Results from October 16, 2020 Firm Exam and the October 17, 2020 Certification Exam: Debbie Uehara reported 1 applicant registered for the October 16, 2020 exam for the designated representative of a court reporting firm and 8 applicants registered for the October 17, 2020 certification exam for court reporters. 1 applicant requested to transfer her application and fee to a 2021 date; she will select a date as soon as the Board confirms the 2021 exam dates. Due to CDC guidelines and limited seating, 2 sessions were held for the certification exam. No incidents to report. After grading each exam during closed session, it was confirmed that the applicant for the firm exam passed. 5 passed the certification exam with less than 51 errors and 2 failed with more than 52 errors. No further comments.

MOTION by Peggy Elias: That the Board approve the test results from the October 16, 2020 firm exam for the designated representative of a court reporting firm and the October 17, 2020 certification exam for court reporters. Motion seconded by Heidi Konsten, all in favor, motion moves forward.

ITEM #6: Request for Status Change from Theresa Lanza, CCR #506: On October 1, 2020, Theresa Lanza's certificate was placed on suspension for failing to submit her renewal application and fee by September 30, 2020. Ms. Lanza appeared before the Board to request a change to her status by voluntarily surrendering her certificate. No further comments.

MOTION by Peggy Elias: That the Board approves Ms. Lanza's request to voluntarily surrender her certificate. Motion seconded by Heidi Konsten, all in favor, motion moves forward.

ITEM #7: Administrative Collaborative for Professional and Occupational Licensing Boards: Debbie Uehara presented the Administrative Collaborative for Professional and Occupational Licensing Boards proposal headed up by Loretta Ponton, Executive Director of the State of Nevada Board of Occupational Therapy. The benefits of participating in the Administrative Collaborative are consultation with experienced personnel working with professional and occupational regulatory Boards, joint training opportunities, consulting on administrative requirements, sharing of best practices and procedures and administrative manuals, reviewing current and proposed legislation pertaining to regulatory Boards and any other matter deemed pertinent to Boards. Participation may be terminated at any time. The original proposal included a co-working space arrangement; this option was removed from the proposal but is still available separately. A copy of the proposal is attached and will be kept on file. No further comments.

MOTION by Peggy Elias: That the Board approves the proposal and will seek participation in the Administrative Collaborative for Professional and Occupational Licensing Boards. Motion seconded by Heidi Konsten, all in favor, motion moves forward.

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ITEM #8: **2023 Bill Draft Request:** Peggy Elias presented a bill draft request (BDR) for the 2023 Legislative Session relating to the eligibility requirements of a certification exam applicant. Lori Judd suggested this matter should be sent to the Legislative Regulations Committee for further discussion and to formulate proposed language. No further comments.

MOTION by Heidi Konsten: That the Board will present the BDR on NRS 656.170 relating to the requirements of a certification exam applicant to the Legislative Regulations Committee for further discussion and to formulate proposed language. Motion seconded by Peggy Elias, all in favor, motion moves forward.

ITEM #9: **Review Proposed Regulation Relating to Continuing Education Credits:** On behalf of the Legislative Regulations Committee, Heidi Konsten presented proposed language that provides clarification relating to continuing education credits. A copy is attached and will be kept on file. No further comments.

MOTION by Peggy Elias: That the Board approves the proposed language relating to continuing education credits and will submit to LCB for drafting. Motion seconded by Heidi Konsten, all in favor, motion moves forward.

ITEM #10: **Review Proposed Regulation on Providing Transcripts to Parties and Non-Parties:** On behalf of the Legislative Regulations Committee, Heidi Konsten presented proposed language that expands and introduces new provisions on providing transcripts to parties and non-parties. A copy is attached and will be kept on file. No further comments.

MOTION by Heidi Konsten: That the Board approves the proposed language relating to the provisions of providing transcripts to parties and non-parties and will submit to LCB for drafting. Motion seconded by Peggy Elias, all in favor, motion moves forward.

ITEM #11: **Review Proposed Regulation Relating to a Suspended or Revoked Certificate or Non-Certificated Designated Representative of a Court Reporting Firm:** On behalf of the Legislative Regulations Committee, Heidi Konsten presented proposed language regarding the effects of a suspended or revoked certificate or non-certificated designated representative of a court reporting firm. A copy is attached and will be kept on file. No further comments.

MOTION by Peggy Elias: That the Board approves the proposed language regarding the effects of a suspended or revoked certificate or non-certificated designated representative of a court reporting firm and will submit to LCB for drafting. Motion seconded by Heidi Konsten, all in favor, motion moves forward.

ITEM #12: **Review Proposed Regulation Relating to a Person with a Criminal History:** On behalf of the Legislative Regulations Committee, Heidi Konsten presented proposed language that authorizes a person with a criminal history to petition the Board to review his/her criminal history to determine if the Board will preclude that person from a certificate or license. A copy is attached and will be kept on file. No further comments.

MOTION by Peggy Elias: That the Board approves the proposed language that authorizes a person with a criminal history to petition the Board to determine his/her eligibility of obtaining a certificate or license and will submit to LCB for drafting. Motion seconded by Heidi Konsten, all in favor, motion moves forward.

ITEM #13: Review Proposed Regulation to Include Aggravating and Mitigating Circumstances when Imposing Discipline: On behalf of the Legislative Regulations Committee, Heidi Konsten presented proposed language that includes aggravating and mitigating circumstances the Board may consider when imposing discipline. A copy is attached and will be kept on file. No further comments.

MOTION by Peggy Elias: That the Board approves the proposed language that includes aggravating and mitigating circumstances the Board may consider when imposing discipline and will submit to LCB for drafting. Motion seconded by Heidi Konsten, all in favor, motion moves forward.

ITEM #14: Review of LCB File R104-19: Heidi Konsten presented LCB File R104-19 relating to the criteria the Board must consider when making certain appointments; authorizing an exam applicant to request an analysis of his/her exam results for a fee; including continuing education courses sponsored by the National Verbatim Association and revising provisions regarding disciplinary procedures. Without motion, the Board concluded the language drafted by LCB will be presented at a workshop to collect public comments. A copy of LCB File R104-19 is attached and will be kept on file. No further comments.

ITEM #15: Review of LCB File R147-20: Heidi Konsten presented LCB File R147-20 that outlines the procedures for the Board to refuse to issue, restore, reinstate, renew or issue a license or certificate or designated representative of a court reporting firm under certain circumstances. Without motion, the Board concluded the language drafted by LCB will be presented at a workshop to collect public comments. A copy of LCB File R147-20 is attached and will be kept on file. No further comments.

ITEM #16: 20-21FY Expenditures: Debbie Uehara presented the 20-21 fiscal year expenditures. She reported a cost reduction from Cox Communications of approximately \$720.00 per year by eliminating the fax number and receiving a customer loyalty credit. An additional savings of \$997.44 was achieved by eliminating 2 paid emails addresses and utilizing a free email service from gmail. Lori Judd reported Gina Shrader's CCR #647 fine and costs were paid in full on October 18, 2020 in the amount of \$2,761.60. Ms. Uehara stated a possible cost increase when the office lease is renewed on January 31, 2020. No further comments.

MOTION by Heidi Konsten: That the Board approve the 20-21 fiscal year budget as presented. Motion seconded by Peggy Elias, all in favor, motion moves forward.

ITEM #17: Review 2021 Exam Dates: Debbie Uehara presented the exam dates for 2021. She requested the certification exam be held on a weekday versus a Saturday to ensure full access to the building and proper building staffing. Historically, there were no problems during the exam; setting up was sometimes problematic due to lack or no staff to maintain the building's lights and air conditioning and no access to the building and the rooms. Lori Judd suggested to hold the first 2 certification exams on a weekday. The Board will determine the remaining dates based on the outcome of the first 2 exams. The firm exam will continue to be held on a weekday. A copy of the exam schedule is attached and will be kept on file. No further comments.

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MOTION by Heidi Konsten: That the Board approves the certification exam dates on January 15, 2021 and April 16, 2021. The firm exam dates are January 14, 2021, April 15, 2021, July 15, 2021 and October 14, 2021. The third and fourth quarter certification exam dates will be determined at a later date. Motion seconded by Peggy Elias, all in favor, motion moves forward.

ITEM #18: Executive Secretary's Report: Debbie Uehara presented the financial and disciplinary action reports. Ms. Uehara has been in contact with the State Controller's Debt Collection Service regarding the outstanding debt from former Executive Secretary Dawn Marie Jackson and former court reporter, Kim Tuchman. There has been no response or results on both cases since 2010. Ms. Uehara reported she is investigating 4 complaints. A copy of both reports is attached and will be kept on file. No further comments.

ITEM #19: Next Open Meeting Date and Agenda Items: The next open meeting date and agenda items will be determined at a later date.

ITEM #20: Public Comments: No public comments.

Adjournment: Without motion, the meeting was adjourned at 6:33pm.