



State of Nevada
Certified Court Reporters Board
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LORI JUDD – Chairperson
PEGGY ELIAS – Vice Chairperson
HEIDI KONSTEN – Board Member
DAN WAITE, Esq. – Board Member

OPEN MEETING MINUTES

Date: Wednesday, July 29, 2020
Start Time: 5:30pm
End Time: 7:01pm

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

Present Via TelCon:	Lori Judd	Peggy Elias	Dan Waite
	Heidi Konsten	Debbie Uehara	Kim Farkas
	Gloria Perry	Ellen Goldstein	Diane Lusich
	Cindy Johnson	Robert Cangemi	Teresa Stephanoff
	Diane Lewis	Yolanda Henry	Justine Jones
	Matthew Spievak	Elizabeth Robison	Kimberly Waldie
	Michel Loomis	Debra Morris	Jazz Taylor

ITEM #1: Meeting Called to Order:

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

Board Members:

Present: Dan Waite
Present: Lori Judd
Present: Peggy Elias
Present: Heidi Konsten

ITEM #2: Public Comments: Matthew Spievak suggested it would be timelier to announce roll call in alphabetical order. No further 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 made by Dan Waite: That the Board approves the June 29, 2020 open meeting minutes in its entirety. Motion seconded by Heidi Konsten, all in favor, motion moves forward.

Without motion, Peggy Elias approved the July 14, 2020 closed meeting minutes. Lori Judd, Heidi Konsten and Dan Waite did not attend the closed meeting.

ITEM #5: Proposed NAC Language Regarding the Practices for Court Reporting Firms: Peggy Elias presented 5 sections on proposed regulations regarding the practices and licensing requirements for court reporting firms. The regulations outline the duties of the designated representative of a court reporting firm and the effects of a suspended or revoked license or certificate holder of a court reporting firm, person, owner, shareholder, member or representative or limited-liability company. A copy of the proposed language is attached and will be kept on file. No further comments.

MOTION by Heidi Konsten: That the Board approve the proposed language in section 1 that outlines the restrictions on issuance of a new court reporting firm license or court reporter's certificate after revocation or suspension. Motion seconded by Peggy Elias, Lori Judd in favor, Dan Waite opposed, motion moves forward.

MOTION by Heidi Konsten: That the Board approve the proposed language in section 2 that outlines the restrictions on granting the designated representative of a court reporting firm's status to persons whose license or certificate has been revoked or suspended. Motion seconded by Peggy Elias, Lori Judd in favor, Dan Waite opposed, motion moves forward.

MOTION by Heidi Konsten: That the Board approve the proposed language in section 3 that outlines the grounds for refusal to issue or renew a court reporting firm license, certificate or a designated representative of a court reporting firm's status. Motion seconded by Peggy Elias, Lori Judd in favor, Dan Waite opposed, motion moves forward.

MOTION by Peggy Elias: That the Board approve the proposed language in section 4 that outlines the requirements of the court reporting firm and the designated representative of a court reporting firm to have knowledge of the laws that govern them. Motion seconded by Heidi Konsten, Lori Judd in favor, Dan Waite opposed, motion moves forward.

MOTION by Heidi Konsten: That the Board amend all proposed language that reads "firm representative" to be change to "designated representative of a court reporting firm" to keep consistent with the statutory definition. Motion seconded by Peggy Elias, Lori Judd in favor, Dan Waite opposed, motion moves forward.

MOTION by Heidi Konsten: That the Board refer section 5 that outlines the effects on a court reporting firm, limited-liability company, partnership or corporation of revocation or suspension of their license or designated representative of a court reporting firm to the Legislative Regulations Committee for further discussion. Motion seconded by Dan Waite, all in favor, motion moves forward.

MOTION by Peggy Elias: That the Board approves section 1 through 4 and instructs the Executive Secretary to submit the proposed regulations to the Legislative Counsel Bureau for drafting. Motion seconded by Heidi Konsten, Lori Judd in favor, Dan Waite opposed, motion moves forward.

ITEM #6: **Legal and Administrative Fees Resulting from Disciplinary Matters:** Lori Judd presented a breakdown of outstanding legal and administrative costs to the Board resulting from disciplinary matters. The respondents failed to pay and these costs are paid by the Board. In addition to these outstanding costs, pre-liminary investigations generate legal fees that are not allocated to a formal complaint and the Board will pay for these costs too. A discussion ensued on ways to collect the outstanding costs and discussed ways to protect the Board from these types of expenses. Lori Judd suggested filing a 1099 to each of the respondents with outstanding debt to the Board. Dan Waite suggested seeking small claims and volunteered to secure a pro bono attorney to represent the Board. However, before seeking small claims, Mr. Waite suggested speaking to the Board's Deputy Attorney General to ensure the Board has the ability to seek small claims as some of the costs are associated with fines due to the General Fund of the state. No further comments.

MOTION by Dan Waite: That the Board instruct the Executive Secretary to contact the Deputy Attorney General to seek options to collect the outstanding debt and his billable time shall not exceed 1 hour. Motion seconded by Heidi Konsten, all in favor, motion moves forward.

ITEM #7: **Ratify July Test Results:** Debbie Uehara reported 1 applicant registered for the July 10th firm exam and 8 applicants registered for the July 11th certification exam for court reporters. 1 applicant transferred her fee and application to the October 17th exam. 7 applicants participated in the certification exam. Both exams ran smoothly without incident. A closed meeting was held on July 14th to grade the exams. For future discussion, Ms. Uehara suggested holding the exam during a week day to ensure the facility is operating with staff and doors are unlocked. Due to CDC guidelines, a larger conference room may be needed to avoid hosting more than 1 session to administer the exam. No further comments.

MOTION by Dan Waite: That the Board ratify the test results from the July 10, 2020 exam for the designated representative of a court reporting firm and the July 11, 2020 certification exam for court reporters. Motion seconded by Peggy Elias, all in favor, motion moves forward.

ITEM #8: **Review of Board's Expenditures:** Debbie Uehara presented 2 items that may help reduce costs to the Board's monthly expenditures. Ms. Uehara proposed to cancel Cox Communications services and utilize the building's free Wi-Fi service and obtaining a cellular service; by doing so, the estimated saving per month could be \$135.00 or approximately \$1,620.00 annually. She also proposed utilizing a free email address provided by Gmail versus using a government email address that costs the Board \$83.52 per month or \$1,002.24 annually. Ms. Uehara contacted several state agencies to verify if using a government email address is required; she was unable to receive confirmation. However, she provided email addresses from 5 larger Boards that did not use a government email address. A copy of her report is attached and will be kept on file. Peggy Elias expressed her concerns of using the building's Wi-Fi that is not secured, she suggested keeping Cox Communication's secured internet service or obtain another secured service. Heidi Konsten suggested Verizon's secured Hotspot that could be used with a cellular phone. Without motion, the Board instructed Ms. Uehara to gather information on cellular and internet services and to move forward on creating Gmail email addresses. She will give an update at the next scheduled open meeting. No further comments.

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ITEM #9: **Next Open Meeting and Agenda Items:** The next open meeting will be scheduled after the October exams to ratify the test results; agenda items will be determined at a later date.

ITEM #10: **Public Comments:** No public comments.

MOTION by Dan Waite: That the Board adjourn the meeting at 7:01pm. Motion seconded by Peggy Elias, all in favor, motion moves forward.