



## STATE OF NEVADA CERTIFIED COURT REPORTERS BOARD

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**PEGGY ELIAS – Chairperson**

*Court Reporter Member*

**HEIDI KONSTEN – Vice Chairperson**

*Court Reporter Member*

**DAN WAITE – Board Member**

*Attorney Member*

**LORI JUDD – Board Member**

*Court Reporter Member*

**VACANT**

*Public Member*

## OPEN MEETING MINUTES

*Revised: 1/26/21*

Date: Tuesday, January 12, 2021

Start Time: 5:48pm

End Time: 6:34pm

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

Present Via TelCon:

Dan Waite	Lori Judd	Peggy Elias	Heidi Konsten
Kit MacDonald	Justin Taruc	Debbie Uehara	Gina Shrader
Margie Carlson	Pamela Piehler	Ellen Goldstein	Noel Gillette
Laurie Miller	Kathy Jackson	Robert Balian	Kathy DiLorenzo
Dawn Gustin	Carrie Hewerdine	Mickey Marez	Romona McGinnis
Janice David	Michel Loomis	Linda Sprague	Rebecca Romano
Kathy Silva	Peggy Hoogs	Robert Cangemi	Clara Casey
	Allyson Harris	Kim Waldie	

**ITEM #1: Meeting Called to Order:**

Without motion, Lori Judd called the meeting to order at 5:48pm.

Board Members:

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

**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 Heidi Konsten, all in favor, motion moves forward.

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**ITEM #4: Approve Meeting Minutes:**

MOTION by Lori Judd: That the Board approves the October 17, 2020 closed meeting minutes in its entirety. Motion seconded by Lori Judd. Peggy Elias, Heidi Konsten and Dan Waite were not present and abstained, motion moves forward.

MOTION by Dan Waite: That the Board approves the October 19, 2020 open meeting minutes with the amendment to replace a comma with a period in item #4, third motion, after Heidi Konsten's name. Motion seconded by Heidi Konsten, all in favor, motion moves forward.

MOTION by Peggy Elias: That the Board approves the December 3, 2020 Workshop minutes in its entirety. Motion seconded by Dan Waite. Lori Judd was not present and abstained. All others in favor, motion moves forward.

**ITEM #5: Designation of New Chair and Vice Chair:** Per NRS 656.080, the Board shall designate a Chair and a Vice Chair from its membership annually. Since January 2020, Lori Judd served as Chairperson and Peggy Elias served as Vice Chairperson. No further comments.

MOTION by Lori Judd: That the Board designate Peggy Elias as the Chairperson of the Board and Heidi Konsten as the Vice Chairperson of the Board pursuant to NRS 656.080. Motion seconded by Heidi Konsten, all in favor, motion moves forward.

**ITEM #6: Gina Shrader's Settlement Agreement:** Per Gina Shrader's settlement agreement and order, Case No. 2019-C004, after completing the 1-year suspension but prior to beginning the probation period, she must appear before the Board. Debbie Uehara confirmed Ms. Shrader paid her fees in full on October 8, 2020 in the amount of \$2,761.60. Lori Judd stated Ms. Shrader was brought before the Board multiple times for outstanding orders. Ms. Judd stressed the need to have Ms. Shrader supervised to ensure she fulfills all orders in a timely manner. Ms. Judd stated Ms. Shrader's past performance has proven she does not have the capability to fulfill the work demands in district court. Ms. Shrader expressed her embarrassment and guaranteed she would not commit further violations. A copy of Ms. Shrader's settlement agreement is available for viewing on the Board's website at [www.crptr.nv.gov](http://www.crptr.nv.gov). No further comments.

MOTION by Peggy Elias: That the Board reinstate Gina Shrader, CCR #647 and place her on a 1-year probation, for the period of January 12, 2021 through January 12, 2022. During her probation period, Ms. Shrader will be under the supervision of Board member Lori Judd; until her term expires on October, 31, 2021. Upon the expiration of Ms. Judd's term, the Board will assign another Board member to supervise Ms. Shrader's remaining probation period. Ms. Shrader is prohibited to work in any Nevada court room. Motion seconded by Dan Waite, all in favor, motion moves forward.

AMENDED MOTION by Peggy Elias: That the Board reinstate Gina Shrader, CCR #647 and place her on a 1-year probation, for the period of January 12, 2021 through January 12, 2022. During her probation period, Ms. Shrader will be under the supervision of Board member Lori Judd; until her term expires on October, 31, 2021. Upon the expiration of Ms. Judd's term, the Board will assign another Board member to supervise Ms. Shrader's remaining probation period. Ms. Shrader is prohibited to work in any district court room in Nevada and will be brought before the Board if there are complaints of untimely transcripts. Motion seconded by Dan Waite, all in favor, motion moves forward.

**ITEM #7:** **Executive Secretary’s Salary, Bonus and Benefits Structure:** Lori Judd presented a timeline of Debbie Uehara’s salary and bonus structure; highlighting that Ms. Uehara’s last raise was in 2012. Ms. Judd shared Ms. Uehara eliminated certain utility services and provides certain in-house services that resulted in a cost savings to the Board. Ms. Judd proposed to utilize the savings to provide Ms. Uehara a raise and/or bonus. Peggy Elias stated a permanent raise is well deserved and long overdue. A copy of the savings schedule is attached and will be kept on file. No further comments.

MOTION by Dan Waite: That the Board increase the Executive Secretary’s salary from \$26.00 per hour to \$28.00 per hour and provide a 1-time bonus of \$3,025.00 as soon as practical. Motion seconded by Peggy Elias, all in favor, motion moves forward.

**ITEM #8:** **Office Lease Renewal:** Debbie Uehara presented the office lease renewal negotiated by the State of Nevada Department of Administration Leasing Services. The proposed lease will be executed on April 1, 2021 through March 31, 2024 with a slight rent reduction each year. A copy of the lease is attached and will kept on file. No further comments.

MOTION by Dan Waite: That the Board approves the proposed lease. Motion seconded by Heidi Konsten, all in favor, motion moves forward.

**ITEM #9:** **Online Testing Services:** Debbie Uehara reported several inquiries about remote testing, specifically during the Covid-19 quarantine. Ms. Uehara shared a brief cost analysis to utilize remote testing. The cost to implement the exam ranges from \$1,000 do-it-yourself, up to \$40,000 with real time proctors. In addition, there are monthly service fees to maintain the program. The Board averages about 15-20 exam applicants per year and utilizing a remote testing service may not be practical at this time. If the Board considers remote testing, it would require NRS amendments at the 2023 legislative session. This matter is open for additional discussion in the future. No further comments.

**ITEM #10:** **Executive Secretary’s Report:** Debbie Uehara presented the financial and disciplinary action reports. Ms. Uehara reported 1 active investigation. Ms. Uehara reported she attended the first Administrative Collaborative meeting on December 10<sup>th</sup>. There were 13 executive directors and secretaries on the call; some sent by their Board to get gather more information to determine if this committee will benefit their Board. To date, 8 Boards have signed on. Ms. Uehara reported the committee will be a good resource for information and support. A copy of the financial and disciplinary report is attached and will be kept on file. No further comments.

**ITEM #11:** **Next Open Meeting Date and Agenda Items:** The next open meeting will take place towards the end of January or early February to ratify the January 15, 2021 certification exam test results. The agenda items will be determined at a later date. No further comments.

**ITEM #12:** **Public Comments:** Mickey Marez expressed his gratitude to the Board for providing a raise and bonus to the Executive Secretary and shared his appreciation to the Executive Secretary for the services she provides to the Board. No further comments.

**ITEM #13:** **Final Roll Call:** Final roll was taken by Debbie Uehara to confirm attendance for those earning their continuing education credit.

Adjournment: Dan Waite adjourned the meeting at 6:34pm. Motion seconded by Heidi Konsten, all in favor, motion moves forward.