



## STATE OF NEVADA CERTIFIED COURT REPORTERS BOARD

5135 Camino Al Norte, Suite 270 North Las Vegas, Nevada 89031

Phone: (702) 489-8787

Website: [crptr.nv.gov](http://crptr.nv.gov) Email: [NVCCRB@gmail.com](mailto:NVCCRB@gmail.com)

### *Board Members:*

**LISA MC GRANE** – Chairperson

*Public Member*

**HEIDI KONSTEN** – Vice Chairperson

*Court Reporter Member*

**WILLIAM LABORDE** – Board Member

*Court Reporter Member*

**KEVIN DIAMOND** – Board Member

*Attorney Member*

**LINDA SHAW** – Board Member

*Court Reporter Member*

## **NOTICE & AGENDA - OPEN MEETING** **STATE OF NEVADA CERTIFIED COURT REPORTERS BOARD** **Monday, February 12, 2024 @ 5:30pm**

The Board is pleased to invite individuals to participate remotely using Zoom.

### **Join Zoom Meeting:**

<https://us02web.zoom.us/j/81976437302?pwd=MGgwRktvWW43dFIBai9iSTBLMmRkdz09>

Meeting ID: 819 7643 7302

Passcode: 121594

### **Or, Call In:**

1-669-900-9128

Meeting ID: 819 7643 7302

Passcode: 121594

*You may earn 1 Nevada law continuing education credit by personal attendance.*

### **INSTRUCTIONS TO EARN 1 CREDIT PER DESIGNATED MEETING**

1. Registration is not required. You may earn 1 credit by personal attendance per designated meeting. You must be present for the duration of the meeting. Your attendance is verified by the Zoom meeting report. **YOU MUST IDENTIFY YOURSELF WHILE ON THE CALL.**
  2. You can earn and submit up to 3 credits by attending a designated meeting.
  3. It is your responsibility to keep track of the meeting dates and credits you earned. Please visit our website and click on “Continuing Education” > “Confirmation of Nevada Law Credits” to verify your meeting attendance and credits earned.
  4. You are required to submit your credits to our office by using a Report of Compliance form.
- Upon request, at least 1 copy of the agenda and support materials will be provided at no cost.
  - Asterisk (\*) denotes potential action items. Items may be taken out of order by the discretion of the Chair. Items may be combined for consideration by the public body and items may be pulled or removed from the agenda at any time.

**State of Nevada Certified Court Reporters Board**  
**Open Meeting Agenda – February 12, 2024**  
**Page 2**

- Persons who have business before the Board are solely responsible to see that they are present when their business is conducted.
- We are pleased to make reasonable accommodations for members of the public who have disabilities and wish to attend the meeting. If special arrangements are needed, please call Debbie Uehara at 702-489-8787 to make arrangements.

This agenda is posted at the following locations:

State of Nevada Certified Court Reporters Board  
5135 Camino Al Norte, Suite 270  
North Las Vegas, Nevada 89031

Board's Website:  
Website: [www.crptr.nv.gov](http://www.crptr.nv.gov)

Nevada Public Notice  
Website: <https://notice.nv.gov>

**1. Meeting called to order and roll call:**

- **Board Members**

Speaker: Lisa Mc Grane, Chairperson

**2. Public Comments.**

Public comment is welcomed by the Board and may be limited to three minutes per person at the discretion of the Chairperson of the Board. Public comment will be allowed at the beginning and end of the meeting, as noted on the agenda. The Chairperson of the Board may allow additional time to be given to a speaker as time allows and at their sole discretion. No action may be taken upon a matter raised under this item of the agenda until the matter itself has been specifically included on an agenda as an item upon which action may be taken (NRS 241.020). Prior to the commencement and conclusion of a contested case or a quasi-judicial proceeding that may affect the due process rights of an individual, the Board may refuse to consider public comment. See NRS 233B.126.

**\*3. For possible action; approval of the agenda.**

Speaker: Lisa Mc Grane, Chairperson

**\*4. For possible action; review and approve meeting minutes for:**

- October 25, 2023 Adoption Hearing and Open Meeting Minutes
- January 25, 2024 Closed Meeting Minutes
- February 6, 2024 Legislative Regulations Committee Meeting Minutes

Speaker: Lisa Mc Grane, Chairperson

**\*5. For possible action; ratify the January 19, 2024 certification exam test results.**

Speaker: Debbie Uehara, Executive Secretary

**\*6. For possible action; update Board signatories on all financial accounts with Nevada State Bank.**

Speaker: Debbie Uehara, Executive Secretary

**State of Nevada Certified Court Reporters Board  
Open Meeting Agenda – February 12, 2024  
Page 3**

- \*7. For possible action; review and approve proposed NAC language relating to a temporary certificate of endorsement and submit to LCB for drafting, pursuant to NRS 622.530.**  
Speaker: Kevin Diamond, Legislative Regulations Committee Chair
- \*8. For possible action; discussion to renew the Executive Secretary’s employment contract.**  
Speaker: Heidi Konsten, Managing Supervisor
- \*9. For possible action; discussion to obtain the services of a bookkeeper or accountant to prepare the annual Balance Sheet, pursuant to NRS 218G.400.**  
Speaker: Debbie Uehara, Executive Secretary
- 10. Public Comments.**
- 11. Discussion to schedule the next open meeting and requests for agenda items.**

**Adjournment.**

**In accordance with NRS Chapter 241, this notice was posted on February 7, 2024.**