



STATE OF NEVADA CERTIFIED COURT REPORTERS BOARD

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Board Members:

LISA MC GRANE – Chair

Public Member

HEIDI KONSTEN – Vice Chair

Court Reporter Member

WILLIAM LABORDE – Board Member

Court Reporter Member

KEVIN DIAMOND – Board Member

Attorney Member

LINDA SHAW – Board Member

Court Reporter Member

OPEN MEETING MINUTES

Date: Monday, February 12, 2024

Start Time: 5:35pm

End Time: 6:00pm

Location: Virtual Meeting via Zoom

Present Via Zoom:	Lisa McGrane	Heidi Konsten	William LaBorde	Kevin Diamond
	Debbie Uehara	Alex Nagle	Allyson Harris	Alyssa Kuipers
	Cameo Kayser	Carol Chase	Carolyn Harkins	Carre Lewis
	Celeste Perla	Cindy Magnussen	Debbie Bartgis	Deirdre Rand
	Diane Lewis	Ellen Goldstein	Francis Arenas	Jazz Taylor
	Jennifer Church	John Nagle	John Fahrenwald	Judith Schonlau
	Julie Filiberti	Karen Christensen	Kim Waldie	Kimberly Farkas
	Marcia Leonard	Matthew Spievak	Nicole Hansen	Peggy Isom
	Rachel Gard	Renee Silvaggio	Samantha McNett	Sharon Bradley
	Susan Naylor	Tammy Breed	Terry Thompson	Vanessa Lopez
	Vickie Larsen	Wendy Honable		

ITEM #1: Meeting Called to Order:

Without motion, Lisa McGrane called the meeting to order at 5:35pm.

Board Members:

Lisa McGrane	Present
Heidi Konsten	Present
William LaBorde	Present
Kevin Diamond	Present
Linda Shaw	Not Present

ITEM #2: Public Comments: No public comments.

ITEM #3: Approval of the Agenda:

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

ITEM #4: Approval of Meeting Minutes:

MOTION by Heidi Konsten: That the Board approves the meeting minutes for the October 25, 2023 Adoption Hearing and Open Meeting, January 25, 2024 Closed Meeting and the February 6, 2024 Legislative Regulations Committee Meeting in its entirety. Motion seconded by Kevin Diamond, all in favor, motion moves forward.

ITEM #5: Ratify the January 19, 2024 Certification Exam Results: Debbie Uehara reported 3 applicants registered and appeared for the certification exam. There were no applicants for the firm exam. A closed meeting took place on January 25, 2024 to grade the exams. Ms. Uehara confirmed 3 applicants passed the exam with 52 errors or less. No further comments.

MOTION by Heidi Konsten: That the Board ratifies the test results from the January 19, 2024 certification exam. Motion seconded by Kevin Diamond, all in favor, motion moves forward.

ITEM #6: Update Board Signatories with Nevada State Bank: Debbie Uehara asked the Board to update their signatories with Nevada State Bank as follows:

- Remove Peggy Elias as a signatory. Ms. Elias' term expired on October 31, 2023.
- Add Linda Shaw as a new signatory. Ms. Shaw was appointed to serve on the Board on February 1, 2024.

No further comments.

MOTION by Heidi Konsten: That the Board will remove Peggy Elias as a signatory and add Linda Shaw as a new signatory on all financial accounts with Nevada State Bank. Motion seconded by Kevin Diamond, all in favor, motion moves forward.

ITEM #7: Review Proposed NAC Language Relating to a Temporary Certificate by Endorsement:

Kevin Diamond presented proposed language relating to a temporary certificate by endorsement. Mr. Diamond reported the proposed language was approved by the Legislative Regulations Committee at their February 6, 2024 committee meeting. Based on comments received on the following day from Eileen O'Grady of LCB, the language will need to be reworked to fall within the requirements of NRS 622.530. Mr. Diamond asked if he could have a discussion with LCB before commencing further action with the committee. Debbie Uehara will contact Ms. O'Grady to seek her input. No further comments. No motion.

ITEM #8: Executive Secretary Employment Contract Renewal: Heidi Konsten presented AB 522 that went into effect on July 1, 2023. AB 522 requires certain state employees to receive a 12% raise on July 1, 2023, followed by a 4% raise on July 1, 2024. Debbie Uehara was not asking the Board to make the 12% raise retroactive to July 1 2023, instead, she asked the Board to consider making the raise effective upon her contract renewal. A discussion ensued to provide Ms. Uehara a 16% raise effective February 15, 2024. No further comments.

MOTION by Kevin Diamond: That the Board provide the Executive Secretary a 16% raise (\$37.27 per hour) effective February 15, 2024 and extend her employment contract to February 15, 2026. Motion seconded by William LaBorde, all in favor, motion moves forward.

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ITEM #9: **Obtain Accounting Services to Prepare the Annual Balance Report:** Debbie Uehara asked the Board to consider hiring a bookkeeper or accountant to assist when preparing the annual balance sheet on a as needed basis. Ms. Uehara suggested using Triple AAA Business, the bookkeeper will provide her services for \$500 to prepare the report or lend her assistance at a lower cost. No further comments.

MOTION by Kevin Diamond: That the Board will allow the Executive Secretary to obtain the services of a bookkeeper or accountant to assist and/or prepare the annual balance sheet report. Motion seconded by Heidi Konsten, all in favor, motion moves forward.

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

ITEM #11: **Next Open Meeting:** Kevin Diamond requested any language changes be placed on the agenda for Board discussion. Debbie Uehara will ask Lori Judd to present the new guidelines for independent contractors. The next scheduled open meeting date will be determined at a later date.

Adjournment:

Motion by Heidi Konsten to adjourn the meeting at 6:00pm.