

Supreme Court Board of Certified Reporters

Arizona State Courts Building
1501 West Washington, Phoenix, AZ 85007
Conference Room CLD1
12:00 p.m. - 1:00 p.m.

September 12, 2005
Approved Regular Session Minutes

Members Present:

Judge Lawrence Winthrop
Patricia Seguin

AOC Staff Present:

Rhonda Simmons
Nina Preston
Brenda Lee Dominguez

Members Absent:

James Bouley
Judge Jan Kearney

Members Present Telephonically:

Judge William E. Druke
Jennifer Stadler
Jean Lea
Sandra Markham
Kathleen Montalvo

Call to Order

The meeting was called to order by Sandra Markham at 12:00 p.m.

Recommendations and Board Action

Applicant for Initial Certification

The following reporter requested she be granted Provisional Standard Certification based on staff awaiting the FBI results of her fingerprints. Rhonda Simmons informed the Board the following reporter has passed the RPR and Arizona Written Exam and meet all other qualifications for certification, but because the FBI results have not been processed and returned to the Program, she should be granted Provisional Standard Certification at this time:

Marta Rice

A **motion** was made by Judge William Druke and seconded by Patricia Seguin to grant Provisional Standard Certification to the reporter listed above based on all documents provided and because FBI results have not been processed and returned for her. Motion passed. **BCCR-05-106**

Transcript Format Guidelines

Discussion re: including Transcriber's Manual in § 7-206.

Rhonda Simmons reported to the Board the Keeping the Record Committee has requested the Transcriber's Manual for transcriptionists be included into § 7-206 as well as the Transcript Format Guidelines for Certified Reporters. With the Transcriber's Manual included into the code, this would ensure the Board's jurisdiction over the certified reporter regardless of whether the transcript was made stenographically or from an electronic recording.

A **motion** was made by Judge William Druke and seconded by Judge Lawrence Winthrop to incorporate the adopted Transcript Format Guidelines into §7-206. Motion passed. **BCCR-05-107**

Continuing Education Issues

Consideration of requests for continuing education credit.

Mark Miller

Rhonda Simmons reported Certified Reporter, Mark Miller has 3 in-person credit hours of continuation education through Stenograph and is requesting an additional 7 credit hours through on-line courses by the same company. The Board reviewed the Continuation Education Policy (D)(8) that limits self study to 5 credit hours.

A **motion** was made by Judge William Druke and seconded by Judge Lawrence Winthrop to grant Mark Miller 5 credit hours in self-study through Stenograph. Motion passed. **BCCR-05-108**

Rhonda Simmons reported to the Board a reporter has requested 6 hours for attending "The Conference for Women" which includes the following sessions: How to Communicate Like a Pro, Conflict Management Skills Especially for Women, A Brand-New You...Assertiveness Skills that Lead to Success, Learning to Lead, How to Keep Difficult People from Ruining Your Day, Are You Doing What You Love – or Even Loving What You're Doing?, How to Say the Right Thing in Tough Situations, Keep Your Emotions from Running the Show, Personalize Your Work Space to Feed Your Spirit, and Presenting Yourself as a Woman Who's Going Places.

A **motion** was made by Judge William Druke and seconded by Jean Lea to grant a maximum of 5 hours of continuing education credit for attendance to The Conference for Women. Motion passed. **BCCR-05-109**

Requests for Hearing

Two requests for Hearing and Board's decision regarding whether to appoint a hearing officer.

Rhonda Simmons reported to the Board Maria Geare and Troy Kelley have both requested a hearing on their denial of extension of temporary certification based on extenuating circumstances.

A **motion** was made by Judge William Druke and seconded by Judge Lawrence Winthrop approving the appointment of a hearing officer for both requests for hearing. Motion passed. **BCCR-05-110**

Call to the Public

None present.

Adjournment

The meeting of the Board of Certified Reporters adjourned at 12:15 p.m.

/bld