

Supreme Court Board of Certified Court Reporters

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

September 13, 2004
Approved Minutes

Members Present By Phone:

Judge Jan Kearney
Jean Lea
Sandra Markham
William E. Druke
Jennifer Stadler

AOC Staff Present:

Rhonda Simmons
Lauren Hargrave
Nina Preston
Nancy Swetnam

Members Absent:

James Bouley
Sylvia Brandfon
Judge Philip Hall

Members Present:

Douglas Brooks

Call to Order

The meeting was called to order by Sandi Markham at 12:04 p.m.

Recommendations and Board Action

Applicants for Initial Certification

The following court reporters requested they be granted Provisional Standard Certification based on staff awaiting the FBI results of their fingerprints. Rhonda Simmons informed the Board the court reporters listed below meet all qualifications for certification, but because the FBI results have not been processed and returned for them, they should be granted Provisional Standard Certification:

Susan Jacks
Gail Ferguson

A **motion** was made by William E. Druke and seconded by Douglas Brooks to grant Provisional Standard Certification to the court reporters listed above based on all documents provided and because FBI results have not been processed and returned for them. Motion passed. **BCCR-04-093**

Continuing Education Issues

Consideration of requests for continuing education credit

Rhonda Simmons reported court reporter Kelly Woods is requesting full credit to attend

the Citizen's Police Academy held by the City of Glendale Police Department. Ms. Woods will be attending 10 separate courses. Each course will last 3 hours. The Board discussed concerns regarding whether or not the activity was directly related to court reporting.

Citizen's Police Academy

Judge Jan Kearney joined the meeting.

A **motion** was made by Jennifer Stadler and seconded by Jean Lea to approve 5 hours of continuing education credit for the above entitled Citizen's Police Academy Course. Motion passed 5-1. Sandra Markham opposed. **BCCR-04-094**

Rhonda Simmons is requesting approval of the following ASU Downtown Lectures and is recommending 1 hour of continuing education credit for each:

Angry Men and Angry Women
Confidently Coping With Change
Entrepreneurial Thinking
Of Dreams and Dreamers

A **motion** was made by Judge Jan Kearney and seconded by Jean Lea to approve 1 hour continuing education credit for "Angry Men and Angry Women", "Confidently Coping With Change", and "Entrepreneurial Thinking" ASU Downtown Lectures. Motion passed. **BCCR-04-095**

Rhonda Simmons reported a court reporter is requesting 16 hours credit for attending the beginning QuickBooks class which is offered through the Coconino Community College. This course is not given college credits and the court reporter believes the course is directly related to court reporting. The Board discussed how many college credits the course would be if it was offered. The Board discussed concerns regarding whether or not the activity was directly related to court reporting.

Beginning QuickBooks

A **motion** was made by Jennifer Stadler and seconded by William E. Druke to approve 5 hours of continuing education credit for the above entitled course. Motion passed. **BCCR-04-096**

Rhonda Simmons reported a court reporter is requesting 3.6 hours credit for attending a workshop at the Sheraton Crescent Hotel entitled "Connecting Arizona Advocates". The workshop involves sign language and support service providers for the deaf. One session is entitled "How to visualize classifiers in adult sign language" and she is requesting 2.8 credits. The second session is entitled "Deaf, Blind Interpreter and Support Service Provider" and she is requesting .8 credits.

Connecting Arizona Advocates

A **motion** was made by William E. Druke and seconded by Judge Jan Kearney to approve 3.6 hours of continuing education credit for the above entitled workshop. Motion passed. **BCCR-04-097**

Recommendations and Board Action

Applicants Forms and Deadlines

Rhonda Simmons presented the Board with a draft application for inactive status application. The application was drafted after the NCRA inactive status application and Ms. Simmons is seeking approval of the form for the 2005 renewal period. The Board discussed the phrase inactive status year and agreed the inactive status year should be filled in for the applicant by the program.

A **motion** was made by William E. Druke and seconded by Douglas Brooks to approve the 2005 Inactive Status Application as amended. Motion passed. **BCCR-04-098**

Rhonda Simmons reported a separate renewal application for provisional standard certification or temporary certification was not drafted. Ms. Simmons will be including a memo in their renewal application packet which would not be added to a packet for a Standard Certificate holder. The memo will give the applicant deadlines for passing the RPR and other necessary information pertaining to their certification. The Board agreed there was no need for a separate renewal application for Provisional or Temporary Certificate holders.

Ms. Simmons stated last year the Board approved extensions requested during the renewal period through February 28, 2003. The Board then considered extensions at the February Board Meeting. This allowed court reporters time to get the results of the RPR back and determine whether a further extension would be necessary. If a further extension was necessary, the reporter had enough time to obtain the necessary documentation to request a further extension. The Board agreed a Temporary Certificate holder will be renewed only through February 28, 2005. The Board will consider extensions on temporary certification at the February 14, 2005 Board Meeting.

Ms. Simmons requested the renewal deadline for 2006 be Monday, November 21, 2006. The Board agreed.

Nancy Swetnam joined the meeting.

Executive Session

A **motion** was made by Douglas Brooks and seconded by William E. Druke to go into Executive Session to discuss records exempt by law or rule from public

inspection or for advice of counsel. Motion passed. **BCCR-04-098**

Executive Session Ended

Consideration of Complaint(s) & OSC's

Clarification of Complaint

(During Executive Session the Board reviewed the confidential record of the reporter and for the purposes of the public session will identify the reporter as Court Reporter #1)

A **motion** was made by William E. Druke and seconded by Jean Lea to grant an extension for filing formal charges for Court Reporter #1 through October 18, 2005. Motion passed. **BCCR-04-099**

Call to the Public

There was no response from the public.

Adjournment

A **motion** was made by Jean Lea and seconded by Douglas Brooks to adjourn. Motion passed. **BCCR-04-100**

The meeting of the Board of Certified Court Reporters adjourned at 12:35 p.m.