

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.

October 4, 2004
Approved Minutes

Members Present:

Judge Philip Hall
Sandra Markham
Jennifer Stadler
Douglas Brooks

AOC Staff Present:

Rhonda Simmons
Lauren Hargrave
Nora Taylor
Nina Preston

Members Absent:

James Bouley
William E. Druke
Sylvia Brandfon

Members Present by Phone:

Jean Lea
Judge Jan Kearney

Guests:

Marvin Atwood

Call to Order

The meeting was called to order by Sandra Markham at 10:06 a.m.

Review and Approval of Meeting Minutes

Regular session minutes of August 9, 2004 and September 13, 2004

A **motion** was made by Judge Philip Hall and seconded by Jennifer Stadler to adopt the minutes from August 9, 2004. Motion passed. **BCCR-04-101**

A **motion** was made by Douglas Brooks and seconded by Jennifer Stadler to adopt the minutes from September 13, 2004. Motion passed. **BCCR-04-102**

Recommendations and Board Action

Applicants for Initial Certification

Rhonda Simmons reported there were no applicants for initial certification.

Applicants for conversion

Rhonda Simmons reported the following court reporter requested he be converted from Provisional Standard Certification to Standard Certification based on proof showing he passed all components of the RPR and meets all qualifications for Standard Certification:

Matthew Rose

A **motion** was made by Jennifer Stadler and seconded by Judge Philip Hall to convert the Provisional Standard Certification of the court reporter listed above to Standard Certification, based on documentation provided showing he completed all components of the RPR and meets all other qualifications for Standard Certification. Motion passed. **BCCR-04-103**

Rhonda Simmons reported the following court reporters requested they be converted from Provisional Standard Certification to Standard Certification based on staff receipt of the FBI results and meeting all other qualifications for Standard Certification:

Susan Jacks
Gail Ferguson

A **motion** was made by Jennifer Stadler and seconded by Jean Lea to convert the Provisional Standard Certification of the court reporters listed above to Standard Certification, based on staff receipt of the FBI results. Motion passed. **BCCR-04-104**

Review of voluntary resignations of certification

Rhonda Simmons reported there were no voluntary resignations at this time

Continuing Education Issues

Consideration of requests for continuing education credit.

Rhonda Simmons is requesting approval of the following ASU Downtown Lectures and is recommending 1 hour of continuing education credit for each. The Board discussed the October 19, 2004, You Drive Me Crazy, But I Love You seminar being related to stress management.

Using Tribal Practices for Dispute Resolution
Secrets of Professional Organizers Revealed
You Drive Me Crazy, But I Love You
American Indian Facts of Life: A Profile of Today's Populations, Tribes, and Reservations
Cellular Inflammation, The Secret Killer
Affirming and Redefining Indian Self-Determination: Coming Full Circle
A Life Fully Lived

A **motion** was made by Jean Lea and seconded by Jennifer Stadler to approve 1 hour of continuing education credit for the above entitled ASU Downtown Lectures. Motion passed. **BCCR-04-105**

Rhonda Simmons reported court reporter Kelly Woods is requesting 5 hours credit for a police ride along. The Board granted Ms. Woods 5 hours of continuing education last month for attending the Citizen's Police Academy and Ms. Woods was granted credit for a police ride along two years ago. The Board discussed a possible code revision regarding limited consecutive classes annually, and reoccurring continuing education, and would like court reporters to obtain their continuing education hours with training more related to court reporting. The Board discussed whether the ride along would be approved by NCRA and COJET.

Judge Jan Kearney joined the meeting.

A **motion** was made by Judge Philip Hall and seconded by Douglas Brooks to approve 5 hours of continuing education credit to Kelly Woods for the above entitled course. Motion passed. **BCCR-04-106**

Rhonda Simmons reported court reporter Linnae Bauer has indicated she has signed up for the Anita Paul seminar in December and is requesting an extension to fulfill her continuing education requirements for renewal. Rhonda Simmons reported if Ms. Bauer takes the seminar in December the Board can review her renewal application during the January 10, 2005 board meeting.

A **motion** was made by Jennifer Stadler and seconded by Douglas Brooks to grant a continuing education extension to Linnae Bauer. Ms. Bauer is to provide proof of completion of the ten continuing education credits required within the 2004 calendar year by January 10, 2005. Motion passed. **BCCR-04-107**

Executive Session

A **motion** was made by Judge Philip Hall and seconded by Douglas Brooks to go into Executive Session to discuss records exempt by law or rule from public inspection or for advice of counsel. Motion passed. **BCCR-04-108**

Executive Session Ended

Nina Preston joined the meeting during executive session.

Review and Approval of Executive Session Meeting Minutes

Executive Session Minutes of August 9, 2004 and September 13, 2004.

A **motion** was made by Douglas Brooks and seconded by Jean Lea to adopt the executive session minutes from August 9, 2004 as amended during executive session. Motion passed. **BCCR-04-109**

A **motion** was made by Douglas Brooks and seconded by Judge Philip Hall to adopt the executive session minutes from September 13, 2004. Motion passed.
BCCR-04-110

Topics for Discussion

Board Meeting 2005

The Board reviewed the proposed board meeting dates for 2005.

Board Appointments

Rhonda Simmons reported 4 board positions are due for reappointment on January 1, 2005. Judge Jan Kearney will be seeking reappointment. Douglas Brooks, Sylvia Brandfon, and Judge Philip Hall will not be seeking reappointment. Judge Hall e-mailed the Division I Court of Appeal Judges inquiring if there is an interest in the position and has not received a response to date.

Program Updates

Keeping the Record Committee

Sandra Markham reported the Keeping the Record Committee Standards Workgroup is working on transcript guidelines and has produced a draft. The Board discussed the guidelines and noted that any changes proposed to the transcript guidelines for court reporters would have to be done by code revision if approved by the Board. Judge Jan Kearney reported the Keeping the Record Rules Committee continues to meet.

Complaints

Rhonda Simmons reported 2 complaints were closed last month, 1 was received last Friday, bringing the total open complaints to 17.

Arizona Written Exam Schedule 2005

The Board reviewed the schedule for the administration of the Arizona Written Exam in 2005.

Independent Medical Evaluator

Rhonda Simmons reported the Independent Medical Evaluator will be submitting reports to the Board by October 31, 2004 regarding the medical evaluations of the temporary certificate holders. The reports will be mailed to the Board and discussed at the Board Meeting in December.

Executive Session #2

A **motion** was made by Judge Philip Hall and seconded by Douglas Brooks to go into Executive Session to discuss records exempt by law or rule from public inspection or for advice of counsel. Motion passed. **BCCR-04-111**

Executive Session #2 Ended

Consideration of Complaints

(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 Douglas Brooks and seconded by Jean Lea to grant an extension for filing formal charges for Court Reporter #1 through November 22, 2005. Motion passed. **BCCR-04-112**

Call to the Public

Marvin Atwood, ACRA Board of Directors member, addressed the Board relative to clarification of the new code sections. Mr. Atwood reported ACRA will be making a direct mailing of the new code section to its members and is requesting the Board do the same. Rhonda Simmons reported the Board previously directed staff to include information relative to the new code within the 2005 renewal packets that will be mailed to each reporter in October. A request for the new code section must be received in writing or is downloadable on the Court Reporter Website. The Board reported it is the responsibility of the court reporter to obtain the new code.

Marvin Atwood requested the status on the Ethics Advisory Committee. Rhonda Simmons reported that due to budget concerns this committee has not been pursued. Ms. Simmons will place this issue on a spring agenda to be discussed.

Adjournment

A **motion** was made by Jean Lea and seconded by Douglas Brooks to adjourn. Motion passed. **BCCR-04-113**

The meeting of the Board of Certified Court Reporters adjourned at 11:08 a.m.