

## **CERTIFIED SHORTRHAND REPORTERS**

### **BOARD MEETING**

**April 20, 2004**

**Roll Call.** The Idaho Certified Shorthand Reporters Board met April 20, 2004 via conference call for a special meeting regarding fiscal impact. Present were: Honorable Brent Moss, Byrl Cinnamon, Dianne Cromwell, Candace Childers, and Executive Secretary Margaret Odedo.

The meeting was called to order by President Byrl Cinnamon at 8:10 a.m.

Byrl asked Margaret to review of outstanding .03 position. Margaret stated that this additional position was added prior to her joining the board. Department of Financial Management had reviewed information and felt that the additional .03 was necessary to facilitate any overtime or mandatory meetings that the executive secretary must attend on behalf of the board.

This information was added to the FY04 and the FY05 budget request, bringing the total position from .25 to .28. This information was then presented to legislative session and was approved. At the current time only .25 has been used. Margaret also further explained that currently she is working 10 hours per week and that additional .03 would bring her to 11.2 hours per week.

Byrl asked about savings to the Board. Margaret explained that there was an adjustment made in the FY04 Budget request of minus 6,493.00 in benefits. This adjustment was due to error in previous calculations.

Byrl then asked Margaret if the Board approved the additional .03 would we be required to use this each time. Margaret stated that if there were not a need, then she would not use the additional 1.2 hours. Margaret felt that the .03 would be appropriate in renewal process time, completing any additional reports required from the Department of Administration due to compliance issues, attending Board meetings, attending Board Examinations or any required trainings provided by the Department of Administration.

Diane asked how we were doing in our spending. Margaret reviewed the current and estimated expenditures for FY04, explaining in the Personnel funding we will have a balance of about 3900.00 that will be reverted back and in the Expenditures a balance of approximately 6,000 will be reverted back. Diane then stated since we were doing very well financially, that she did not see a problem with adding the .03 position.

Byrl asked if there were any further questions from any Board members. There were no further questions. Byrl then asked Board members for a motion to be made in regards to approval or disapproval of the additional .03 position. Brent Moss moved that the .03 position should be approved. Dianne seconded the motion. Motion Carried.

Margaret asked Byrl to provide her with the necessary written authorization.

Meeting adjourned at 8:25 a.m.

Respectfully submitted,

Byrl Cinnamon  
Board President