

**CERTIFIED SHORTHAND REPORTERS  
BOARD MEETING  
Minutes  
July 30, 2005**

**Roll Call.** The Idaho Certified Shorthand Reporters Board met July 20, 2005, at the Certified Shorthand Reporters Board Office located at 3350 Americana Terrace, Suite 243, Boise, ID. Present were: Byrl Cinnamon, Candace Childers, Yvonne Hyde-Gier, and Executive Secretary Margaret Odedo. Members Honorable Brent Moss and Mike Peacock were absent.

Guests included: Amy Castro; Legislative Service Office, Maria Barratt; Department of Financial Management, Carmon Brooks; State Controllers Office, CSR, Lori A. Pulsifer; CSR, Kim Saunders; Jill Hewson; Boise Court Reporting Institute, students, Sandy Muccia; Jahnene Schwisow; Carla Bonelli; Katie Catlin; and Theresa Gee.

President Byrl Cinnamon called the meeting to order at 9:13 a.m.

**Reading of Minutes:** Candace moved that the reading of the minutes from the Board meeting held August 26, 2005, be accepted as is. Yvonne seconded the motion. Motion carried.

**Financial Report:** Margaret reviewed expenditures for the end of fiscal year 2005. Candace moved that the financial report be accepted as given. Yvonne seconded. Motion carried.

**Reading of Communications:** Board members reviewed the following correspondence:

- Letters sent to individuals in regards to compliance issues.
- Letter received from CSR, Lori A. Pulsifer in regards to continuing education criteria for all Idaho CSR's. Byrl advised Lori that this issue was brought up last year, but was not implemented. He further explained that this sort of change would need to go through the legislative process and thanked Lori for bringing this item to the Board. Lori asked if the Idaho Court Reporting Association should be involved. Byrl reiterated the procedures affecting CSR statutes and rules, emphasizing that if changes were proposed, public meetings would be held allowing anyone to attend and provide input.
- Email received from Dorothy Snarr regarding questions around charging individuals and including postage for transcripts was reviewed. Byrl stated that at this time the Board does not regulate such items. No further discussion took place.
- Draft letter to Ms. Nancy Patterson, Bryan College, regarding the possible use of old purchased examination material to be used as study guides. Jill Hewson asked if the Board would consider using NCRA material. Byrl stated that the Board would look into alternatives if needed. Board members approved the draft letter.

**Old Business:**

- Byrl announced that all Rules and Statues changes had been approved by the Legislators.
- Margaret reviewed the web-page and asked the Board to consider adding an on-line feature that would allow individuals the opportunity to pay for renewals. She also asked if the state contractor Idaho Access could review the website and make any suggestions that would allow better access to links. Byrl asked guests CSR, Lori Pulsifer and CSR Kim Saunders if they would not mind paying a fee for this service. Both stated that they would pay the fee. Further discussion continued, and it was

agreed that Margaret would contact the Attorney General for review of current statutes and rules for any changes prior to implementations.

- Yvonne moved that the Board have Access Idaho review the website and that the on-line feature be added once the Board received information from the Attorney General. Candace seconded. Motion carried.

**New Business:**

- Guest, Carmon Brooks from the State Controller's Office presented the new mandatory employee time card reporting system, E.I.S., and the new personnel system, IPOPS. Candace moved that all three CSR Board members accept the responsibility of approving items within the State systems. Yvonne seconded. Motion carried.
- Margaret reviewed new Strategic Plan Requirements set fourth in HB300 and then explained the process for employee evaluations. Margaret also explained a draft budget for fiscal year 2007.
- Byrl introduced a new Board member orientation manual and thought that all items could be used with the exception of the organizational chart. He would like to see changes that better reflected the Board. Guest, Maria Barrett suggested that Margaret, Amy Castro, LSO and she could review the item, and then provide a new chart to include related Idaho Code. Candace moved that Margaret, Amy Castro and Maria Barrett provide the change. Yvonne seconded. Motion carried.
- A current newsletter was reviewed by Byrl. He asked guests if they would like to see this continue. All guests overwhelming stated yes. It was agreed by the Board that a yearly newsletter would be provided to all current CSR's and any other individuals wanting one.
- Margaret presented statistics on possible CSR retirees. Her current information indicates that a number of registered CSR's are aging and at some point these individuals will be retiring. The population growth in Idaho was also reviewed along with current Idaho Court House growth and workloads for our Idaho CSR's. Margaret will continue to monitor and report back to the Board.
- Margaret made a request to the Board to consider holding additional Board meetings via conference call to handle items that come up during the year. It was agreed that as items come up, Margaret will work with the Board President in making arrangements for any necessary meetings.
- Additional item was added to the agenda for discussion by Byrl in regards to individuals who are reporting their residence as Idaho to the National Court Reporting Association. These individuals are not currently certified as Idaho CSR's. Byrl asked students and other guests how they felt about this. Guest unanimously agreed that a friendly letter should be sent to these individuals reminding them of the Idaho Codes, encouragement of registration and dates of examinations. Candace agreed to provide a draft letter that would be reviewed by the Attorney General and then sent to the individuals.

- CSR, Kim Saunders asked if the Board had received copies of correspondence sent to the Governor from the Idaho Association of Court Reporters in regard to nominations. Margaret stated that “she had not received a copy from the IACR. She has only received a copy of the congratulation letter sent to current Board member Candace Childers from the Governor’s office.”

**Miscellaneous:** Board elections were held. Yvonne moved that Candace act as President, Byrl seconded. Motion carried. Yvonne moved that Byrl act as Secretary, Candace seconded. Motion carried. Board members went into executive session. Board members adjourned from the executive session, approving a 3% personnel salary increase.

There being no further business, Candace moved to adjourn. Yvonne seconded. Motion carried.

Meeting adjourned at: 3:00 p.m.