

IDAHO CERTIFIED SHORTHAND REPORTERS BOARD
Bureau of Occupational Licenses
700 West State Street, P.O. Box 83720
Boise, ID 83720-0063

Conference Call Minutes of 9/28/2017

BOARD MEMBERS PRESENT: Byrl Cinnamon - Chair
Darren B Simpson
Susan G Gambee
Susan P Israel

BOARD MEMBERS ABSENT: Michael F Peacock

BUREAU STAFF: Tana Cory, Bureau Chief
Dawn Hall, Administrative Support Manager
Lori Peel, Investigative Unit Manager
Maurie Ellsworth, General Counsel
Pam Rebolo, Technical Records Specialist I
Dicsie Gullick, Management Assistant

The meeting was called to order at 8:02 AM MDT by Byrl Cinnamon.

APPROVAL OF MINUTES

Judge Simpson made a motion to approve the minutes of May 5, 2017. It was seconded by Ms. Israel. Motion carried.

LEGISLATIVE REPORT

Ms. Cory gave the legislative report. The deadline to submit proposed legislative ideas to the Governor's Office was July 14, 2017 and the deadline to submit proposed law and rule changes to the Governor's Office was August 18, 2017 for the 2018 Legislative Session. The Board did not submit laws or rules this year.

EXECUTIVE ORDER

Ms. Cory reviewed the Executive Order issued by Acting Governor Little which requires State agencies to submit a report to the Office of the Governor no later than July 1, 2018. The report will assess whether the licensure requirements are necessary and in the public interest while providing recommendations for improvement, modification or elimination. Ms. Cory also updated the Board on the information and process for public comment which has been added to the Board's website. Judge Simpson made a motion to authorize Ms. Israel to work with Ms. Cory on this issue. It was seconded by Ms. Gambee. Motion carried.

FINANCIAL REPORT

Ms. Hall gave the financial report, which indicated that the Board had a cash balance of \$28,728.96 as of August 31, 2017.

CONTRACT RENEWAL

Ms. Hall presented the 2018 fiscal year Board Contract. Ms. Gambee made a motion to accept the contract and allow the Chair to sign. It was seconded by Ms. Israel. Motion carried.

INVESTIGATIVE REPORT

Ms. Peel gave the investigative report, which is linked above.

FOR BOARD DETERMINATION

Judge Simpson made a motion to approve the Bureau's recommendation and authorize closure in case SRE-2016-1. It was seconded by Ms. Gambee. Motion carried.

OLD BUSINESS

To Do List – The Board reviewed the to do list and no action was taken.

Judge Simpson gave a report on how the courts are currently tracking temporary permits and licenses. He said they are checking the Bureau's website for license expiration dates

NEW BUSINESS

OUTDATED MASTER COPIES CD/WRITTEN EXAMS

The Board discussed what should be done with the outdated master copies of audio CDs and written exams. Ms. Gambee made a motion to direct the Board to destroy the outdated CDs, and for Mr. Cinnamon and Ms. Gambee to review the written tests. It was seconded by Ms. Israel. Motion carried.

Ms. Israel made a motion to authorize travel expenses for Mr. Cinnamon and Ms. Gambee to review the outdated tests and work with the Bureau on the destruction and reworking of written exams. It was seconded by Judge Simpson. Motion carried.

Ms. Gambee made a motion to direct the Bureau to obtain information on the cost of ordering two more tests. It was seconded by Ms. Israel. Motion carried.

CORRESPONDENCE

The Board reviewed correspondence from Ms. Tubbs regarding a pilot Remote Real-time Reporting Program in Twin Falls. Ms. Gambee made a motion to authorize Judge Simpson's travel expenses if he attends the demonstration as a Board member. It was seconded by Ms. Israel. Motion carried.

ADJOURNMENT

Ms. Israel made a motion to adjourn the meeting at 8:49 AM MDT. It was seconded by Ms. Gambee. Motion carried.

Byrl Cinnamon, Chair

Michael F Peacock

Darren B Simpson

Susan G Gambee

Susan P Israel

Tana Cory, Bureau Chief