

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

Board Meeting Minutes of 2/16/2018

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

BUREAU STAFF: Tana Cory, Bureau Chief
Dawn Hall, Deputy Bureau Chief
Julie Eavenson, Admin. Support Manager
Maurie Ellsworth, General Counsel
Dicsie Gullick, Management Assistant

The meeting was called to order at 8:00 AM MST by Byrl Cinnamon.

APPROVAL OF MINUTES

Mr. Peacock made a motion to approve the minutes of November 18, 2017. It was seconded by Ms. Israel. Motion carried.

FINANCIAL REPORT

Ms. Hall gave the financial report, which indicated that the Board had a cash balance of \$26,131.05 as of January 31, 2018.

INTERIM COMMITTEE UPDATE

Mr. Ellsworth stated that the Idaho Legislature has an Interim Committee that has been studying the use of hearing officers and is also looking at the Idaho Administrative Procedure Act. Draft legislation was presented at the Interim Committee's last meeting that would make substantial changes to the Idaho Administrative Procedures Act and the way contested cases are handled. The Bureau submitted a letter to the Committee seeking clarification concerning some of the proposed changes prior to the Committee's meeting on October 2, 2017. As the Bureau receives additional information, it will be provided to the Board.

LEGISLATIVE REPORT

Ms. Cory gave the legislative report and informed the Board that Sens. Burgoyne and Den Hartog mentioned to some members of the Boards served by the Bureau that they were looking at potential legislation. The concept would be to allow a person or entity that is alleged to have violated the Board's laws and rules to recover attorney's fees if the person or entity was found to have not violated the Board's laws and rules. At the time it was mentioned, a bill had not been drafted. The Board voted that Ms. Gambee would be the Bureau's contact to assist with this and other legislative issues.

INTRODUCTION OF JULIE EAVENSON, ADMINISTRATIVE SUPPORT MANAGER

Ms. Cory introduced Julie Eavenson, the new Administrative Support Manager.

OLD BUSINESS

The Board reviewed the To Do List and asked that the subcommittee be added to the To Do List.

Ms. Gullick reported that she had ordered the new audio tests and that they should be ready in April.

Mr. Cinnamon reported that he has 4 tests ready to send to Ms. Gullick and will be working on the others.

Ms. Gambee reported that 25 states require licensure for shorthand reporters, 11 states have voluntary licensure and 11 states have no licensure. There are 5 states that require something different than licensure. Of those states, 30 states require continuing education. Ms. Gambee would like to poll court reporters to see how they feel about continuing education. She has been in contact with Andrea Couch from the Idaho Court Reporter Association. The association voted 18 months ago to have continuing education be part of licensure. Ms. Gambee would like to do more research about how the different states report continuing education.

EXECUTIVE ORDER

Ms. Eavenson outlined the Board's role in responding to the Lt. Governor's Executive Order. There is a template that will be used to complete each Board's response, and the template contains six sections:

- A. Index of Statute, Rule, and Policy Requirements for Licensure and Renewal
- B. Applications and Renewals Denied – 2017
- C. Disciplinary Actions – Past 5 Years
- D. Law, Rule, or Policy Changes or Proposed/Implemented Changes in Last 5 Years to Eliminate Barriers to Entry

E. Assessment of Public Interest

F. Recommendations for Improvement, Modification, or Elimination of Requirements

The Bureau will be responsible for gathering and entering all of the data in sections A, B and C of the template. The Bureau and each Board will jointly fill in section D regarding the Law, Rule or Policy Changes or Proposed/Implemented Changes in Last 5 Years to Eliminate Barriers to Entry. The Board Specialist and Administrative Support Manager will assist the designated Board member with writing sections E and F.

Ideas for the EO that come up between meetings cannot be shared among Board members outside of Board meetings, but may be forwarded to the Board Specialist or Administrative Support Manager for inclusion in the next meeting.

The process will be completed in three meetings: 1) discussion, 2) review and approve a rough draft, and 3) review and approve a final draft. The final draft must be completed and approved by June 15, to meet the July 1, deadline for responding.

NEW BUSINESS

NEXT MEETING was scheduled for March 16, 2018 at 3:30 p.m. MDT.

EXECUTIVE SESSION

Mr. Peacock made a motion that the Board go into executive session under Idaho Code § 74-206(1)(d) to consider records that are exempt from disclosure under the Idaho Public Records Law. The purpose of the Executive Session was to consider license application materials. It was seconded by Judge Simpson. The vote was: Mr. Peacock, aye; Judge Simpson, aye; Ms. Israel, aye; Ms. Gambee, aye; and Mr. Cinnamon, aye. Motion carried.

Mr. Peacock made a motion to come out of executive session. It was seconded by Ms. Gambee. The vote was: Mr. Peacock, aye; Judge Simpson, aye; Ms. Israel, aye; Ms. Gambee, aye; and Mr. Cinnamon, aye. Motion carried.

BOARD ELECTIONS

Mr. Peacock made a motion to keep the current slate of officers: Byrl Cinnamon as Chairman and Susan Gambee as Vice-Chairman. It was seconded by Ms. Gambee. Motion carried.

ADJOURNMENT

Ms. Gambee made a motion to adjourn the meeting at 8:56 AM MST. It was seconded by Mr. Peacock. Motion carried.

Byrl Cinnamon, Chair

Michael F Peacock

Darren B Simpson

Susan G Gambee

Susan P Israel

Tana Cory, Bureau Chief