

# STATE OF CONNECTICUT

## STATE BOARD OF EXAMINERS OF SHORTHAND REPORTERS

TEL. NO. (860) 713-6135

MINUTES

NOVEMBER 25, 2013

The State Board of Examiners of Shorthand Reporters convened November 25, 2013 in Room 117 of the State Office Building, 165 Capitol Avenue, Hartford, CT 06106.

**Board Members Present:** John Brandon, Chairperson, Shorthand Reporter  
Christine Mannix, Shorthand Reporter  
Patricia Masi, Shorthand Reporter  
Kate Kowalyshyn, Attorney  
William Mangini, Public Member

**Board Members Absent:** None

**Board Member Vacancy:** One Public Member

**Board Counsel Not Present:** Jose Rene Martinez, Assistant Attorney General

**DCP Staff Present:** Robert M. Kuzmich, R.A.  
Richard M. Hurlburt, Director

**DCP Staff Not Present:** Vicky Bullock, Administrative Hearings Attorney

*Note: The administrative functions of the Boards, Commissions and Councils are carried out by the Department of Consumer Protection, Occupational and Professional Licensing Division. For information call Richard M. Hurlburt, Director, at (860) 713-6135 or fax: (860) 706-1255*

**Agency Web Site:** [www.ct.gov/dcp](http://www.ct.gov/dcp)

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Chairperson Brandon called the meeting to order at 8:35 a.m.

### **MINUTES OF PREVIOUS MEETING**

The minutes from the August 26, 2013 meeting were reviewed. Chairperson Brandon made a motion to accept the minutes, Patricia Masi seconded, and all were in favor.

### **COMMENTS OR CONCERNS OF ANY PERSON PRESENT TODAY**

None

### **APPLICATIONS**

The Board received the following new applications for review and acceptance:

**Ann M. Holland**, Oakdale, MN Board reviewed application. Board accepted/approved the application.

**Nina M. Purcell**, Yorktown Heights, NY Board reviewed application. Board accepted/approved the application.

**Suzanne J. Stotz**, Upper Saddle River, NJ Board reviewed application. Board accepted/approved the application.

### **CORRESPONDENCE**

1. E-Mail dated October 17, 2013 from Chairman John Brandon concerning Shorthand Reporters taking "Exam Under Oath"; for discussion by the Board.

Tracy Gow, CCRA President, had posed the question to the Board regarding taking Exams Under Oath; do the reporters need to be licensed. Chairperson Brandon had hoped the Assistant Attorney General would be in attendance today to render an opinion. In his absence, the Board decided to defer the question until the February 2014 meeting. John asked Bob to get the Assistant Attorney General's opinion on the question prior to the next meeting.

### **OLD BUSINESS**

None before the Board today.

### **NEW BUSINESS**

1. Department of Consumer Protection's 2014 Schedule for Board, Commission, and Council Meetings; for the Board's information.

Bob sent the calendar of the Board's meetings in 2014 for review. The Board accepted the dates of February 24, May 19, August 25, and November 24, 2014.

## 2. CEUs for licensed reporters

Christine asked two questions on behalf of the Connecticut Court Reporters Association (CCRA). The first involved the timing and earning of CEUs for licensed reporters. Specifically, the question of earning CEUs for partial years was discussed. The Board confirmed that CEUs for partial years was not required.

The second question involved the auditing of CEUs. Chairperson Brandon recalled that the DCP selected a 10% random sample of reporters to audit. Director Hurlburt offered assistance in sending letters to all reporters to expand the process.

### **COMMENTS OR CONCERNS OF ANY PERSON PRESENT TODAY**

None

Chairperson Brandon asked if there was any more business to be conducted and, there being none, adjourned the meeting at 9:00 a.m.

Respectfully submitted,

John C. Brandon  
Chairperson

**The next meeting of this Board is scheduled for Monday, February 24, 2013 at 8:30 a.m.**