

MINUTES

**UTAH
Certified Court Reporter Board Meeting
MEETING**

April 28, 2011

**Room 475 – 4th Floor - 9:00 a.m.
Heber Wells Building
Salt Lake City, UT 84111**

CONVENED: 2:03 pm

ADJOURNED: 3:27

Bureau Manager:

Clyde Ormond

Board Secretary:

Yvonne King

Board Members Present:

Catherine Kennedy
Diane Flanagan
Joleen Van Bibber
Suzanne Warnick
Rossann Morgan

DOPL Staff Present:

Wayne Holman, Chief Investigator

TOPICS FOR DISCUSSION

DECISIONS AND RECOMMENDATIONS

ADMINISTRATIVE BUSINESS:

Welcome Diane Flanagan

Mr. Ormond administered the Oath of Office to Ms. Flanagan as a new Board member.

Welcome Yvonne King

Mr. Ormond introduced Yvonne King as the new Board Secretary replacing Jacky Adams.

Chair Nominations 2011/2012

Ms. Warnick seconded by Ms. Morgan made a motion to nominate Ms. Kennedy to remain as Chair for 2011/2012. The motion carried unanimously.

Approval of the October 29, 2009 Board Meeting Minutes

Ms. Morgan seconded by Ms. Warnick made a motion to approve the October 29, 2009 Board Meeting Minutes as amended. The motion carried unanimously.

Board Orientation

Mr. Ormond presented a Power Point presentation

on the functions of the Board members and their responsibilities in conjunction with licensing and the Division.

Update on Gifting

Mr. Ormond had questioned whether a letter was sent out regarding gifting to the licensees in 2009. This was confirmed by the Board that a letter was sent out on November 9, 2009.

Ms. Kennedy stated that NCRA had developed a new program called Ethics First which included gifting along with a resolution.

Ms. Kennedy also stated that the State of Nevada had passed a ban on gifting.

Ms. Warnick presented to the Board, the approved proposed changes to provision 8 of the Code of Professional Ethics NCSA, National Committee of State Associations, Resolution 10-01 which pertained to gift giving. COPE will be issuing an Advisory Opinion in this regard which will go before the NCSA Annual meeting in Las Vegas in early September 2011.

Mr. Ormond read from R156-74-502 on unprofessional conduct. Mr. Ormond stated that once the proposed resolution takes place the Rule would need to be updated.

Ms. Flanagan seconded by Ms. Warnick made a motion to update R156-74-502, Unprofessional Conduct amended to reflect the current standards established by the National Court Reporters Association and the Council of the Academy of Professional Reporters once the proposed resolution is confirmed. The motion carried unanimously.

Mr. Ormond stated he would send out an e-mail on the proposed rule changes.

Correspondence

Open & Public Meetings Act

The Open & Public Meetings Act was reviewed with no action taken.

Adjourned

3:27

Note: These minutes are not intended to be a verbatim transcript but are intended to record the significant features of the business conducted in this meeting. Discussed items are not necessarily shown in the chronological order they occurred.

October 27, 2011

Date Approved

(ss) Catherine Kennedy

Chairperson, Certified Court Reporter's Board

October 27, 2011

Date Approved

(ss) Clyde Ormond

Bureau Manager, Division of Occupational &
Professional Licensing