

MINUTES

**UTAH
Certified Court Reporter Board Meeting**

October 18, 2012

**Room 475 – 4th Floor - 2:00 p.m.
Heber Wells Building
Salt Lake City, UT 84111**

CONVENED: 2:00 p.m.

ADJOURNED: 2:22 p.m.

Bureau Manager:

April Ellis

Board Secretary:

Yvonne King

Board Members Present:

Catherine Kennedy
Joleen Van Bibber
Rossann Morgan
Diane Flanagan
Diana Kent

DOPL Staff Present:

David Furlong

Visitors

Ryan Ward
Kirt Harris, AULD

Welcome Diana Kent

Ms. Ellis gave the Oath of Office to Ms. Kent.

ADMINISTRATIVE BUSINESS:

DECISIONS AND RECOMMENDATIONS

Approval of the October 27, 2011 Board Meeting Minutes

Ms. Kent, seconded by Ms. Morgan, made a motion to approve the October 27, 2011, Board Meeting Minutes as written. The motion carried unanimously.

Nominations for Chair

Ms. Flanagan, seconded by Ms. Morgan, made a motion to nominate Ms. Kennedy to remain as chair. The motion carried unanimously.

Welcome April Ellis

Ms. Ellis, who is now the new Bureau Manager introduced herself to the Board.

Ms. Ellis then asked if the Board wanted to designate a member to assist the Division with their

expertise in the event there is a complaint. Ms. Kennedy stated that Mr. Ormond, in the past, has called her if there has been any questions.

It was noted that a Board member may have to recuse themselves in those matters.

TOPICS FOR DISCUSSION

Investigation Report

Mr. Furlong introduced himself to the Board and gave a background on what the Investigation Bureau does with respect to acting on complaints received from the public. He stated that he had approximately 190,000 licensees with 28 investigators.

Mr. Furlong then explained the difference between the informal and formal actions. Mr. Furlong also reviewed the process of filing a complaint on-line.

Mr. Furlong reviewed that Investigation report from the years 2007 to the present date. Mr. Furlong concluded that they have three open cases at this time.

Ms. Kennedy cautioned the Board, with any open investigation that is on-going, to not specifically talk about the case.

Court Reporter's Association Meeting

Ms. Ellis stated that Mr. Steinagel and she went to a Court Reporter's Association meeting. Ms. Ellis then stated that the association expressed concerns of an ongoing investigation.

Next scheduled meeting

April 18, 2013

Adjourned

2:22

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.

April 18, 2013
Date Approved

(ss) Catherine Kennedy
Chairperson, Certified Court Reporter's Board

April 18, 2013
Date Approved

(ss) April Ellis
Bureau Manager, Division of Occupational &
Professional Licensing
