

STATE BOARD OF EXAMINERS OF SHORTHAND REPORTERS

MINUTES

OCTOBER 11, 2016

The State Board of Examiners of Shorthand Reporters convened on October 11, 2016 at 8:53 a.m. in Room 117 of the State Office Building, 165 Capitol Avenue, Hartford, CT 06106.

Board Members Present: Christine Mannix Shorthand Reporter
Maria Hughes Shorthand Reporter
William Mangini Public Member

Board Members Absent: Kate Kowalyshyn Attorney Member

Board Member Vacancy: Public Member, Shorthand Reporter

Board Counsel Absent: Jose Rene Martinez, Assistant Attorney General

DCP Board Staff Present: Karen Layman, Secretary

Others Present: DCP Staff Attorney Vicky Bullock
Andrea Kingsley, CCRA

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 Division E-mail: dcp.occupationalprofessional@ct.gov

SWEARING IN OF NEW MEMBER:

DCP Staff Attorney Vicky Bullock swore in Maria Hughes as a Shorthand Reporter Member of the State Board of Examiners of Shorthand Reporters.

MINUTES OF PREVIOUS MEETING:

The Board reviewed the minutes of May 26, 2016 and voted unanimously to approve as written.

COMMENTS OR CONCERNS OF ANY PERSON PRESENT TODAY:

None

APPLICATIONS:

The Board voted unanimously to approve the following applications:

1. Esmeralda Guzman, Springfield, MA
2. Rebecca Livingstone, Canterbury, CT

OLD BUSINESS:

1. Continued discussion on clarification of CEU credits for shorthand reporters

The Board reviewed a copy of the current language and links provided on the DCP website regarding continuing education requirements. The Board would like to add additional language in order to further clarify continuing education requirements before the next audit, which is to take place after the December 31, 2016 renewal date. A document with this additional language will be provided at the November meeting.

NEW BUSINESS:

1. New address for meetings beginning in 2017

The Department of Consumer Protection will be moving to 450 Columbus Boulevard, Hartford, Connecticut, 06103 in December of 2016. All meetings in 2017 will take place at the new location. The 2017 board meeting schedule was distributed.

2. Change in 2016 meeting schedule

The November 29, 2016 Shorthand Reporters Board meeting has been rescheduled to Wednesday, November 16, 2016.

CORRESPONDENCE:

1. Letter of appointment for Maria Hughes dated June 30, 2016

Board noted.

2. Email from Patricia Masi dated September 1, 2016 stating that she is resigning from the Board

Board noted.

3. Email from Richard Hurlburt, Director to shorthand reporter licensee regarding an inquiry about carrying over extra CEU credits completed to the next cycle

Board noted.

COMMENTS OR CONCERNS OF ANY PERSON PRESENT TODAY:

None

There being no further business, the meeting adjourned at 9:10 a.m.

Respectfully submitted,

Karen Layman
Board Secretary

2016 MEETING SCHEDULE:

- **November 16, 2016**

This meeting will take place at 165 Capitol Avenue, Hartford, CT at 8:30 a.m. in Room 117

2017 MEETING SCHEDULE:

- February 21, 2017
- May 23, 2017
- August 22, 2017
- November 21, 2017

All meetings will take place at 450 Columbus Boulevard, Hartford, CT, 06103 at 8:30 a.m.