

**MINUTES**

**STATE BOARD OF EXAMINERS OF SHORTHAND REPORTERS**

**MARCH 23, 2005**

The State Board of Examiners of Shorthand Reporters convened March 23, 2005 at 8:25 a.m. in Room 117 of the State Office Building, 165 Capitol Avenue, Hartford, CT 06106.

Board Members Present: Susan K. Whitt, Chairperson, Shorthand Reporter  
Donald E. Hubbard, Shorthand Reporter  
John C. Brandon, Shorthand Reporter  
William Mangini, Public Member

Board Members Absent: Joseph N. Defilippo, Attorney

Board Vacancies: One Public Member, appointed by the Governor

Board Counsel Present: Jose Rene Martinez, AAG

Board Vacancies: One Public Member

DCP Staff Present: Nelson Leon, Board Secretary  
Richard M. Hurlburt, Director  
Vicky Bullock, DCP Attorney

Public Present: None

**Note:** The administrative functions of this Commission 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.

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

### **MINUTES OF PREVIOUS MEETINGS**

The Board voted unanimously to approve minutes of the November 24, 2004 Shorthand Reporters meeting.

### **APPLICATIONS**

Jennifer N. Horan, Norwalk, CT – Approved

Joan M. Cassidy, Norfolk, MA – Approved

Alan H. Brock, Boston, MA – Approved

### **MISCELLANEOUS**

Ms. Whitt indicated that quite a few reporters had not renewed their licenses. Mr. Brandon asked if we can get a copy of the list, and Ms. Whitt said we can.

Mr. Martinez asked who is responsible for a letter to the non-renewing reporters telling them that their license is expired? Mr. Leon said DCP is in charge of that. Ms. Whitt asked if there is a penalty for non-renewal? Mr. Martinez said the Board should look at their current regulations, and amend them to include penalties for non-renewals, reformatting transcripts to the detriment of the reporters who did the jobs and the attorneys who paid for them. Mr. Leon said we should draft language on those issues and request a meeting with the Commissioner of Consumer Protection.

Mr. Martinez said he would look at our regulations concerning penalties regarding licensing and renewals. Ms. Whitt said if DCP is doing a mailing regarding court reporting work for the State, it could include a list of all licensed court reporters, and if a reporter sees that their name, or the name of a working reporter they know, is not on the list, they could be instructed to call Mr. Leon.

Ms. Whitt asked when does DCP audit continuing education credits? Mr. Leon went to get Mr. Hurlburt to answer that question.

Mr. Hubbard said we need to amend our regulations to license agency owners, and freelance firms in general, so as to require them to send out licensed reporters. Currently we have no jurisdiction over non-licensed agencies or agency owners.

Mr. Brandon said his firm puts the license expiration date on the face page and certification page of every transcript. Mr. Martinez said that, if we tried to mandate penalties for agencies, liability becomes an issue, insurance to cover that, etc.

Mr. Hurlburt said if a letter is written to DCP regarding unlicensed reporters working, it may invoke a CUTPA claim against agencies knowingly sending out unlicensed reporters. Mr. Hurlburt said that Richard Maloney is in the Trade Practice Unit and investigates unlicensed individuals like court reporters. Mr. Hurlburt asked if we wanted DCP to send out a letter reminding all unlicensed reporters on their non-renewals?

Mr. Brandon asked that, if we did write such a letter, could CUTPA be mentioned as a possibility?

Ms. Bullock said the department can send out a letter to all reporters who did not renew and say that, within 15 days of the receipt of such letter, they need to renew, or respond as to why they are choosing not to renew. Ms. Bullock said such letter will go out within 15 days of today's meeting.

Ms. Whitt asked if DCP is auditing the continuing education points submitted by the reporters? Mr. Hurlburt said ten percent get randomly audited, as with other professions. He also said that, if a reporter is late in renewing, the letter will ask for proof of continuing education, and require the imposition of a late fee. Ms. Bullock said she would add that language to the letter.

Mr. Hurlburt suggested that we think about yearly renewals, as other professions in the State do, saying that it tracks changes of address better, plus one letter per year includes a reminder that a reporter's continuing education credits are due at such a time. Mr. Hurlburt and Ms. Whitt said that the current system works well for us, and Mr. Brandon agreed.

Mr. Martinez said that CGS, Section 20-654, Sub-Section C mandates the license for three years, and if we wanted to change that we'd need a statutory change, public hearing, etc.

Ms. Whitt asked Ms. Bullock what is the status of our sunset law being sun-setted, so to speak. Ms. Bullock said she would look into that matter. Ms. Whitt suggested looking in the old minutes of our past meetings.

Mr. Brandon asked if we are legally allowed to mandate page layouts for freelance work, or merely make suggested guidelines? Mr. Martinez asked what is the current fine for violation of DCP regulations? Ms. Bullock said the Commissioner make that determination, and is not a set amount. The maximum is around \$500.00.

There being no further business, the meeting adjourned at 10:15 A.M.

Respectfully submitted,

Susan K. Whitt  
Chairperson

**The next meeting of this Board is scheduled for Wednesday, May 25, 2005 at 8:15 a.m.**