

STATE BOARD OF EXAMINERS OF SHORTHAND REPORTERS

DRAFT MINUTES

NOVEMBER 16, 2016

The State Board of Examiners of Shorthand Reporters convened on November 16, 2016 at 8:48 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
Lisa Graziano Shorthand Reporter
Kate Kowalyszyn Attorney Member
William Mangini Public Member

Board Members Absent: None

Board Member Vacancy: Public Member

Board Counsel Absent: Jose Rene Martinez, Assistant Attorney General

DCP Board Staff Present: Karen Layman, Secretary

Others Present: Commissioner Jonathan A. Harris
Tracy Gow, 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

MINUTES OF PREVIOUS MEETING:

The Board reviewed the minutes of October 11, 2016 State Board of Examiners of Shorthand Reporters meeting and voted unanimously to approve as written.

COMMENTS OR CONCERNS OF ANY PERSON PRESENT TODAY:

None

SWEARING IN OF NEW MEMBER:

Commissioner Jonathan A. Harris swore in Lisa Graziano as a Shorthand Reporter Member of the State Board of Examiners of Shorthand Reporters.

APPLICATIONS:

None

OLD BUSINESS:

1. Continuing education requirements and audit

Tracy Gow, CCRA, submitted a document containing language regarding current continuing education requirements and procedures. The Board reviewed the document and voted unanimously to adopt this language. In addition, the Board voted unanimously to request that the Department add this language to their website.

Further discussion took place regarding the most efficient way to ensure that all licensees are aware of the current continuing education requirements. The Board voted unanimously to request that DCP License Services Division include a copy of the document submitted today regarding continuing education requirements and procedures as an insert when mailing Shorthand Reporter Certificates to licensees for the 2017-2019 cycle.

The next Shorthand Reporters Board meeting will take place February 21, 2017, at which time the 2014-2016 continuing education audit will be an agenda item. The Board was informed that they may contact Richard Maloney, DCP Trade Practices Division, if they have any questions on this topic before the February meeting.

NEW BUSINESS:

None

CORRESPONDENCE:

1. Letter of appointment for Lisa Graziano dated November 8, 2016

COMMENTS OR CONCERNS OF ANY PERSON PRESENT TODAY:

None

There being no further business, the meeting adjourned at 10:01 a.m.

Respectfully submitted,

Karen Layman
Board Secretary

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.