

**STATE BOARD OF EXAMINERS OF SHORTHAND REPORTERS**

**MINUTES**

**AUGUST 25, 2015**

The State Board of Examiners of Shorthand Reporters convened August 25, 2015 at 8:30 a.m. in Room 117 of the State Office Building, 165 Capitol Avenue, Hartford, CT 06106.

**Board Members Present:** John Brandon, Chairperson, Shorthand Reporter  
Patricia Masi, Shorthand Reporter  
Christine Mannix, Shorthand Reporter  
William Mangini, Public Member

**Board Members Absent:** Kate Kowalyszyn, Attorney

**Board Member Vacancy:** One Public Member

**Board Counsel Absent:** Jose Rene Martinez, Assistant Attorney General

**DCP Staff Present:** Karen Layman, Secretary  
Vicky Bullock, Staff Attorney  
Richard M. Hurlburt, Director

**Public Present:** Tracy Gow, President, 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](http://www.ct.gov/dcp) **Division E-mail:** [dcpoccupationalprofessional@ct.gov](mailto:dcpoccupationalprofessional@ct.gov)

The meeting was called to order at 8:30 a.m. by Chairperson Brandon.

**MINUTES OF PREVIOUS MEETING:**

John Brandon made a motion to accept the minutes from the May 26, 2015 meeting, Christine Mannix seconded, all were in favor.

**COMMENTS OR CONCERNS OF ANY PERSON PRESENT TODAY:**

None

**APPLICATIONS:**

The application of Helga Lavan, Registered Professional Reporter, was reviewed and approved by the Board.

**OLD BUSINESS:**

**Continuing Education Credits for Connecticut LSRs**

Tracy Gow, President of CCRA, joined the Board today to discuss and get clarification of the process by which Connecticut LSRs would receive credit for CEUs. Her feeling was the process needed to have consistency. She realizes what the Board went through during the last audit and is hoping to simplify the process. After much discussion, the Board felt that by using the existing NCRA Continuing Education Verification Form the requirement would be satisfied. Although discussion ensued regarding the “submitting” of the form to NCRA, it was determined that if the form were submitted to the Board (and not NCRA), provided the course was NCRA approved, that would satisfy the requirement.

Mr. Hurlburt stressed the importance of obtaining proof of attendance. Attorney Bullock felt Connecticut should not simply use the NCRA form with their logo, and suggested Connecticut model their form after the NCRA form. Attorney Bullock offered to re-do the NCRA form and get it to Ms. Layman for distribution to the Board members prior to the November 17, 2015 meeting.

Ms. Masi asked about the wording of the CEU requirements in Connecticut; Mr. Hurlburt suggested getting the CT CEU form drafted first, and then re-do the wording once finalized. Mr. Brandon made a motion to table the amending of our language until the CEU form is accepted by the Board, Mr. Mangini seconded, all were in favor.

### **NEW BUSINESS:**

Chairperson Brandon announced that he would be resigning from the Board effective today. He and his family will be relocating out of the country in November 2015. Mr. Brandon thanked the Board for their participation over the time they served, thanked Ms. Gow for her support as President of CCRA, and thanked Ms. Layman and Mr. Hurlburt for their continued support as officials of the Department of Consumer Protection. Mr. Brandon also acknowledged those former Board members and DCP staff who have supported him in his 15 years on the Board.

All present wished Mr. Brandon and his family the best of luck in the future.

### **CORRESPONDENCE:**

1. E-mail sent by Tracy Gow dated 5-26-15 regarding the document "Continuing Education Credits for Connecticut LSR's"

### **ADJOURNMENT:**

Mr. Brandon asked if there was any other business to address. There was none. Mr. Brandon made a motion to adjourn, Ms. Masi seconded, all in favor. The meeting adjourned at 9:24 a.m.

Respectfully submitted,

Karen Layman  
Board Secretary

**The next meeting of this Board is scheduled for November 17, 2015 at 8:30 a.m.**