

**MINUTES**

**STATE BOARD OF EXAMINERS OF SHORTHAND REPORTERS**

**SEPTEMBER 28, 2005**

The State Board of Examiners of Shorthand Reporters convened November 23, 2005 at 8:45 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  
John C. Brandon, Shorthand Reporter  
Donald E. Hubbard, 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  
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)

The Board voted unanimously to approve minutes of the March 23, 2005 Shorthand Reporters meeting.

Ms. Whitt indicated that the Superior Court test was being given, and no mask writers are eligible to take the test.

Mr. Brandon asked about the Rules of Court -vs- the Practice Book, and which one is the law of the state? Ms. Bullock stated that the Rules of Court are procedures for court, not laws. Ms. Whitt said she would fax or e-mail the Rules of Court to all of us.

Ms. Whitt said she planned on meeting with Jim Leahy, our ex-lobbyist, to perhaps re-hire him to monitor the Legislature for any bills relating to stenomask, and court reporting in general. Mr. Brandon said he'd like to come to the meeting with her.

Mr. Brandon handed out the page layouts for the United States District Court court reporters, which is used nationwide in Federal Court. Ms. Bullock asked if the Board wanted to adopt a statute regarding page layout for depositions and freelance work in general? Ms. Whitt said Jim Leahy is exploring that issue for the Board. Ms. Whitt said Mr. Leahy is also looking at an overall increase in the powers of the Board, that the Board needs penalties for violations, and whether the page layout should be addressed as legislation or regulation. Ms. Bullock stated that page layout is probably best addressed as regulations, not statutes. Penalties can be in either statutes or regulations. Mr. Bullock said the best way to address either is to get a lobbyist, as the Board has done in the past.

Ms. Whitt asked about auditing continuing education requirements, and Ms. Bullock passed out the auditing letter. Ms. Whitt has an audit letter used by Texas, and passed it out as an example. Some changes were suggested to the Board's auditing letter, and Ms. Bullock said she will amend the language for the next meeting. Mr. Hubbard suggested that reporters with the current designation of Registered Professional Reporter (RPR) not be audited, since they are effectively kept compliant with the rules by the National Court Reporters Association. Mr. Brandon agreed with that suggestion. Ms. Whitt suggested that DCP send a letter to unlicensed reporters saying "You are currently unlicensed to practice shorthand reporting in CT" and give them 15 days to provide documentation to the contrary.

Ms. Bullock asked for a list of non-renewing reporters and she would get that letter out sometime in October. Ms. Bullock passed out a draft of a letter dated April 2, 2005 regarding non-renewals, and said that, after a reporter receives that letter, if they don't respond, a compliance hearing is set up at DCP.

Ms. Whitt said we have approximately 65 non-renewals on our list, and Ms. Bullock said the letters would go out by October 15, 2005.

There being no further business, the meeting adjourned at 9:30 a.m.

Respectfully submitted,

Susan K. Whitt  
Chairperson

**The next meeting of this Board is scheduled for Wednesday, November 23, 2005 at 8:15 a.m.**