

STATE OF CONNECTICUT
STATE BOARD OF EXAMINERS OF SHORTHAND
REPORTERS
MINUTES
JUNE 2, 2014

The State Board of Examiners of Shorthand Reporters convened June 2, 2014 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
Christine Mannix, Shorthand Reporter
Patricia Masi, Shorthand Reporter
Kate Kowalyshyn, Attorney
William Mangini, Public Member

Board Members Absent: None

Board Member Vacancy: One Public Member

Board Counsel Not Present: Jose Rene Martinez, Assistant Attorney General

DCP Staff Present: Richard M. Hurlburt, Director
Karen Layman, Secretary

Public Present: None

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

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Chairperson Brandon called the meeting to order at 8:30 a.m.

MINUTES OF PREVIOUS MEETING

The minutes from the March 17, 2014 and March 24, 2014 meetings were reviewed. John Brandon made a motion to accept the minutes, and all were in favor.

COMMENTS OR CONCERNS OF ANY PERSON PRESENT TODAY

None

APPLICATIONS

None

CORRESPONDENCE

1. Substitute Bill No. 5299 – An Act Concerning the Findings of the Military Occupational Specialty Task Force

The Board reviewed this document and agreed that this bill does not apply to shorthand reporter licensing.

OLD BUSINESS

None

NEW BUSINESS

1. Draft letter regarding services being offered by unlicensed people in Connecticut

At the request of Chairperson John Brandon, Richard Hurlburt drafted a letter to be sent to individuals or companies who may be offering services by unlicensed people in Connecticut. The Board reviewed this draft letter and agreed that it would be appropriate to send out this letter, along with relevant statutes and a shorthand reporter application, upon notification to DCP that there may be an unlicensed person offering shorthand reporter services.

(Board members William Mangini and Kathleen Kowalyshyn were excused from the meeting at 8:36 a.m.)

2. Continuing Education Audit for Shorthand Reporters

The Board reviewed audit letter responses received by the Department to approve, deny, and recommend further action by the Department as needed.

Chairperson John Brandon made a motion to advise DCP to change the status of all licensees who are not in compliance with the CEU audit at this time to inactive status.

Board voted unanimously to accept this motion.

List of licensees that are not in compliance and are deemed to be inactive at this time:

Alan Brock
Marian Cummings
Katherine Delage
Debbie Ellis
Wilfred Leon
Robert Miller
Carol Wilson

The Board members further discussed and agreed that the state association should be informed of these current unlicensed practitioners that have been changed to inactive status due to failure to comply with continuing education requirements for 2013 renewal. The state association is currently on the mailing list for board matters.

3. Discussion Regarding Continuing Education Requirements for Shorthand Reporters

The Board agreed that, at the August 25, 2014 meeting, further discussion should take place and specific language should be drafted regarding what is acceptable and not acceptable for CEU credits to avoid any confusion for future audits. The Board would appreciate the attendance of Tracy Gow, CCRA, at the next meeting to participate in this discussion.

COMMENTS OR CONCERNS OF ANY PERSON PRESENT TODAY

None

Chairperson Brandon asked if there was any more business to be conducted and, there being none, adjourned the meeting at 9:18 a.m.

Respectfully submitted,

John C. Brandon
Chairperson

The next meeting of this Board is scheduled for August 25, 2014 at 8:30 a.m.