



COURT REPORTERS BOARD OF CALIFORNIA

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MEETING OF THE ONLINE TESTING POLICY AND PROCEDURES TASK FORCE

**Friday, September 9, 2016
9:30 a.m. to 4:00 p.m.**

**Department of Consumer Affairs, HQ2
SOLID Training Center – Emerald Room
1747 North Market Boulevard
Sacramento, CA 95834**

AGENDA

Task Force Members: Elizabeth Lasensky, Co-Chair; Toni O’Neill, Co-Chair; Gerie Bunch, CSR; Bonnie Comstock, Argonaut; Jocelyn Epperson, Downey; Carolyn Freer, Cypress College; John Kolacinski, Bryan University; Michael McMorrان, CSR; Melinda Nelson, CSR; Kay Reindl, Humphreys College; Lauren Somma, Sage College; Siew Ung, CSR.

CALL TO ORDER/ESTABLISHMENT OF QUORUM – Toni O’Neill, Co-Chair

- I. WELCOME AND INTRODUCTIONS
- II. REVIEW OF THE ONLINE SKILLS TESTING POLICY AND PROCEDURES TASK FORCE’S MISSION STATEMENT
- III. OVERVIEW OF THE ONLINE SKILLS TESTING PROCESS
- IV. DEVELOPMENT OF PROPOSED ONLINE SKILLS TEST POLICY AND PROCEDURES
- V. FUTURE MEETINGS
- VI. PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA

ADJOURNMENT

Action may be taken on any item on the agenda. All times are approximate and subject to change. The meeting may be cancelled or the ending time shortened without notice. Any item may be taken out of order in order to accommodate speaker(s) and/or to maintain quorum. For further information or verification of the meeting, the public can contact the Court Reporters Board via phone at (877) 327-5272, via email at kim.kale@dca.ca.gov, via written correspondence by writing to: Court Reporters Board, 2535 Capitol Oaks Drive, Suite 230, Sacramento CA 95833, or via internet by accessing the Board’s web site at www.courtreportersboard.ca.gov.

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In accordance with the Bagley-Keene Open Meeting Act, all meetings of the CRB, including committees and task forces, are open to the public.

The meeting is accessible to the physically disabled. A person who needs disability-related accommodations or modifications in order to participate in the meeting may make a request by contacting Kim Kale at (877) 327-5272, emailing kim.kale@dca.ca.gov, or sending a written request to 2535 Capitol Oaks Drive, Suite 230, Sacramento, CA 95833. Providing your request at least five (5) business days before the meeting will help to ensure availability of the requested accommodation. Requests for further information should be directed to Yvonne Fenner at the same address and telephone number. If any member of the public wants to receive a copy of the supporting documents for the items on the agenda, please contact the Board within 10 days of the meeting. Otherwise, the documents, if any, will be available at the meeting.

The public can participate in the discussion of any item on this agenda. To better assist the Board in accurately transcribing the minutes of the meeting, members of the public who make a comment may be asked to disclose their name and association. However, disclosure of that information is not required by law and is purely voluntary. Non-disclosure of that information will not affect the public's ability to make comment(s) to the task force during the meeting. Please respect time limits. The public may comment on any issues not listed on this agenda. However, the task force CANNOT discuss or comment on any item not listed on this agenda.