



DEPARTMENT OF CONSUMER AFFAIRS

**COURT REPORTERS BOARD  
OF CALIFORNIA**

2535 Capitol Oaks Drive, Suite 230, Sacramento, CA 95833  
Phone (916) 263-3660 / Toll Free: 1-877-327-5272  
Fax (916) 263-3664 / [www.courtreportersboard.ca.gov](http://www.courtreportersboard.ca.gov)

**MEETING OF THE CURRICULUM TASK FORCE**

**Friday, September 30, 2022**  
**9:30 a.m. – 12:30 p.m.**  
*(or until conclusion of business)*

**PUBLIC TELECONFERENCE MEETING**

If Joining by Computer, please right click this link: [Join Microsoft Teams Meeting.](#)  
Meeting ID: 253 436 069 963      Event Passcode: etUYhN

If Joining by Phone (audio only):

Audio conference: US Toll +1 916-461-9649

Phone Conference ID: 284 600 508#

**NOTE:** Pursuant to Government Code, section 11133, subdivision (b), the teleconference location from where each Task Force member will be participating is not being provided.

**AGENDA**

**Task Force Members:** Robin Sunkees, Co-Chair; Davina Hurt, Co-Chair;  
Margaret Ortiz, West Valley College; and Linda Winfrey, National  
Verbatim Reporters Association

**CALL TO ORDER** – Davina Hurt, Co-Chair; Robin Sunkees, Co-Chair

**ROLL CALL AND ESTABLISHMENT OF A QUORUM**

1. WELCOME FROM CO-CHAIR AND INTRODUCTIONS
2. MISSION
3. DISCUSSION AND POSSIBLE ACTION TO MAKE RECOMMENDATIONS TO THE BOARD TO SET SKILLS CURRICULUM FOR VOICE WRITER TRAINING
4. PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA  
The Task Force may not discuss or take any action on any item raised during this public comment section except to decide whether to place the matter on the agenda of a future meeting (Government Code Sections 11125, 11125.7(a)).
5. FUTURE AGENDA ITEMS
6. ADJOURNMENT

Action may be taken on any item on the agenda. Items may be taken out of order or held over to a subsequent meeting, for convenience, to accommodate speakers, or to maintain a quorum. Meetings are open to the public except when specifically noticed otherwise, in accordance with the Open Meeting Act. Members of the public are not required to submit their name or other information to attend the meeting.

Please note the Task Force may ask members of the public to limit their comments to three minutes, unless, at the discretion of the Task Force, circumstances require a shorter period; the Task Force will advise when the three-minute time limit is approaching.

The meeting is accessible to the physically disabled. To request disability-related accommodations, contact the Board using the information listed below. Providing your request at least five (5) business days before the meeting will help to ensure availability of the requested accommodation.

To receive a copy of the supporting documents for the items on the agenda, please contact the Board within 10 days of the meeting or visit the Board's Calendar under "Quick Hits" at.

Contact Person: Paula Bruning  
2535 Capitol Oaks Drive, Suite 230, Sacramento CA 95833  
(877) 327-5272  
[paula.bruning@dca.ca.gov](mailto:paula.bruning@dca.ca.gov)