



DEPARTMENT OF CONSUMER AFFAIRS

COURT REPORTERS BOARD

OF CALIFORNIA

2535 Capitol Oaks Drive, Suite 230, Sacramento, CA 95833

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MEETING OF THE COURT REPORTERS BOARD

Wednesday, December 14, 2022

9:00 a.m. to conclusion

PUBLIC TELECONFERENCE MEETING

If Joining by Computer:

<https://dca-meetings.webex.com/dca-meetings/j.php?MTID=m002baabaf09817c4faf3eb727de0ac8e>

Event number: 2493 346 5250

Event passcode: CRB12142022

If Joining by Phone:

Audio conference: US Toll +1-415-655-0001

Access code: 249 334 65250

Event passcode: 27212142

To observe the meeting without making public comment (provided no unforeseen technical difficulties), please visit: thedcapage.blog/webcasts/

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

AGENDA

Board Members: Robin Sunkees, Chair; Davina Hurt, Vice Chair; Laura Brewer; Arteen Mnayan; and Denise Tugade.

Action may be taken on any item on the agenda.

CALL TO ORDER, ROLL CALL AND ESTABLISHMENT OF A QUORUM – Robin Sunkees, Chair

- 1. PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA 4
The Board 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)).
- 2. REVIEW AND APPROVAL OF JULY 15, 2022, MEETING MINUTES 5
- 3. DEPARTMENT OF CONSUMER AFFAIRS UPDATE 18
- 4. REPORT OF THE EXECUTIVE OFFICER 19
 - 4.1 CRB Budget Report
 - 4.2 Transcript Reimbursement Fund
 - 4.3 Enforcement Activities

- 4.4 Firm Registration Implementation
- 4.5 License Exam
- 4.6 Business Modernization – Status update

5.	<u>LEGISLATION</u>	31
	Discussion and possible action	
5.1	AB 156 (Committee on Budget) – State Government.	
5.2	AB 225 (Gray) – Department of Consumer Affairs: boards: veterans: military spouses: licenses.	
5.3	AB 646 (Low) – Department of Consumer Affairs: boards: expunged convictions.	
5.4	AB 1662 (Gipson) – Licensing boards: disqualification from licensure: criminal conviction.	
5.5	AB 1733 (Quirk) – State bodies: open meetings.	
5.6	SB 189 (Committee on Budget and Fiscal Review) – Firm registration and open meeting act requirements	
5.7	SB 848 (Umberg) – Civil actions: parties and postponements.	
5.8	SB 1237 (Newman) – Licenses: military service.	
5.9	SB 1365 (Jones) – Licensing boards: procedures.	
5.10	SB 1424 (Nielsen) – Consumer affairs: the Department of Consumer Affairs.	
5.11	SB 1443 (Roth) – Consumer affairs: the Department of Consumer Affairs.	

The Board may discuss other items of legislation not listed here in sufficient detail to determine whether such items should be on a future Board meeting agenda and/or whether to hold a special meeting of the Board to discuss such items pursuant to Government Code, section 11125.4.

6.	<u>REGULATIONS</u>	33
6.1	Title 16, Section 2450 – Fee Schedule Status update	
6.2	Title 16, Section 2411 – Voice Writing Skill Curriculum Discussion and Possible Action to Initiate a Rulemaking to Amend Title 16, California Code of Regulations, section 2411.	
7.	<u>SUNSET REVIEW</u>	41
	Discussion and possible action to initiate Court Reporters Board Sunset Review.	
8.	<u>2019-2023 STRATEGIC PLAN</u>	42
	Update to the Board on action plan	
9.	<u>FUTURE MEETING DATES</u>	44
10.	<u>CLOSED SESSION</u>	47
10.1	Pursuant to Government Code, section 11126, subdivision (a)(1), the Board will meet in closed session to conduct the annual evaluation of its executive officer.	
10.2	Pursuant to Government Code, section 11126, subdivision (c)(3), the Board will meet in closed session as needed to discuss or act on disciplinary matters.	

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 Board may ask members of the public to limit their comments to three minutes, unless, at the discretion of the Board, circumstances require a shorter period; the Board 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 www.courtreportersboard.ca.gov.

Contact Person: Paula Bruning
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COURT REPORTERS BOARD MEETING – DECEMBER 14, 2022

AGENDA ITEM 1 – Public Comment for Items Not on the Agenda

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Public members are encouraged to provide their name and organization (if any).

The Board 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.

COURT REPORTERS BOARD MEETING – DECEMBER 14, 2022

AGENDA ITEM 2 – Review and Approval of Meeting Minutes

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Agenda Description:

Review and approval of July 15, 2022, minutes

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Brief Summary:

Minutes from Board meetings

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Support Documents:

Attachment – Draft minutes for July 15, 2022

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Fiscal Impact: None

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Recommended Board Action: Staff recommends the Board approve minutes.



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Attachment
Agenda Item 2

COURT REPORTERS BOARD OF CALIFORNIA MINUTES OF OPEN SESSION JULY 15, 2022

DRAFT

CALL TO ORDER

Ms. Robin Sunkees, Chair, called the meeting to order at 9:30 a.m. The public meeting was held at Department of Consumer Affairs, HQ2 Hearing Room, 1747 North Market Boulevard, Sacramento, CA 95834, and via a teleconference platform.

ROLL CALL

Board Members Present: Robin Sunkees, Licensee Member, Chair
Davina Hurt, Public Member, Vice Chair
Arteen Mnayan, Public Member
Denise Tugade, Public Member

Board Members Absent: Laura Brewer, Licensee Member

Staff Members Present: Yvonne K. Fenner, Executive Officer
Michael Romero, Board Counsel
Grace Arupo Rodriguez, Legal Affairs Assistant Deputy Director
Danielle Rogers, Regulations Counsel
Paula Bruning, Executive Analyst

Board staff established the presence of a quorum.

1. WELCOME NEW BOARD MEMBER – ARTEEN MNAYAN

Ms. Sunkees welcomed new public Board member, Arteen Mnayan. Mr. Mnayan is an attorney in the Land Use and Public Policy, Regulatory & Political Law practice of Mayer Brown LLP's Los Angeles office. He primarily represents investors and developers in all aspects of the real estate entitlement and development process, focusing on land use entitlement matters, helping developers navigate state and local regulations and authorities, government outreach, and California Environmental Quality Act compliance. Additional details regarding Mr. Mnayan's background may be found on the Board's website.

2. PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA

Priscilla Gwaltney, Chair of the California Court Reporters Association (CCRA) Support Our Students Committee, requested information pertaining to the Board's exam. It was requested that she address her questions and concerns during the exam update portion of Agenda Item 5, Report of the Executive Officer.

Charlotte Mathias requested more frequent communication from the Board be disseminated to licensees and consumers.

3. REVIEW AND APPROVAL JANUARY 26, 2022, MEETING MINUTES

Ms. Hurt moved to approve the minutes. Ms. Tugade seconded the motion. Ms. Sunkees called for public comment. No comments were offered. A vote was conducted by roll call.

For: Ms. Hurt, Ms. Tugade, and Ms. Sunkees

Opposed: None

Absent: Ms. Brewer

Abstain: None

Recusal: Mr. Mnayan

MOTION CARRIED

4. DEPARTMENT OF CONSUMER AFFAIRS UPDATE

Brian Clifford of the Department of Consumer Affairs (Department/DCA) Executive Office provided a Department update.

Open Meeting Act Legislation

Mr. Clifford shared that the Governor signed Senate Bill 189 on June 30, 2022, which reinstates the remote meeting provisions of the Bagley-Keene Open Meeting Act that were in place during the pandemic. The changes took effect immediately upon signing. He added that DCA is still asking boards to complete the public meetings survey to track costs for board meetings within 30 days following each meeting in order to be able to compare costs for in-person and WebEx meetings since this legislative change is only until July 1, 2023.

In-Person Meeting Guidelines and COVID-19 Safety Measures

Mr. Clifford provided safety measure reminders, best practices, and recommendations for holding in-person meetings. These included the recommendation for face coverings and signage for indoor settings as well as vaccination and testing requirements.

Enlighten Licensing Project

Mr. Clifford reported that the inaugural report of the Enlighten Licensing Project is now available and was distributed to all boards and bureaus on May 13, 2022. The collaborative project is expected to streamline and enhance licensing processes by utilizing the knowledge and expertise of subject matter experts within the boards and bureaus. The Department reviewed the recommendations of an assessment conducted by the Board of Registered Nursing on June 1, 2022, in an effort to learn from and implement

recommendations. The project will next focus on Enforcement using similar processes to implement the program.

Regulations

Mr. Clifford stated that DCA also held a meeting on July 5, 2022, with executive officers and bureau chiefs to roll out changes to DCA's regulation development and approval process. These changes were also discussed and approved by DCA's Executive Officer and Bureau Chief Cabinet. DCA shared documentation on the process and changes with all boards and bureaus.

Board and Bureau Relations Departures

Mr. Clifford reported personnel changes within the Board and Bureau Relations Unit. Carrie Holmes, Deputy Director of Board and Bureau Relations, left DCA on May 13, 2022. Additionally, Brianna Miller has accepted another position and left DCA on June 10, 2022. DCA appreciates the support and service Brianna and Carrie have provided to our boards and bureaus. They have both been a huge asset to the Department. He assured the Board that, during this transitional period, DCA Executive Office and Board and Bureau Relations will continue to ensure continuity of services to all DCA boards and bureaus.

Board Leadership Quarterly Meeting – July 26, 2022

DCA will be holding its Summer Board Leadership Meeting on July 26, 2022. These quarterly meetings are attended by board presidents and vice presidents, executive officers, and DCA leaders and provide the opportunity to discuss important and emerging issues as a group. He invited suggestions for agenda items for the upcoming meeting.

Final 2022 Board Member Orientation Training (BMOT)

Mr. Clifford reminded the Board that its members are required to complete BMOT within one year of appointment and re-appointment. The final training of 2022 will be offered on October 12, 2022. Members can register through DCA's Learning Management System (LMS).

Mr. Clifford extended the hand of the Department to assist with anything the Board needs.

5. REPORT OF THE EXECUTIVE OFFICER

Ms. Fenner stated that the Board is in the process of transferring its communications from a newsletter to its social media pages. It was determined that the production of a newsletter was approximately six or more weeks and that many of the articles are stale by the time they are published. It is hoped that the new way of disseminating CRB news will allow it to be more accurate and timely.

5.1 CRB Budget Report

Ms. Fenner provided a review of the Board's budget and referred the Board to page 22 of the Board agenda packet for the expenditure projections for fiscal month 11.

In response to Ms. Hurt, Ms. Fenner reported that the receptionist position was filled on May 1, 2022, leaving no further vacancies.

Ms. Sunkees inquired about the negative balance for line items Printing, Communications, and Postage. Ms. Fenner explained that projections are based on the prior year's expenditures and sometimes the spending is not aligned exactly as projected. Provided the bottom line is not exceeded, the individual line items are insignificant.

Ms. Mathias expressed a hope that the Board is collecting enough fees from firm registration to include enforcement for the firms.

Ms. Fenner stated that the Board has more than \$234,000 projected to not be spent this fiscal year, so budgeting for enforcement will not be an issue. Funding left over will revert to the Board's fund balance. She referred to the overall fund condition on page 23 of the Board agenda packet, which currently indicates there are 9.1 months in reserve for economic uncertainties. She added that the one-time grant of \$500,000 from the General Fund for the Transcript Reimbursement Fund (TRF) will reduce the cost for the Board's fund for a couple of years.

Ms. Hurt commended the Board and staff for their years of discipline in spending to reach a working budget as well as attain critical accomplishments.

5.2 Transcript Reimbursement Fund

Ms. Bruning indicated that Business and Professions Code section 8030.10 required a report be provided to the Legislature by July 1, 2022. The report can be found on the Board's website.

Ms. Bruning provided statistics for the end of fiscal year 2021/22, reporting that the TRF paid out more than \$60,000 for pro bono invoices from approximately 90 applications. She commented that the number of applications had decreased from the prior fiscal year, possibly because the reopening of the TRF in November 2020 brought in a flood of applications being held during the two-year closure. In contrast, the pro per applications had actually picked up pace and had more than doubled from the prior fiscal year. The fiscal year closed out with more than \$27,000 in paid invoices with nearly \$19,000 provisional approvals pending receipt of invoices.

Ms. Bruning reiterated that the Legislature allocated an additional one-time \$500,000 transfer to the TRF from the General Fund.

5.3 Enforcement Activities

Ms. Fenner referred to the enforcement statistics starting on pages 25 and 26 of the Board agenda packet. She indicated that numbers have remained consistent over the last few years.

5.4 Exam Update

Ms. Fenner stated that another batch of skills exams had been developed, pretested, and recorded. She and Ms. Sunkees expressed gratitude to Board and DCA staff for their contributions toward this huge undertaking. Ms. Fenner indicated that the overall exam statistics began on page 27 of the Board agenda packet.

Ms. Fenner provided responses to questions and comments from by Ms. Gwaltney during Agenda Item 2. Regarding the first question, she stated that immediate test results from the test provider would not be provided to candidates because the testing system cannot compare a four-voice colloquy accurately against the master test document. Therefore, all dictation examinations have to be graded by hand. Pertaining to a subsequent comment, Ms. Fenner stated that it would be up to the Board to determine if they wanted to offer an in-person dictation exam once per year. Ms. Hurt noted that the number of people taking the test each time has decreased significantly making it difficult to fund in-person testing. Additionally, COVID concerns currently played a role in holding tests in person, however, she would like to consider this a possibility in the future. Ms. Tugade commented on the need for accessibility and different types of test takers. She also would like to consider in-person testing in the future. Lastly, Ms. Fenner stated that she would follow up with staff to determine if it is possible to list which schools were attended by the candidates who qualified for the California test via the "RPR". She stated that the business modernization project may increase the ability to provide more statistical details.

Ms. Gwaltney clarified that she wanted to know why students do not receive their examination score instead of pass or fail.

Jocelyn Epperson, Downey Adult School, commented that candidates may attend multiple schools but the last school they attended and qualified through is listed on the statistics. Conversely, although the school they qualified through is listed, it doesn't mean the candidate has continued to attend school. She further commented that candidates are requesting more details on their errors from the exam so they may focus on those problems before the next test. Students were provided a score before the test was moved online.

Ms. Fenner stated that the Board's dictation exam is not in place to provide feedback on where candidates need to improve. She suggests candidates write, transcribe, and then analyze their notes to find their area of errors. Ms. Hurt suggested candidates also work with mentors and educators.

Ms. Hurt inquired if the state associations had provided feedback about the exam or potential for more candidates. Ms. Fenner stated that CCRA and the California Deposition Reporters Association (CaDRA) have mentor groups and are participating in the National Court Reporters Association (NCRA) A to Z program.

Ms. Fenner reported that there are 92 candidates for the current dictation exam cycle, of which 36 are first-time candidates. She expressed satisfaction with the stability of the pass rate for first-time candidates.

Ms. Fenner referred to the results for the two written portions of the license exam, English and Professional Practice, starting on page 29 of the Board agenda packet. Ms. Tugade noted the increase in the English test pass rate for the November 2021 through February 2022 exam cycle. She looked forward to receiving more details on who the candidates are that are passing the exams.

5.5 Business Modernization

Ms. Fenner reported that the Board received a grant of \$930,000 from the Technology Modernization Fund to upgrade the exam and licensing software. The fund is administered through the California Department of Technology (CDT) and was established to make immediate investments in IT that will yield quick and meaningful results for the people of California. Agreement documents are being processed between CDT and DCA, and then project planning will begin in approximately 9 to 12 months. She thanked Board staff and DCA's Project Delivery and Administrative Services staff for all of their assistance toward the project request.

Ms. Hurt inquired if additional staff was needed for the heavy lift expected for the upcoming project. Ms. Fenner commented that there is room to share the burden with the newest staff member. She added that it is possible to add another half-time position to again assist with the TRF, allowing existing staff to also help with the project.

The Board expressed appreciation to Board and DCA staff for continuing to work toward the modernization project for both consumers and licensees.

6. LEGISLATION

Ms. Fenner stated that information regarding the bills the Board tracked during the last legislative session could be found beginning on page 33 of the Board agenda packet. She noted that a number of bills are two-year bills for which more details would be available at the next meeting.

6.1 AB 225 (Gray) – No discussion.

6.2 AB 646 (Low) – No discussion.

6.3 AB 1662 (Gipson) – No discussion.

6.4 AB 1733 (Quirk) – Ms. Fenner reported that the bill would allow remote meetings to be an option for boards. It is not, however, expected to move forward since the provisions are addressed in SB 189.

6.5 SB 189 (Committee on Budget and Fiscal Review) – Ms. Fenner indicated that the bill was signed by the Governor on June 30, 2022. It contains the provisions that allow remote attendance for board meetings.

Additionally, the firm registration language was amended in SB 189 to clarify that all non-CSR-owned entities, regardless of business type, must register with the Board. Secondly, it affirmatively set the fee for registration at \$500 until January 2025, which takes the pressure off passing the regulation package for setting the fee.

As a reminder to the Board, SB 241 (Umberg) was signed into law last September. Board staff immediately began working on implementation. During that process, some ambiguity was discovered about which type of business entities needed to register with the Board. While staff searched for a legislative fix to this problem, staff

continued working with the various DCA entities to update the databases to add the new license type to the Board's DOS-based system. Staff also began working on a regulation to set the fee for registration application. When public comment was received on the fee regulation, the next step was to set a Board meeting to approve the response to the comments. At that point in time, staff were required to meet in person and today was the first date that a quorum was available to meet in person.

Subsequently SB 189 was amended to set the fee for firm registration. This allowed the Board to accept the applications, but processing of applications had to wait for the bill to be signed before accounting could request approval of the new accounting code. This coincided with the end of the fiscal year, which is an incredibly busy time for accounting. On a positive note, applications have been received and staff has begun processing them. Anyone can check to see if a firm is registered by using the License Lookup button on our website. To see a list of all registered firm, they can use the drop-down menu under license type to select Court Reporter Firm. An email will go out Monday to let our email subscriber list know that we are up and running.

Ms. Fenner stated that Board staff has been on a journey with a million moving parts. Staff tried to share what it knew as it was certain but did not want to post information on the Board website that would be wrong or outdated within days. Website changes have to go through DCA's Internet Team, and although they are incredibly responsive to our requests to make urgent changes, these things typically do take time.

Ms. Fenner added that a lot of people helped to get the important clarification language in SB 189. She thanked the Governor's Office, the Speaker's Office, the Pro Tem's Office, and Business and Professions Committees of the Senate and the Assembly. She also thanked the Department of Consumer Affairs, from the Director, to the Legal and the Legislative Divisions, and all the people that made the database changes happen. She expressed appreciation to DRA and CCRA for their legislative support and in helping to get accurate information out to their members when it became available.

Staff continues to work through the implementation stage, which is a dynamic process. Changes have already been made to the applications to make them clearer regarding who needs to sign the application. The Board will continue to get the word out to firms so they know it's time to register. The initial bill, SB 241, gave the Board six months to have a list of registered firms up on its website. While it is not believed that it will take six months to get the word out, clearly this is a process.

Ms. Hurt thanked everyone who contributed to making firm registration a reality. She indicated that firm registration is an important part of leveling the field for court reporting, which the Board has worked toward for many years. She requested grace for the Board and its staff as it gets over the last of the hurdles of implementation.

Kimberly D'Urso, Protect Your Record Project (PYRP), asked if the Reporter in Charge (RIC) would be identified on the Board's website, or if the firm can keep that information confidential. She also inquired if the RIC can be a silent partner of the firm. Ms. Fenner responded that the RIC will be part of the License Lookup.

Noelle Ottoboni expressed concerns that the registration list would be used to exclude CSR-owned entities that choose to not register. She requested the Board make it easier to find legitimate CSR-owned firms by having just one list that includes all licensees and firms. Ms. Fenner commented that CSR-owned entities may voluntarily register without paying a fee and therefore, be included on the firm registration list. Since they are different license types, there is a distinction between licensees and registered firms.

Jamie Asbury, CalDRA, acknowledged there would be bumps during the rollout of firm registration and offered support by disseminating information to its members as it becomes available. She thanked the Board and everyone who has worked toward this impactful endeavor.

Kelly Shainline, PYRP, asked if each firm under a parent company be required to register. She explained that some large firms have acquired smaller firms. Ms. Fenner responded that she would look into the matter.

Ms. Mathias asked if there were any firms approved for registration at the time of the meeting. Ms. Fenner responded that there were approximately 90 applications received, half of which were from CSR-owned firms. She added that approximately 24 firms had been approved.

Ms. Mathias asked if the Board would require complaints to stop firms from offering services even if it knows that the firm is not registered. Ms. Fenner stated that the Board would address non-registered firms as they come to the Board's attention.

Ms. Mathias asked if it was true that the Board would not discipline court reporters for working for firms or discipline unregistered firms for providing services until the firms are registered. Ms. Fenner stated that the Board looks at the facts for each complaint on an individual basis and cannot make a broad statement about what it will or will not do. She encouraged others to consider whether the registration is even available to be looked at yet. Ms. Sunkees added that this is a new program and stressed the need for everyone to give time to allow everything to be implemented. The Board is not here to punish people but here to ensure people are following the rules.

Mary Pierce, CalDRA, inquired if licensees should operate as they did prior to July 1, 2022, until a list is available. Grace Arupo Rodriguez, DCA Legal Affairs Assistant Deputy Director, stated that the law as clarified just went into effect July 1, 2022. The Board is in the process of accepting registrations for these firms. The Board is not going to affirmatively say yes or no since complaints are evaluated on a case-by-case basis. Working for a firm that is not on the firm registration list is only one aspect in considering discipline. Staff is working diligently and will disseminate information as soon as it is available. She thanked everyone for their interest and passion.

The Board took a break at 11:11 a.m. and returned to open session at 11:25 a.m.

Holly Moose stated that the issue of an unlevel playing field was first recognized approximately 25 years ago when the gift-giving problems came to light. She thanked

the Board for hanging in to resolve the issues and for pursuing firm registration. She agreed with the request for one list of agencies that are approved to work for.

Jo Anne Bryce requested the Board define “wholly owned” for the registration. She stated that there are several entities that believe they are wholly owned, but they have non-CSR officers in their firms.

The Board encouraged stakeholders to call or email the Board if they have additional questions or comments.

6.6 SB 848 (Umberg) – No discussion.

6.7 SB 1237 (Newman) – No discussion.

6.8 SB 1365 (Jones) – No discussion.

6.9 SB 1424 (Nielsen) – No discussion

6.10 SB 1443 (Roth) – Ms. Fenner reported that the bill extended the sunset date for the Board, among other boards, that were up for sunset review. She inquired if the Board would like to take a position on this bill and send a letter to the author’s office. The bill is noncontroversial and would need to be considered before the end of the legislative cycle.

Ms. Hurt moved to instruct staff to prepare a letter to support SB 1443. Ms. Tugade seconded the motion. Ms. Sunkees called for public comment. No comments were offered. A vote was conducted by roll call.

For: Ms. Hurt, Mr. Mnayan, Ms. Tugade, and Ms. Sunkees

Opposed: None

Absent: Ms. Brewer

Abstain: None

Recusal: None

MOTION CARRIED

7. REGULATIONS

Title 16, Section 2450 – Fee Schedule

Ms. Fenner indicated that the passage of SB 189 obviated the need for the urgent passage of the fee regulation package under this agenda item since the law set the fee for firm registration until 2025. Taking into consideration the substantial time and work already completed thus far, she recommended the Board move forward with completing the current package. She added that a separate package could be proposed in the future if need arose for further clarification of the law.

The Board agreed to move forward with the current regulatory package for setting the firm registration fee.

Ms. Rogers reported that the Board held a public hearing on May 31, 2022. Although no one appeared to offer comments, a written comment was received. The Board must consider and approve the proposed responses to the comments before the final regulations package may be submitted to the Office of Administrative Law.

Ms. Mathias inquired how the estimated number of firms was determined when the regulatory package was drafted. Ms. Fenner responded that the Board had no way of knowing how many firms would register. She stated the estimated number was moot because the Board will accept applications from anyone who wishes to register regardless of how many.

Mr. Mnayan moved to approve the responses drafted to address public comments received during the 45-day comment period on the Board's proposed text, and direct staff to take all steps necessary to complete the rulemaking process, including authorizing the Executive Officer to make any non-substantive changes to the proposed regulation before completing the rulemaking process, and adopt the proposed text of 16 CCR section 2450 as noticed. Ms. Hurt seconded the motion. Ms. Sunkees called for public comment.

Ms. Ottoboni asked the Board to consider using part of the firm registration fee toward offering the dictation exam in-person once per year.

A vote was conducted by roll call.

For: Ms. Hurt, Mr. Mnayan, Ms. Tugade, and Ms. Sunkees

Opposed: None

Absent: Ms. Brewer

Abstain: None

Recusal: None

MOTION CARRIED

8. LICENSURE OF VOICE WRITERS

Ms. Fenner indicated that since the last meeting, she had been speaking with stakeholders and legislative staff on the licensure of voice writers. She has also been looking at the language used in other states that already license voice writers. She was happy to report that support seems to be growing as people begin to understand that voice writers do the same job as steno writers, just using their voice rather than their hands.

Natalie DL commented that she was a machine writing student for many years, even reaching high speeds, until she had a stroke. She started speed building again but switched to voice writing because she still had problems with her finger. She thanked the Board for considering voice writing as an option because she loves it.

Rebecca Larsen also started as a machine writing student and switched to voice writing. She was offered an opportunity to try voice writing and was able to proceed more quickly. She believed her steno training allowed her to grasp the concepts more quickly. She just received her Certified Verbatim Reporter (CVR) certification from the National Verbatim Reporters Association and looks forward to being able to work in California. Ms. Larsen

also shared that she found 33 jobs posted for reporters on LinkedIn, 11 of which are for digital reporters. She urged the Board move quickly on licensing voice writers.

Ms. Hurt stated that licensing voice writers would help differently-abled individuals pursue a pathway to licensure. She suggested the Board appoint a task force to review and act on the legislation requirements between Board meetings.

Ms. Sunkees appointed herself and Ms. Hurt to co-chair the Voice Writers Task Force.

9. STRATEGIC PLAN

Ms. Fenner pointed to the update action plan for the Board's strategic goals on page 50 of the Board agenda packet. She invited input on new prioritization of the goals. She pointed out that the current plan was developed prior to the pandemic and there may be other objectives the Board would like to focus on considering how business has changed over the last couple of years. She stated that the Board may want to consider scheduling a strategic planning session in the spring even though the plan is good through the end of 2023.

Ms. Tugade recognized the Board and staff for its tremendous achievements.

Ms. Hurt also thanked staff for working on all the action items in addition to a number of legislative matters. She asked if there were opportunities to integrate things such as investigating real-time captioning standards into the sunset review process or have a deeper discussion about these items. Ms. Fenner stated that the Board would first have to prove a need for regulating captioners and go through a legislative process called a sunrise review. Ms. Arupo Rodriguez commented that a sunrise review would be held similarly to the sunset review with a lot of preparation time and legislative hearings over approximately one year.

Mr. Mnayan expressed that he looked forward to contributing to the next strategic plan.

10. ELECTION OF OFFICERS

Ms. Sunkees called for election of officers.

Ms. Hurt nominated Ms. Sunkees as chair. Ms. Tugade seconded the motion. Ms. Sunkees called for public comment. No comments were offered. A vote was conducted by roll call.

For: Ms. Hurt, Mr. Mnayan, Ms. Tugade, and Ms. Sunkees

Opposed: None

Absent: Ms. Brewer

Abstain: None

Recusal: None

MOTION CARRIED

Ms. Tugade nominated Ms. Hurt as vice-chair. Mr. Mnayan seconded the motion. Ms. Sunkees called for public comment. No comments were offered. A vote was conducted by roll call.

For: Ms. Hurt, Mr. Mnayan, Ms. Tugade, and Ms. Sunkees
Opposed: None
Absent: Ms. Brewer
Abstain: None
Recusal: None

MOTION CARRIED

11. FUTURE MEETING DATES

Ms. Sunkees stated staff would poll the Board members offline for calendar availability for the next meeting.

ADJOURNMENT

Ms. Sunkees adjourned the meeting at 12:16 p.m.

ROBIN SUNKEES, Board Chair

DATE

YVONNE K. FENNER, Executive Officer

DATE

COURT REPORTERS BOARD MEETING – DECEMBER 14, 2022

AGENDA ITEM 3 – Department of Consumer Affairs Update

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Agenda Description: Report from the DCA Executive Office
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Support Documents: None
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Fiscal Impact: None
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Recommended Board Action: Informational.
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AGENDA ITEM 4 – Report of the Executive Officer

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Agenda Description: Report on:

- 4.1 CRB Budget Report
- 4.2 Transcript Reimbursement Fund
- 4.3 Enforcement Activities
- 4.4 Firm Registration Implementation
- 4.5 License Exam
- 4.6 Business Modernization

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Support Documents:

- Attachment 1, Item 4.1 – FM3 Expenditure Projections FY2022-23
- Attachment 2, Item 4.1 – CRB Fund Condition
- Attachment 3, Item 4.2 – TRF Fund Condition
- Attachment 4, Item 4.3 – Enforcement Statistics
- Attachment 5, Item 4.5 – Exam Statistics

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Fiscal Impact: None

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Recommended Board Action: None

Department of Consumer Affairs
Expenditure Projection Report
 Court Reporters Board of California
 Reporting Structure(s): 11113110 Support
 Fiscal Month: 3
 Fiscal Year: 2022 - 2023
 Run Date: 11/01/2022

Fiscal Code	Line Item	PY Budget	PY FM13	Budget	YTD + Encumbrance	Projections to Year End	Balance
5100	PERMANENT POSITIONS	\$382,000	\$376,885	\$382,000	\$98,442	\$397,165	-\$15,165
5100	TEMPORARY POSITIONS	\$11,000	\$0	\$11,000	\$0	\$0	\$11,000
5105-5108	PER DIEM, OVERTIME, & LUMP SUM	\$13,000	\$9,285	\$14,000	\$2,916	\$7,000	\$7,000
5150	STAFF BENEFITS	\$213,000	\$228,655	\$215,000	\$64,664	\$269,000	-\$54,000
	PERSONAL SERVICES	\$619,000	\$614,824	\$622,000	\$166,022	\$673,165	-\$51,165
5301	GENERAL EXPENSE	\$9,000	\$4,615	\$9,000	\$1,198	\$5,731	\$3,269
5302	PRINTING	\$1,000	\$10,046	\$1,000	\$6,121	\$6,121	-\$6,121
5304	COMMUNICATIONS	\$2,000	\$8,314	\$2,000	\$715	\$8,564	-\$8,564
5306	POSTAGE	\$0	\$1,561	\$0	\$157	\$1,608	-\$1,608
5308	INSURANCE	\$0	\$8	\$0	\$0	\$8	-\$8
53202-204	IN STATE TRAVEL	\$18,000	\$841	\$18,000	\$0	\$0	\$18,000
5322	TRAINING	\$0	\$0	\$0	\$0	\$0	\$0
5324	FACILITIES	\$49,000	\$54,266	\$49,000	\$52,331	\$56,072	-\$7,072
53402-53403	C/P SERVICES (INTERNAL)	\$278,000	\$23,012	\$278,000	\$2,740	\$20,355	\$257,645
53404-53405	C/P SERVICES (EXTERNAL)	\$89,000	\$30,308	\$89,000	\$44,032	\$58,309	\$30,691
5342	DEPARTMENT PRORATA	\$161,000	\$154,947	\$155,000	\$77,000	\$155,000	\$0
5342	DEPARTMENTAL SERVICES	\$0	\$39,250	\$0	\$0	\$127,149	-\$127,149
5344	CONSOLIDATED DATA CENTERS	\$3,000	\$26	\$3,000	\$5	\$3,000	\$0
5346	INFORMATION TECHNOLOGY	\$2,000	\$0	\$2,000	\$0	\$0	\$2,000
5362-5368	EQUIPMENT	\$11,000	\$7,050	\$1,000	\$0	\$7,261	-\$6,261
5390	OTHER ITEMS OF EXPENSE	\$0	\$31,200	\$0	\$0	\$31,200	-\$31,200
54	SPECIAL ITEMS OF EXPENSE	\$0	\$422	\$0	\$0	\$435	-\$435
	OPERATING EXPENSES & EQUIPMENT	\$623,000	\$365,866	\$607,000	\$184,299	\$480,813	\$123,187
	OVERALL TOTALS	\$1,242,000	\$980,690	\$1,229,000	\$350,321	\$1,153,978	\$72,022

5.86%

0771 - Court Reporter's Board Fund Analysis of Fund Condition
(Dollars in Thousands)

Prepared 11.23.22

2022 Budget Act with FM3 Projections

	Actual 2021-22	CY 2022-23	BY 2023-24	BY +1 2024-25
BEGINNING BALANCE	\$ 770	\$ 1,068	\$ 1,133	\$ 1,114
Prior Year Adjustment	\$ 48	\$ 0	\$ 0	\$ 0
Adjusted Beginning Balance	<u>\$ 818</u>	<u>\$ 1,068</u>	<u>\$ 1,133</u>	<u>\$ 1,114</u>
REVENUES, TRANSFERS AND OTHER ADJUSTMENTS				
Revenues				
4121200 - Delinquent fees	\$ 24	\$ 20	\$ 20	\$ 20
4127400 - Renewal fees	\$ 1,298	\$ 1,260	\$ 1,265	\$ 1,265
4129200 - Other regulatory fees	\$ 13	\$ 0	\$ 0	\$ 0
4129400 - Other regulatory licenses and permits	\$ 21	\$ 25	\$ 25	\$ 25
4163000 - Income from surplus money investments	\$ 5	\$ 17	\$ 16	\$ 16
4171400-Canceled Warrants Expenditures	\$ 1	\$ 0	\$ 0	\$ 0
Totals, Revenues	<u>\$ 1,362</u>	<u>\$ 1,322</u>	<u>\$ 1,326</u>	<u>\$ 1,326</u>
Operating Transfers To General Fund 0001 per EO E 21/22-276 Rev	\$ -39	\$ 0	\$ 0	\$ 0
Revenue Transfer to Transcript Reimbursement Fund per B&P Coc	\$ 0	\$ 0	\$ 0	\$ -100
Totals, Transfers and Other Adjustments	<u>\$ -39</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ -100</u>
TOTALS, REVENUES, TRANSFERS AND OTHER ADJUSTMENTS	<u>\$ 1,323</u>	<u>\$ 1,322</u>	<u>\$ 1,326</u>	<u>\$ 1,226</u>
TOTAL RESOURCES	<u>\$ 2,141</u>	<u>\$ 2,390</u>	<u>\$ 2,459</u>	<u>\$ 2,340</u>
Expenditures:				
1111 Department of Consumer Affairs Regulatory Boards, Bureaus, Divisions (State Operations)	\$ 977	\$ 1,154	\$ 1,242	\$ 1,279
9892 Supplemental Pension Payments (State Operations)	\$ 25	\$ 25	\$ 25	\$ 25
9900 Statewide General Administrative Expenditures (Pro Rata) (State Operations)	\$ 71	\$ 78	\$ 78	\$ 78
TOTALS, EXPENDITURES AND EXPENDITURE ADJUSTMENTS	<u>\$ 1,073</u>	<u>\$ 1,257</u>	<u>\$ 1,345</u>	<u>\$ 1,382</u>
FUND BALANCE				
Reserve for economic uncertainties	<u>\$ 1,068</u>	<u>\$ 1,133</u>	<u>\$ 1,114</u>	<u>\$ 957</u>
Months in Reserve	10.2	10.1	9.7	8.2

0410 - Transcript Reimbursement Fund Analysis of Fund Condition
(Dollars in Thousands)
2022 Budget Act

Prepared 11.23.22

	Actuals 2021-22	CY 2022-23	BY 2023-24	BY +1 2024-25
BEGINNING BALANCE	\$ 174	\$ 570	\$ 426	\$ 280
Prior Year Adjustment	\$ 0	\$ 0	\$ 0	\$ 0
Adjusted Beginning Balance	\$ 174	\$ 570	\$ 426	\$ 280
REVENUES, TRANSFERS AND OTHER ADJUSTMENTS				
Revenues				
4163000 - Income from surplus money investments	\$ 1	\$ 6	\$ 4	\$ 2
Totals, Revenues	\$ 1	\$ 6	\$ 4	\$ 2
Revenue Transfer from Court Reporters Fund per B&P Code Section 8030.2(d)	\$ 0	\$ 0	\$ 0	\$ 100
Totals, Transfers and Other Adjustments	\$ 0	\$ 0	\$ 0	\$ 100
TOTALS, REVENUES, TRANSFERS AND OTHER ADJUSTMENTS	\$ 1	\$ 6	\$ 4	\$ 102
TOTAL RESOURCES	\$ 175	\$ 576	\$ 430	\$ 382
Expenditures:				
1111 Department of Consumer Affairs Regulatory Boards, Bureaus, Divisions (State Operations)	\$ 105	\$ 150	\$ 150	\$ 150
Less Funding Provided by the GF	\$ -500	\$ 0	\$ 0	\$ 0
TOTALS, EXPENDITURES AND EXPENDITURE ADJUSTMENTS	\$ -395	\$ 150	\$ 150	\$ 150
FUND BALANCE				
Reserve for economic uncertainties	\$ 570	\$ 426	\$ 280	\$ 232
Months in Reserve	45.6	34.1	22.4	18.6

Consumer Protection Enforcement Initiative Fiscal Year 2022-2023 Enforcement Report July 1, 2022 -October 31, 2022

Complaint Intake

Complaints	July	August	Sept.	Oct.	Nov.	Dec.	January	Feb.	March	April	May	June	Total
Received	19	11	11	14									55
Closed without Assignment for Investigation	0	0	0	0									0
Assigned for Investigation	19	11	11	14									55
Average Days to Close or Assign for Investigation	1	1	1	1									1
Pending	0	0	0	0									0 *

Convictions/Arrests Reports	July	August	Sept.	Oct.	Nov.	Dec.	January	Feb.	March	April	May	June	Total
Received	0	0	0	0									0
Closed	0	0	0	0									0
Average Days to Close	0	0	0	0									0
Pending	0	0	0	0									0 *

Investigation

Desk Investigation	July	August	Sept.	Oct.	Nov.	Dec.	January	Feb.	March	April	May	June	Total
Initial Assignment for Desk Investigation **	19	11	11	14									55
Closed ***	10	7	19	13									49
Average Days to Close [straightline] ***	47	27	58	38									46
Pending ***	27	31	23	24									26 *

Field Investigation (Sworn)	July	August	Sept.	Oct.	Nov.	Dec.	January	Feb.	March	April	May	June	Total
Assignment for Sworn Field Investigation	0	0	0	0									0
Closed	0	0	0	0									0
Average Days to Close	0	0	0	0									0
Pending *	0	0	0	0									0

All Investigation	July	August	Sept.	Oct.	Nov.	Dec.	January	Feb.	March	April	May	June	Total
Closed **	10	7	19	13									49
Average Days to Close [straightline] **	47	27	58	38									46
Pending **	27	31	23	24									26 *

*Average number of cases pending per month

** Intake complaints and convictions

*** Intake complaints only

Enforcement Actions

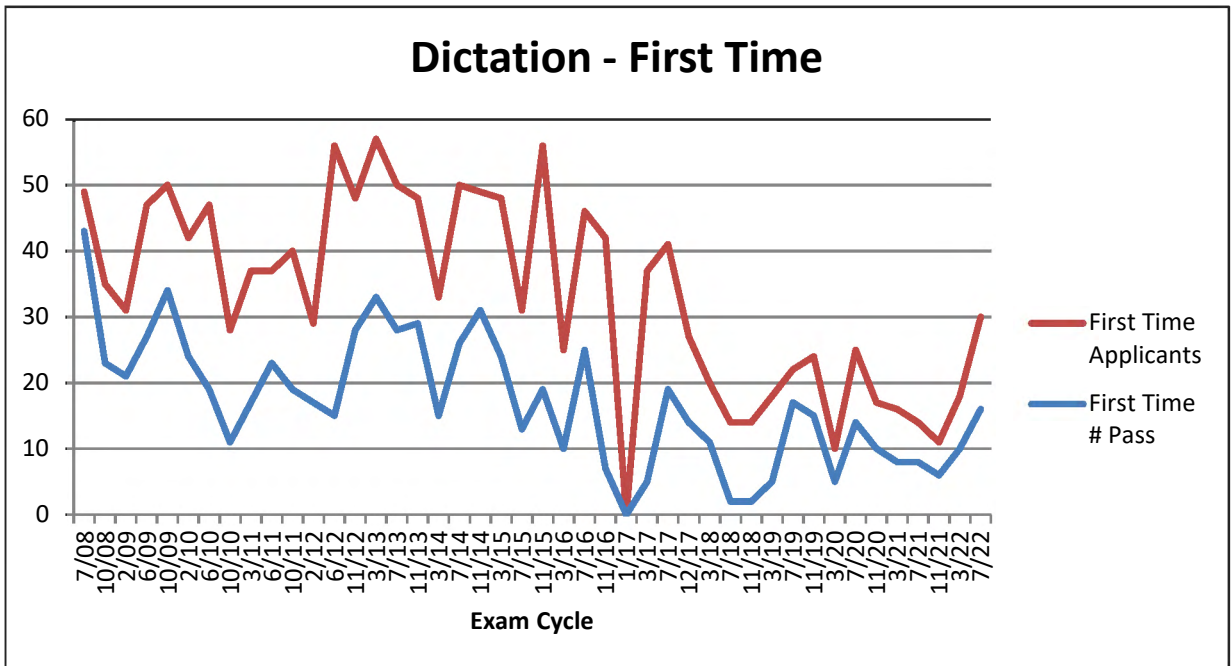
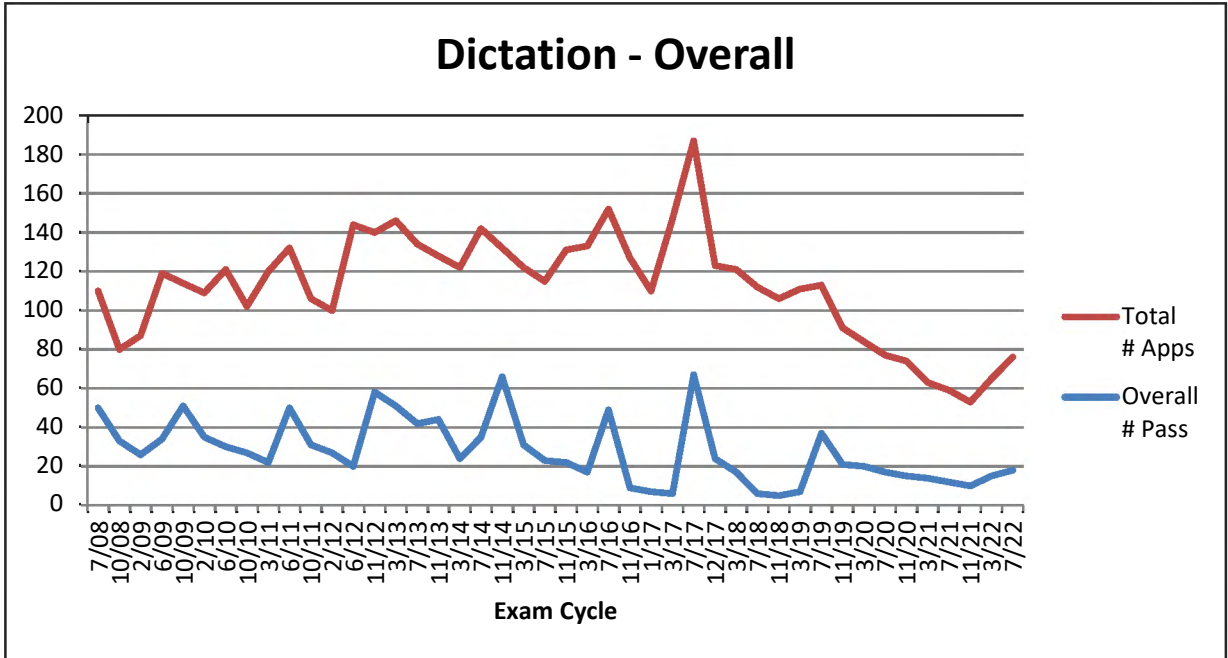
AG Cases	July	August	Sept.	Oct.	Nov.	Dec.	January	Feb.	March	April	May	June	Total
AG Cases Initiated	0	1	0	0									1
AG Cases Pending	0	1	1	1									1
SOIs/Accusations	July	August	Sept.	Oct.	Nov.	Dec.	January	Feb.	March	April	May	June	Total
SOIs Filed	0	0	0	0									0
SOIs Withdrawn	0	0	0	0									0
SOIs Dismissed	0	0	0	0									0
SOIs Declined	0	0	0	0									0
Average Days to Complete SOIs	0	0	0	0									0
Accusations Filed	0	0	0	0									0
Accusations Withdrawn	0	0	0	0									0
Accusations Dismissed	0	0	0	0									0
Accusations Declined	0	0	0	0									0
Average Days to Complete Accusations	0	0	0	0									0
Petition to Revoke Probation (PRP)	0	0	0	0									0
Average Days to Complete PRP	0	0	0	0									0
Decisions/Stipulations	July	August	Sept.	Oct.	Nov.	Dec.	January	Feb.	March	April	May	June	Total
Proposed/Default Decisions	0	0	0	0									0
Stipulations	0	0	0	0									0
Disciplinary Orders	July	August	Sept.	Oct.	Nov.	Dec.	January	Feb.	March	April	May	June	Total
Final Orders (Proposed Decisions Adopted, Default Decisions, Stipulations)	1	0	0	0									1
Average Days to Complete [Straightline]	163	0	0	0									163
Interim Suspension Orders	0	0	0	0									0
Citations	July	August	Sept.	Oct.	Nov.	Dec.	January	Feb.	March	April	May	June	Total
Final Citations	2	0	1	0									3
Average Days to Complete [Straightline]	48	0	37	0									44

*Average number of cases pending per month

Dictation Exam

Exam Cycle	Total # Apps	Overall # Pass	Overall % Pass	First Time Applicants	First Time # Pass	First Time % Pass
Jul 2008	110	50	45.5%	49	43	87.8%
Oct 2008	80	33	41.3%	35	23	65.7%
Feb 2009	87	26	29.9%	31	21	67.7%
Jun 2009	119	34	28.6%	47	27	57.4%
Oct 2009	114	51	44.7%	50	34	68.0%
Feb 2010	109	35	32.1%	42	24	57.1%
Jun 2010	121	30	24.8%	47	19	40.4%
Oct 2010	102	27	26.5%	28	11	39.3%
Mar 2011	120	22	18.3%	37	17	45.9%
Jun 2011	132	50	37.9%	37	23	62.2%
Oct 2011	106	31	29.2%	40	19	47.5%
Feb 2012	100	27	27.0%	29	17	58.6%
Jun 2012	144	20	13.9%	56	15	26.8%
Nov 2012	140	58	41.4%	48	28	58.3%
Mar 2013	146	51	34.9%	57	33	57.9%
Jul 2013	134	42	31.3%	50	28	56.0%
Nov 2013	128	44	34.4%	48	29	60.4%
Mar 2014	122	24	19.7%	33	15	45.5%
Jul 2014	142	35	24.6%	50	26	52.0%
Nov 2014	132	66	50.0%	49	31	63.3%
March 2015	122	31	25.4%	48	24	50.0%
July 2015	115	23	20.0%	31	13	41.9%
Nov 2015	131	22	16.8%	56	19	33.9%
March 2016	133	17	12.8%	25	10	40.0%
July 2016	152	49	32.2%	46	25	54.3%
Nov 2016	127	9	7.1%	42	7	16.7%
Jan 2017 (Nov 2016 retest)	110	7	6.4%	n/a	n/a	n/a
Mar 2017	147	6	4.1%	37	5	13.5%
Jul 2017	187	67	35.8%	41	19	46.3%
Dec 2017	123	24	19.5%	27	14	51.9%
Mar 2018	121	17	14.0%	20	11	55.0%
Jul 2018	112	6	5.4%	14	2	14.3%
Nov 2018	106	5	4.7%	14	2	14.3%
Mar 2019	111	7	6.3%	18	5	27.8%
Jul 2019	113	37	32.7%	22	17	77.3%
Nov 2019	91	21	23.1%	24	15	62.5%
Mar 2020	84	20	23.8%	10	5	50.0%
Jul 2020	77	17	22.1%	25	14	56.0%
Nov 2020	74	15	20.3%	17	10	58.8%
Mar 2021	63	14	22.2%	16	8	50.0%
Jul 2021	59	12	20.3%	14	8	57.1%
Nov 2021	53	10	18.9%	11	6	54.5%
Mar 2022	65	15	23.1%	18	10	55.6%
Jul 2022	76	18	23.7%	30	16	53.3%

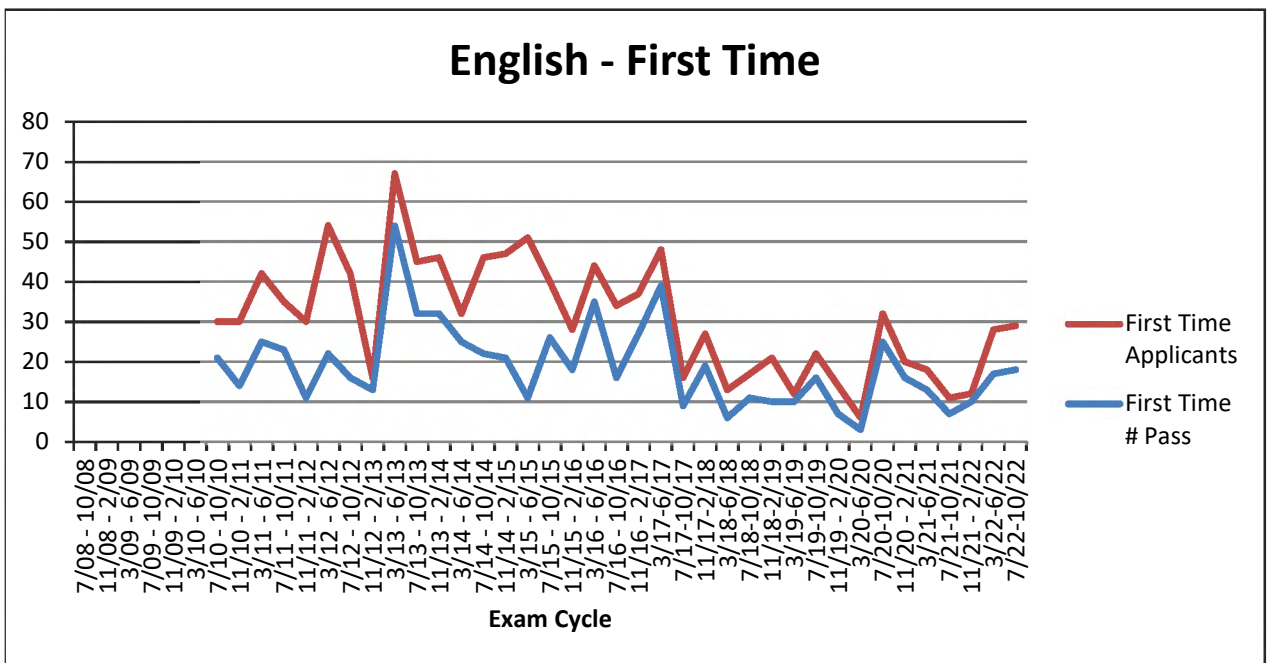
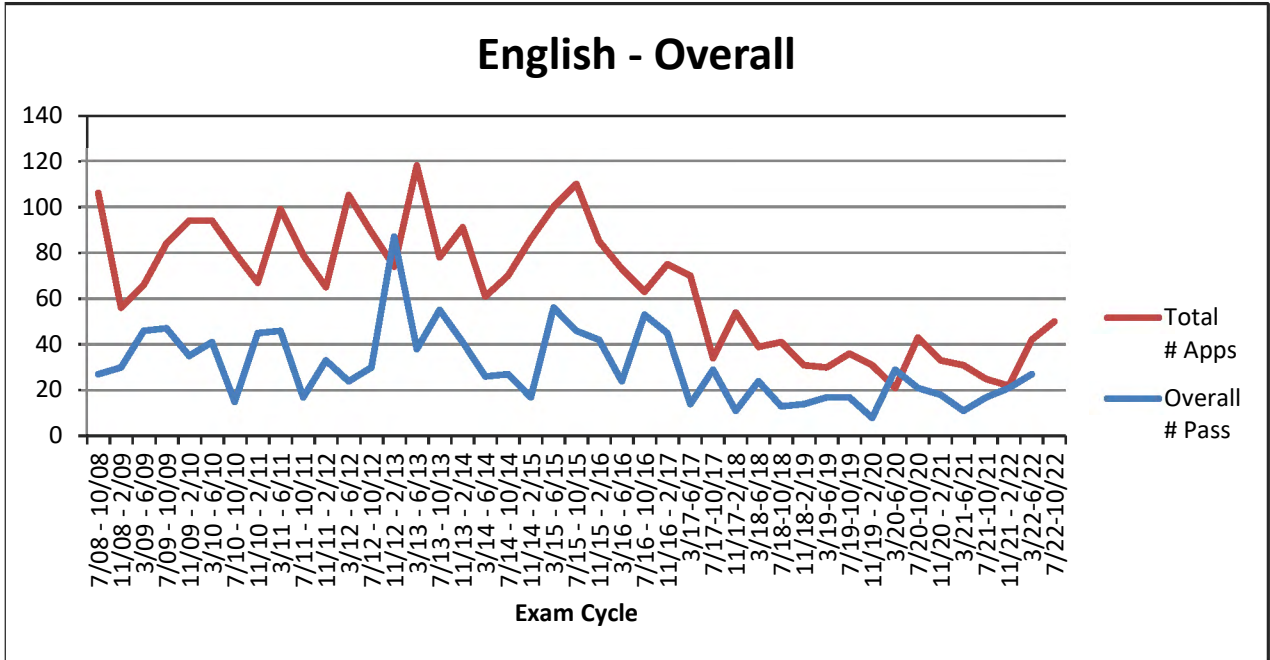
Dictation Exam



English Exam

Exam Cycle	Total # Apps	Overall # Pass	Overall % Pass	First Time Applicants	First Time # Pass	First Time % Pass
Jul 2008 - Oct 2008	106	71	65.7%			
Nov 2008 - Feb 2009	56	27	48.2%			
Mar 2009 - Jun 2009	66	30	45.5%			
Jul 2009 - Oct 2009	84	46	54.8%			
Nov 2009 - Feb 2010	94	47	50.0%			
Mar 2010 - Jun 2010	94	35	37.2%			
Jul 2010 - Oct 2010	80	41	51.3%	30	21	70.0%
Nov 2010 - Feb 2011	67	15	22.4%	30	14	46.7%
Mar 2011 - Jun 2011	99	45	45.5%	42	25	59.5%
Jul 2011 - Oct 2011	79	46	58.2%	35	23	65.7%
Nov 2011 - Feb 2012	65	17	26.2%	30	11	36.7%
Mar 2012 - Jun 2012	105	33	31.4%	54	22	40.7%
Jul 2012 - Oct 2012	89	24	27.0%	42	16	38.1%
Nov 2012 - Feb 2013	74	30	40.5%	16	13	81.3%
Mar 2013 - Jun 2013	118	87	73.7%	67	54	80.6%
Jul 2013 - Oct 2013	78	38	48.7%	45	32	71.1%
Nov 2013 - Feb 2014	91	55	60.4%	46	32	69.6%
Mar 2014 - Jun 2014	61	41	67.2%	32	25	78.1%
Jul 2014 - Oct 2014	70	26	37.1%	46	22	47.8%
Nov 2014 - Feb 2015	86	27	31.4%	47	21	44.7%
Mar 2015 - June 2015	100	17	17.0%	51	11	21.6%
Jul 2015 - Oct 2015	110	56	50.9%	40	26	65.0%
Nov 2015 - Feb 2016	85	46	54.1%	28	18	64.3%
Mar 2016 - Jun 2016	73	42	57.5%	44	35	79.5%
Jul 2016 - Oct 2016	63	24	38.1%	34	16	47.1%
Nov 2016 - Feb 2017	75	53	70.7%	37	27	73.0%
Mar 2017 - Jun 2017	70	45	64.3%	48	39	81.3%
Jul 2017 - Oct 2017	34	14	41.2%	16	9	56.3%
Nov 2017 - Feb 2018	54	29	53.7%	27	19	70.4%
Mar 2018 - Jun 2018	39	11	28.2%	13	6	46.2%
Jul 2018 - Oct 2018	41	24	58.5%	17	11	64.7%
Nov 2018 - Feb 2019	31	13	41.9%	21	10	47.6%
Mar 2019 - Jun 2019	30	14	46.7%	12	10	83.3%
Jul 2019 - Oct 2019	36	17	47.2%	22	16	72.7%
Nov 2019 - Feb 2020	31	17	54.8%	14	7	50.0%
Mar 2020 - Jun 2020	21	8	38.1%	6	3	50.0%
Jul 2020 - Oct 2020	43	29	67.4%	32	25	78.1%
Nov 2020 - Feb 2021	33	21	63.6%	20	16	80.0%
Mar 2021 - Jun 2021	31	18	58.1%	18	13	72.2%
Jul 2021 - Oct 2021	25	11	44.0%	11	7	63.6%
Nov 2021 - Feb 2022	22	17	77.3%	12	10	83.3%
Mar 2022 - Jun 2022	42	21	50.0%	28	17	60.7%
Jul 2022 - Oct 2022	50	27	54.0%	29	18	62.1%

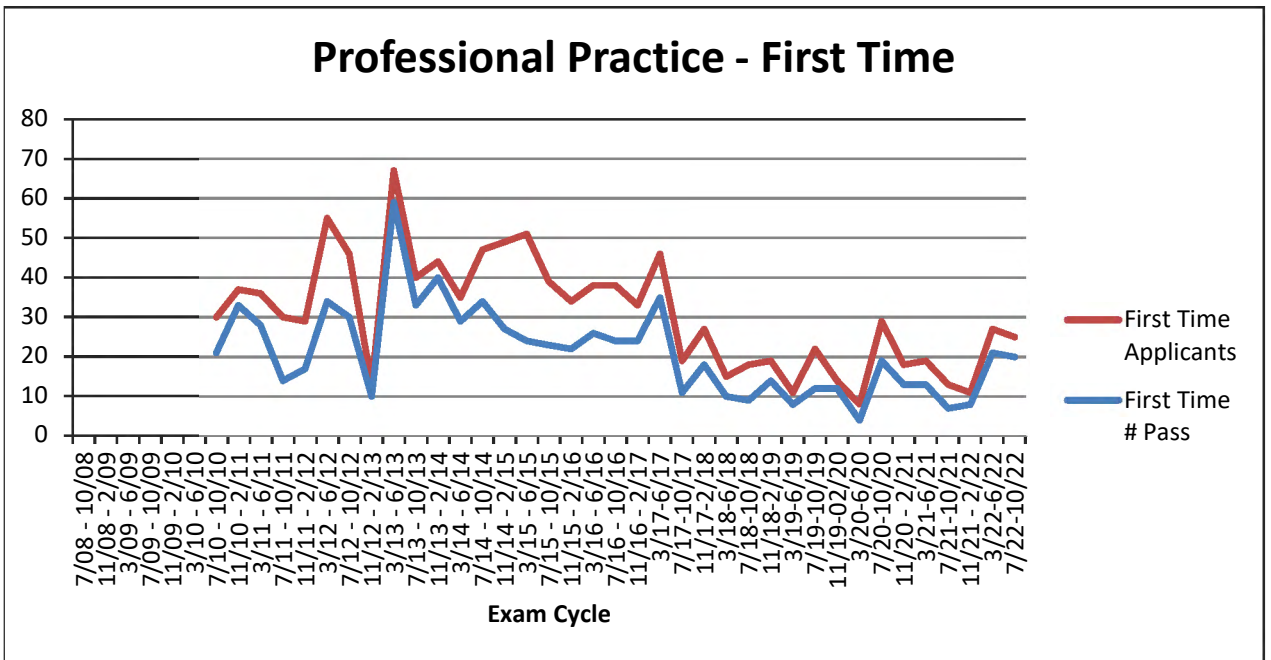
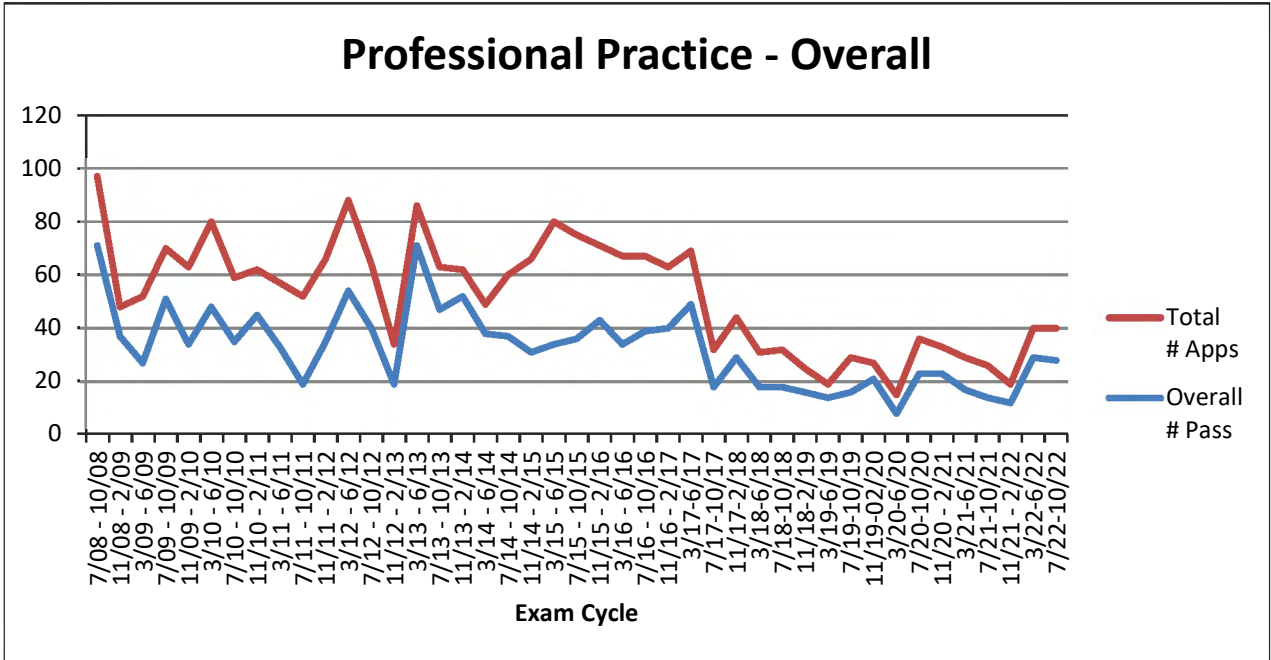
English Exam



Professional Practice Exam

Exam Cycle	Total # Apps	Overall # Pass	Overall % Pass	First Time Applicants	First Time # Pass	First Time % Pass
Jul 2008 - Oct 2008	97	71	73.2%			
Nov 2008 - Feb 2009	48	37	77.1%			
Mar 2009 - Jun 2009	52	27	51.9%			
Jul 2009 - Oct 2009	70	51	72.9%			
Nov 2009 - Feb 2010	63	34	54.0%			
Mar 2010 - Jun 2010	80	48	60.0%			
Jul 2010 - Oct 2010	59	35	59.3%	30	21	70.0%
Nov 2010 - Feb 2011	62	45	72.6%	37	33	89.2%
Mar 2011 - Jun 2011	57	33	57.9%	36	28	77.8%
Jul 2011 - Oct 2011	52	19	36.5%	30	14	46.7%
Nov 2011 - Feb 2012	66	35	53.0%	29	17	58.6%
Mar 2012 - Jun 2012	88	54	61.4%	55	34	61.8%
Jul 2012 - Oct 2012	64	40	62.5%	46	30	65.2%
Nov 2012 - Feb 2013	34	19	55.9%	13	10	76.9%
Mar 2013 - Jun 2013	86	71	82.6%	67	59	88.1%
Jul 2013 - Oct 2013	63	47	74.6%	40	33	82.5%
Nov 2013 - Feb 2014	62	52	83.9%	44	40	90.9%
Mar 2014 - Jun 2014	49	38	77.6%	35	29	82.9%
Jul 2014 - Oct 2014	60	37	61.7%	47	34	72.3%
Nov 2014 - Feb 2015	66	31	47.0%	49	27	55.1%
Mar 2015 - June 2015	80	34	42.5%	51	24	47.1%
Jul 2015 - Oct 2015	75	36	48.0%	39	23	59.0%
Nov 2015 - Feb 2016	71	43	60.6%	34	22	64.7%
Mar 2016 - Jun 2016	67	34	50.7%	38	26	68.4%
Jul 2016 - Oct 2016	67	39	58.2%	38	24	63.2%
Nov 2016 - Feb 2017	63	40	63.5%	33	24	72.7%
Mar 2017 - Jun 2017	69	49	71.0%	46	35	76.1%
Jul 2017 - Oct 2017	32	18	56.3%	19	11	57.9%
Nov 2017 - Feb 2018	44	29	65.9%	27	18	66.7%
Mar 2018 - Jun 2018	31	18	58.1%	15	10	66.7%
Jul 2018 - Oct 2018	32	18	56.3%	18	9	50.0%
Nov 2018 - Feb 2019	25	16	64.0%	19	14	73.7%
Mar 2019 - Jun 2019	19	14	73.7%	11	8	72.7%
Jul 2019 - Oct 2019	29	16	55.2%	22	12	54.5%
Nov 2019 - Feb 2020	27	21	77.8%	14	12	85.7%
Mar 2020 - Jun 2020	15	8	53.3%	8	4	50.0%
Jul 2020 - Oct 2020	36	23	63.9%	29	19	65.5%
Nov 2020 - Feb 2021	33	23	69.7%	18	13	72.2%
Mar 2021 - Jun 2021	29	17	58.6%	19	13	68.4%
Jul 2021 - Oct 2021	26	14	53.8%	13	7	53.8%
Nov 2021 - Feb 2022	19	12	63.2%	11	8	72.7%
Mar 2022 - Jun 2022	40	29	72.5%	27	21	77.8%
Jul 2022 - Oct 2022	40	28	70.0%	25	20	80.0%

Professional Practice Exam



AGENDA ITEM 5 – Legislation

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Agenda Description: Briefing on current legislation related to the court reporting industry and/or the Court Reporters Board with discussion and possible action.

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Brief Summary: (Bills with a notation of *** are of particular interest or impact to court reporting or the Court Reporters Board specifically)

5.1 [AB 156 \(Committee on Budget\)](#) – State Government.

(Chaptered 9/27/2022) - Among other things, this bill allows the Board to license individuals practicing shorthand reporting by means of voice writing. The Board must indicate the methodology used to meet examination requirements on licenses, though they must treat licensees equally regardless of the method of qualification. This bill would also increase title protection by adding additional words and phrases associated with licensure.

5.2 [AB 225 \(Gray\)](#) – Department of Consumer Affairs: boards: veterans: military spouses: licenses.

(Did not pass) – This bill would expand the provisions of the military spouse temporary licensure program to apply to military veterans who have been other-than-dishonorably discharged and active duty military members with orders for separation in 90 days.

5.3 [AB 646 \(Low\)](#) – Department of Consumer Affairs: boards: expunged convictions.

(Did not pass) – This bill would require boards and bureaus (boards) under the Department of Consumer Affairs that post information on their online license search system about a revoked license, when the revocation is due to a criminal conviction, to update or remove information about the revoked license should the board receive an expungement order related to the conviction. This bill would require a board to charge a fee of \$25 to perform these activities, unless the board has no costs to perform these activities.

5.4 [AB 1662 \(Gipson\)](#) – Licensing boards: disqualification from licensure: criminal conviction.

(Did not pass) – This bill would allow a prospective applicant that has been convicted of a crime to submit a request to a board for a preapplication determination on whether they would be disqualified for licensure. Boards may charge a fee of up to \$50 for this process.

5.5 [AB 1733 \(Quirk\)](#) – State bodies: open meetings.

(Did not pass) – This urgency bill would specify that a “meeting” held under the Bagley-Keene Open Meeting Act includes a meeting held entirely by teleconference, as defined, so long as the state body adheres to certain specified requirements such as: ensuring the public has the means to hear, observe, and address the state body during the meeting; providing the public with at least one physical location where they can participate; posting the meeting agendas online and at the physical meeting location with information indicating how the meeting

can be accessed; and ensuring that if a means of remote participation fails, the meeting must adjourn.

5.6 * [SB 189 \(Committee on Budget and Fiscal Review\)](#) – Firm registration and open meeting act requirements.**

(Chaptered 6/30/2022) – Among other things this bill sets the fee for firm registration at \$500 until January 1, 2025, after which time that becomes the capped amount. Additionally, bill would allow meeting held under the Bagley-Keene Open Meeting Act to be held entirely by teleconference, as defined, so long as the state body adheres to certain specified requirements.

5.7 [SB 848 \(Umberg\)](#) – Civil actions: parties and postponements.

(Did not pass) – This bill would eliminate a sunset provision, allowing a party to appear and a court to conduct, conferences, hearings, proceedings, and trials in civil cases remotely. It would also eliminate the sunset provision allowing a continuance or postponement of a trial or arbitration date, extend any deadlines applicable to discovery, including the exchange of expert witness information, mandatory settlement conferences, and summary judgment motions, thereby allowing these provisions to continue indefinitely.

5.8 [SB 1237 \(Newman\)](#) – Licenses: military service.

(Did not pass) – This bill would require boards and bureaus to waive license renewal fees for active-duty military members stationed outside of California.

5.9 [SB 1365 \(Jones\)](#) – Licensing boards: procedures.

(Did not pass) – This bill would require all boards to post a list of criteria used to evaluate applicants with criminal convictions on their websites. DCA would have to develop a process for each board to use in verifying applicant information and performing background checks of applicants, as well as develop a procedure to provide for an informal appeals process.

5.10 [SB 1424 \(Nielsen\)](#) – Consumer affairs: the Department of Consumer Affairs.

(Did not pass) – This was a spot bill relating to the Department of Consumer Affairs.

5.11 * [SB 1443 \(Roth\)](#) – Consumer affairs: the Department of Consumer Affairs.**

(Chaptered 9/27/2022) – This bill extends the sunset date from 2024 to 2025 for the following boards and bureaus: Dental Board of California; California Board of Accountancy; California Architects Board; Landscape Architects Technical Committee, Board for Professional Engineers, Land Surveyors, and Geologists; Contractors State License Board; Bureau of Security and Investigative Services; Cemetery and Funeral Bureau; Court Reporters Board of California; Bureau of Household Goods and Services; and the California State Athletic Commission.

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Support Documents: None.

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Recommended Board Action: Informational only.

AGENDA ITEM 6 – Regulations

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Agenda Description: Discussion and possible action on California Code of Regulations, Title 16:
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6.1 Section 2450 – Fee Schedule

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Brief Summary:

On September 23, 2022, the Office of Administrative Law (OAL) approved the regulation change as proposed to set the fee for firm registration. The link to the final record and approval from OAL on the board’s website is:

https://www.courtreportersboard.ca.gov/lawsregs/2450_firm-registration.shtml.

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Support Documents: None

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Recommended Board Action: Informational only
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Agenda Description: Discussion and possible action on California Code of Regulations, Title 16:
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6.2 Section 2411 – Voice Writing Skill Curriculum

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Brief Summary:

The passage of AB 156 allowed for licensure of voice writers in California. The Voice Writers Task Force met to develop the curriculum for the skills portion of the prescribed course of study for the CSR exam for review and approval by the full board. Providing a clear set of expectations will be critical for those court reporting programs recognized by the CRB to adequately train their students for licensure.

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Support Documents: Attachment – Proposed Regulations

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Fiscal Impact: None

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Recommended Board Action: Staff recommends the Board approve the proposed response by using the following proposed motion:

I move to approve the proposed regulatory text for section 2411; direct staff to submit the text to the Director of the Department of Consumer Affairs and the Business, Consumer Services, and Housing Agency for review; and, if no adverse comments are received, authorize the executive officer to take all steps necessary to initiate the rulemaking process, make any non-substantive changes to the package, and set the matter for a hearing if requested. If no adverse comments are received during the 45-day comment period and no hearing is requested, authorize the executive officer to take all steps necessary to complete the rulemaking and adopt the proposed regulations at section 2411 as noticed.

**TITLE 16. COURT REPORTERS BOARD OF CALIFORNIA
DEPARTMENT OF CONSUMER AFFAIRS**

PROPOSED LANGUAGE

LEGEND

**Underlined indicates proposed regulatory language to be added.
Deleted text is indicated by ~~strikeout~~.**

Amend Sections 2411 and 2414 in Title 16 of Division 24 in Article 2 of the California Code of Regulations, to read as follows:

§ 2411. Criteria for Recognition of Court Reporting Schools; Continued Validity; Reports.

A recognized court reporting school shall offer at least the following minimum prescribed course of study for not less than the hours specified in order to obtain and maintain board approval:

(a) Machine Shorthand or Voice Writing and transcription ... 2300 hours

(1) The program shall include classroom lecture or non-lecture instruction in the mastery of making verbatim records of depositions, hearings, meetings, conventions and judicial proceedings, by means of machine shorthand writing or voice writing, and the accurate transcription of such proceedings.

(2) Tests used to qualify students to sit for the CSR exam shall be transcribed under direct supervision. Schools may require all other tests to be transcribed under supervision.

(3) When the machine shorthand student reaches a proficiency of 80 words per minute on unfamiliar material, the student shall be required to transcribe dictation from stenographic notes of varying difficulty and subject matter of a length equal to five minutes. When the voice writing student reaches a proficiency of 120 words per minute on unfamiliar material, the student shall be required to transcribe dictation from voice notes of varying difficulty (meaning content containing changing or differing degrees of complexity of vocabulary), and subject matter of a length equal to five minutes.

(4) Individual dictation classes, other than theory classes, shall include only students whose ~~tested~~ tested reporting writing speeds are within the same 20-30 words per minute range on similar dictation material.

(5) Students shall be provided the opportunity to read back from their stenographic notes or voice notes a minimum of one time each day.

(6) Schools shall provide students with the opportunity to practice with school-approved speed-building material a minimum of one hour per day after school hours.

(7) These hours may be reduced if a student is able to pass the qualifier exam defined in section 2412 of this chapter before having completed these hours.

(8) When the voice writing student reaches a proficiency of reporting 200 words per minute, the student will be tested to determine whether they can be heard from a distance of two feet away from where the student is reporting.

(b) English ... 240 hours

A minimum of 150 of these hours shall be in classroom lecture or non-lecture instruction. Instruction in the fundamentals of English grammar and usage with emphasis on sentence structure, punctuation, spelling, capitalization, and vocabulary development.

(c) Medical ... 120 hours

A minimum of 75 of these hours shall be in classroom lecture or non-lecture instruction. Instruction, dictation, and transcription in human anatomy, including definitions of medical prefixes and suffixes and terminology.

(d) Legal ... 150 hours

A minimum of 100 of these hours shall be in the classroom lecture or non-lecture instruction. Instruction, dictation, and transcription material shall cover diverse subject areas including, but not limited to the following:

(1) Legal Terminology.

The general concepts of the law of real and personal property, torts, contracts, probate, family, business, criminal, evidence, and civil procedure.

(2) Court and Deposition Procedures.

(A) The responsibility of the reporter in the courtroom, including the reporting of jury impanelment, opening statements, testimony, objections, summations, jury instructions, approaching the bench, in camera proceedings, and reading back to the jury.

(B) The responsibility of the reporter in depositions, including administering oaths, the reporting of testimony and objections, reporting with an interpreter, reading back, directing (citing) the witness, certifying questions, and marking exhibits.

(C) Management of pertinent records, including stenographic notes, work sheets, financial records, daily reporting jobs, exhibits and transcripts.

(3) Ethics of the Court Reporting Profession.

The professional responsibilities of a reporter, including, but not limited to, those outlined in the Professional Standards of Practice.

(4) The California law and regulations and California Rules of Court affecting Certified Shorthand Reporters.

(e) Keyboarding ... 45 words per minute net

A course to prepare students to achieve a typing proficiency of 45 words per minute.

(f) Transcript Preparation ... 25 hours

(1) Instruction in the current methods for preparing and producing a complete transcript, including, but not limited to, equipment and formatting standards.

(2) Instruction in the preparation of transcripts, including covers, appearance pages, index pages, speaker identification, certificates, and exhibits, and the preparation of work sheets.

(3) Development of proofreading skills in order to produce an accurate, verbatim transcript.

(g) Resource Materials ... 5 hours

Instruction in accessing resource materials including via the internet to provide the student with the ability to use such materials, including, but not limited to, case citations, codes, almanacs, directories, street atlases, and dictionaries.

(h) Apprenticeship Training ... 60 hours

(1) Before the student attains a proficiency of 120 words per minute, the student shall observe a minimum of five hours of proceedings in a court of record. After attaining a proficiency of 120 words per minute and before attaining a proficiency of 180 words per minute, the student shall observe a minimum of five hours of proceedings in a court of record.

(2) When the student reaches a proficiency of 180 words per minute, the student shall sit in and report with a certified shorthand reporter 40 hours of court proceedings or depositions of which a minimum of 10 hours shall be in depositions and a minimum of 10 hours shall be in court. A maximum of 10 hours of this training may be gained in reporting mock proceedings sponsored by a law firm or by a law school.

(3) The student shall be required to transcribe and submit to the school for approval a minimum of 20 consecutive pages from stenographic notes taken at a court proceeding and a minimum of 20 consecutive pages from stenographic

notes taken at a deposition in compliance with the Minimum Transcript Format Standards.

(4) After attaining a speed of 160 words per minute, the student shall receive a minimum of 10 hours additional instruction to review the following categories:

- (A-) Court and deposition procedures
- (B-) Professional practice and ethics, including the Professional Standards of Practice
- (C-) Legal research and the California Codes
- (D-) Job preparation skills including professional appearance and etiquette, attitude and demeanor, interviewing skills, and resume writing.

(5) Schools shall document that they provide students with the opportunity to interact with professional court reporters at least four times per calendar year, to offer mentoring, counseling, guest speakers, job shadowing, etc.

(i) Technology ... 60 hours

(1) The student shall demonstrate knowledge of basic computer terminology and the ability to manage the computer operating system outside the specialized Computer Aided Transcription (CAT) software, including, but not limited to, functions such as deleting, moving, and renaming files, and creating electronic files.

(2) The student shall demonstrate an understanding of the concepts of litigation support, Web streaming, Communication Access Realtime Translation (CART), Best Practices for the use of Backup Audio Media (BAM), and captioning.

(3) The student shall demonstrate the ability to produce a transcript from the student's own stenographic notes in compliance with the Minimum Transcript Format Standards.

(4) The student shall spend a minimum of 10 hours in realtime writing. The student shall also demonstrate the ability to set up and connect the components to provide interactive realtime. Interactive realtime is defined as the student outputting to a second computer.

(5) The student shall demonstrate knowledge of how to prepare an electronic file from the student's own stenographic notes.

TOTAL MINIMUM PRESCRIBED ACADEMIC HOURS ... 660 hours

(j) A recognized court reporting school may grant equivalent proficiency for one or more classes to applicants who have provided proof of prior educational or practical experience which is directly related to classes described in Section 2411(a) of this chapter.

(k) A recognized court reporting school shall provide access to a library of reference materials. This access shall be provided on campus. On-campus access may include online access. These materials shall include at least the following:

(1) Current reference materials shall include at a minimum: Business & Professions Code, Sections 8000 through 8047; Title 16, California Code of Regulations, Division 24, Sections 2400 through 2481; Code of Civil Procedure, Sections 2021 and 2025; Government Code, Chapter 5, Article 9, commencing with section 69941; and California Rules of Court.

(2) Current reference materials shall include at a minimum: California Civil Code, Code of Civil Procedure, Evidence Code, Government Code, Penal Code, Welfare and Institutions Code, Health and Safety Code, Probate Code, Family Code and Labor Code; a world atlas, a world almanac, a local street atlas, standard and specialty dictionaries, drug manufacturer reference, and directory of attorneys.

In addition, the Board recommends that the school also maintains current professional association publications and current publications including at least one daily newspaper and magazines such as Time, Newsweek, Business Week, Money, Inc., Fortune, etc.

(l) Whenever there has been a change in school status as set forth in Section 8027(f) of the Business and Professions Code, the change or changes as specified shall be reported to the board as required by Business and Professions Code Section 8027(f). Such report shall be in writing on the letterhead of the school or other stationery setting forth the current name, address and telephone number of the school, and shall be signed by the responsible program manager, the school owner, the responsible corporate officer if the school is a corporation or the responsible partner if the school is a partnership.

(m) All annual statements filed with the board by court reporting schools in compliance with Section 8027(k) of the Business and Professions Code shall be in writing on the letterhead of the school or other stationery setting forth the current name, address and telephone number of the school and shall have enclosed or attached thereto the current school catalog as specified by Section 8027(l).

(n) Each court reporting school shall advise all applicants to its court reporting program of the existence and purpose of the board, including the board's address, telephone number, and Web site which shall be prominently displayed in any catalogs or Web sites which include course offerings.

(o) For the purposes of this Article, "voice writing" shall have the meaning set forth in Section 8017.5 of the Code.

NOTE: Authority cited: Section 8007 Business and Professions Code. Reference: Sections 8007, 8017.5, 8020 and 8027, Business and Professions Code.

§ 2414. Definitions.

(a) Any person teaching an academic course, that is a course other than machine shorthand, voice writing, or keyboarding, in a court reporting program, shall meet at least one of the following criteria:

- (1) Possess at a minimum a Bachelor of Arts or Bachelor of Science degree.
- (2) Possess at a minimum either an Associate degree in the subject being taught and two years of experience in a related field, or an Associate degree not in the subject being taught and four years of experience in a related field.
- (3) Possess a current license as a certified shorthand reporter or an RPR certificate from the National Court Reporters Association or a current Certified Verbatim Reporter (CVR) certificate from the National Verbatim Reporters Association, and in addition, a minimum of two years of experience in a related field.
- (4) Possess a minimum of four years of experience teaching the subject being taught or a minimum of four years of experience in a job substantially related to the subject being taught.

(b) Any person teaching a machine or voice speed-building course, that is a course other than an academic course or keyboarding, shall meet one of the following criteria:

- (1) Possess at a minimum a Bachelor of Arts or Bachelor of Science degree.
- (2) Possess at a minimum either an Associate degree in the subject being taught or an Associate degree not in the subject being taught and two years of experience in a related field.
- (3) Possess a current license as a certified shorthand reporter or an RPR certificate from the National Court Reporters Association or a current CVR certificate from the National Verbatim Reporters Association.
- (4) Completed all requirements of a California recognized court reporter training program through the 180 word per minute machine or voice speed class and possesses two years of teaching experience.

(c) Any person hired as a reader by a school shall be trained by the school and shall demonstrate proficiency using a stopwatch, enunciating standard English, familiarity with common phrasing, and a propensity for maintaining consistency within the same speed level.

(d) A "full-time student" shall be defined as enrolled in school for a minimum of 24 clock hours per week or successfully maintaining either 12 credits per semester or 12 credits per quarter, including 10 hours of live dictation machine or voice speed classes per week.

(e) "Classroom lecture" is defined as an instruction course in which both the student and the instructor are physically present at the same time in the same classroom.

(f) "Online instruction" is defined as instruction which may be in realtime, virtual-time, or any combination thereof, and which meets the requirements of non-lecture instruction as defined in subsection (h).

(g) "Instruction" is defined as instructor directed activities including classroom lecture, non-lecture instruction and other directed activities identified in course outlines that lead to the accomplishment of the identified learning outcomes.

(h) "Non-lecture instruction" is defined as any academic course under this article that is taught in a non-lecture instruction setting. The school shall prepare and maintain a written statement outlining the course objectives, proposed learning outcomes, the methods of measuring those outcomes, and how this method of instruction meets the course objectives and outcomes. Such instruction requires the availability of an instructor and interim evaluations.

(i) "Direct supervision" shall provide verification of the student's identity, the reasonable assurance that the student is the author of any work product, and shall protect testing and qualifier materials. Direct supervision may take the form of physical or non-physical observation of the student, comparison of work product against stenographic notes or voice notes, ~~or other methods, m~~ as determined and reviewed and approved by the Board.

(j) "Interactive realtime" is defined as the student outputting to a second computer.

NOTE: Authority cited: Section 8007, Business and Professions Code. Reference: Sections 8007 and 8027, Business and Professions Code.

AGENDA ITEM 7 – Sunset Review

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Agenda Description: Discussion and possible action on response to initiate
Court Reporters Board Sunset Review

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Brief Summary:

SB 1443 extended the Board’s sunset date until January 1, 2025: We anticipate
an email sometime next year with updated information on a report due date and
other information about our participation in sunset hearings in 2024.

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Support Documents: None

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Recommended Board Action: Staff recommends the Board appoint a Sunset
Review Task Force to begin working on the report that will be due in 2023.
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AGENDA ITEM 8 – Strategic Plan

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Agenda Description: Update to the Board on action plan

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Brief Summary:

At the July 12, 2019, Board meeting, the Board approved an action plan for the 2019-2023 Strategic Plan. The Action Plan Timeline is used as a tool to update the Board on the progress of achieving the strategic plan goals.

Board staff is working with SOLID to set a date for strategic planning. We have tentatively scheduled an in-person meeting for Tuesday, March 28, 2023. We will confirm that date as we get closer.

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Support Documents:

Attachment – Action Plan Timeline

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Fiscal Impact: None

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Recommended Board Action: Staff recommends the Board review the Action Plan Timeline and provide feedback as needed.

Court Reporters Board of California
2019 – 2023 Action Plan Timeline

Action Items	Target Date	Status
Maintain fair testing to provide consumers with competent entry-level reporters	Dec 2023	On-going
Expand Best Practice Pointers to keep licensees up to date with industry standards	Jan 2020	No. 11 – 5/21
Facilitate expansion of verbatim reporting methods to provide sufficient workforce	Jan 2022	On-going
Investigate real-time captioning standards and assess industry practices for consumer protection	Dec 2020	
Monitor compliance by non-licensee-owned firms to ensure integrity of the record	Dec 2023	On-going
Inform licensees regarding the role of the Board’s enforcement to dispel common misconceptions	Dec 2020	Feb 2022 – DRA Mar 2022 – PYRP Sept 2022 - CCRA
Educate consumers about the Board’s complaint process to have a place for recourse in cases of violation	Dec 2023	
Support schools’ recruitment efforts to preserve the integrity and continuity of the workforce	Jan 2021	On-going
Increase Board school visits to more effectively monitor compliance with applicable laws and regulations	Dec 2023	
Launch a strategic awareness campaign in collaboration with external stakeholders to educate consumers about the court reporting roles and CRB responsibilities and services	Dec 2023	April 2021 & on-going
Improve the CRB website to improve service and efficiency for consumers	June 2019	June 2019
Implement business modernization to allow online renewals and applications	Dec 2023	August 2020
Continue to cross-train staff to be effective and efficient, as well as to prepare for succession planning	Dec 2022	On-going

COURT REPORTERS BOARD MEETING – DECEMBER 14, 2022

AGENDA ITEM 9 – Future Meeting Dates

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Agenda Description: Proposed Meeting Dates

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Support Documents:

Attachment – 2022 and 2023 Board Calendars

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Current scheduled activities:

Occupational Analysis Workshop:
December 16 – 17, 2022 – Remote
January 27 – 28, 2023 – Remote

Exam Workshop:
January 13 – 14, 2023 – Remote
February 10 – 11, 2023 – Sacramento

CSR Dictation Exam:
March 1, 2023 – March 22, 2023 – Realtime Coach (Online Vendor)

Strategic Planning Session / Board Meeting
March 28 - 29, 2023 (Tentative)

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Recommended Board Action: Informational only.

A YEAR-AT-A-GLANCE CALENDAR 2022
COURT REPORTERS BOARD OF CALIFORNIA

JANUARY 2022

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FEBRUARY 2022

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MARCH 2022

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APRIL 2022

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MAY 2022

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JUNE 2022

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JULY 2022

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AUGUST 2022

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SEPTEMBER 2022

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OCTOBER 2022

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




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DECEMBER 2022

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ACTIVITY

	BD - Board Meeting or Activity
	Exam - Dictation Exam
	Workshop - Exam Workshop
	TF - Task Force Meeting
	TH - Town Hall Meeting
	OA - Occupational Analysis
	RH - Regulatory Hearing
	Shaded Dates - Board Office is Closed

CITY

LA-LOS ANGELES	SAC-SACRAMENTO
SD-SAN DIEGO	SF-SAN FRANCISCO
ONT- ONTARIO	

GENERAL LOCATION

NC - NORTHERN CALIFORNIA
SC - SOUTHERN CALIFORNIA
Tele - TELECONFERENCE/VIDEOCONFERENCE

**A YEAR-AT-A-GLANCE CALENDAR 2023
COURT REPORTERS BOARD OF CALIFORNIA**

JANUARY 2023

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FEBRUARY 2023

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MARCH 2023

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APRIL 2023

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MAY 2023

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JUNE 2023

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JULY 2023

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AUGUST 2023

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SEPTEMBER 2023

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OCTOBER 2023









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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

NOVEMBER 2023

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

DECEMBER 2023

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

ACTIVITY	
	BD - Board Meeting or Activity
	Exam - Dictation Exam
	Workshop - Exam Workshop
	TF - Task Force Meeting
	TH - Town Hall Meeting
	OA - Occupational Analysis
	RH - Regulatory Hearing
	Shaded Dates - Board Office is Closed

CITY	
LA - LOS ANGELES	SAC - SACRAMENTO
SD - SAN DIEGO	SF - SAN FRANCISCO
ONT - ONTARIO	
GENERAL LOCATION	
NC - NORTHERN CALIFORNIA	
SC - SOUTHERN CALIFORNIA	
Tele - TELECONFERENCE/VIDEOCONFERENCE	

AGENDA ITEM 10 – Closed Session

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Agenda Description:

10.1 Pursuant to Government Code Section 11126(a)(1), the Board will meet in closed session to conduct the annual evaluation of its executive officer.

10.2 Pursuant to Government Code section 11126(c)(3), the Board will meet in closed session as needed to discuss or act on disciplinary matters.

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Fiscal Impact: None