



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

**MEETING OF THE BEST PRACTICE POINTERS TASK FORCE****Tuesday, August 27, 2024****12:00 p.m. to 4:00 p.m.**

The Best Practice Pointers Task Force will hold a public meeting in-person and via a Microsoft Teams platform pursuant to Government Code, section 11123.5. All task force members will appear remotely.

**Court Reporters Board**  
**2535 Capitol Oaks Drive, Suite 230**  
**Sacramento, CA 95833**

**INSTRUCTIONS FOR PARTICIPATION:** Please see the following information to observe and participate in the meeting using Microsoft Teams.

If Joining by Computer: [Microsoft Teams Meeting](#)

Meeting ID: 266 821 452 941

Passcode:

oTMe4m

If Joining by Phone:

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

Conference ID: 602 970 090#

The public can participate in the discussion of any item on this agenda. To better assist the Task Force 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. When signing into the Microsoft Teams platform, participants may be asked for their name and email address. Participants who choose not to provide their names will be required to provide a unique identifier such as their initials or another alternative, so that the meeting moderator can identify individuals who wish to make public comment; participants who choose not to provide their email address may utilize a fictitious email address in the following sample format: XXXXX@mailinator.com.

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.

Please respect time limits; which may be requested by the Chairs on an as needed basis to accommodate all interested speakers and the full agenda. The public may comment on any issues not listed on this agenda. However, please be aware that the Task Force CANNOT discuss or comment on any item not listed on this agenda.



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Fax (916) 263-3664 / [www.courtreportersboard.ca.gov](http://www.courtreportersboard.ca.gov)**MEETING OF THE BEST PRACTICE POINTERS TASK FORCE****Tuesday, August 27, 2024****12:00 p.m. to 4:00 p.m.****AGENDA**

**Task Force Members:** Laura Brewer, Co-Chair; Robin Sunkees, Co-Chair; Mary Pierce; Brooke Ryan

**CALL TO ORDER** – Laura Brewer, Co-Chair

**ROLL CALL AND ESTABLISHMENT OF A QUORUM**

1. WELCOME FROM CHAIR
2. REVIEW AND UPDATE EXISTING BEST PRACTICE POINTERS
3. DEVELOPMENT OF FUTURE BEST PRACTICE POINTERS DISCUSSION
4. FUTURE MEETING DATES
5. PUBLIC COMMENT
6. PUBLIC COMMENT ON 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 shortened without notice. Any item may be taken out of 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 (CRB) via phone at (877) 327-5272, via e-mail at [paula.bruning@dca.ca.gov](mailto:paula.bruning@dca.ca.gov), by writing to: Court Reporters Board, 2535 Capitol Oaks Drive, Suite 230, Sacramento CA 95833, or via internet by accessing the Board's website at [www.courtreportersboard.ca.gov](http://www.courtreportersboard.ca.gov) and navigating to the Board's Calendar under "Quick Hits."

In accordance with the Bagley-Keene Open Meeting Act, all meetings of the CRB are open to the public. The Task Force intends to record this meeting.

Requests for further information should be directed to Yvonne Fenner at (877) 327-5272, e-mailing [paula.bruning@dca.ca.gov](mailto:paula.bruning@dca.ca.gov), or sending a written request to 2535 Capitol Oaks Drive, Suite 230, Sacramento, CA 95833. 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.