



State of Idaho
Division of Occupational and Professional Licenses
Idaho Certified Shorthand Reporters Board

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Board Meeting Minutes of 02/28/2025

Board Members Present: Andrea Wecker - Chair
Valerie Nunemacher
Ryan Scott Lewis
Darren B Simpson

Division Staff: Cesley Metcalfe, Executive Office
Greg Loos, General Counsel
Lizzie Kukla, Licensing Supervisor
Dyan Durham, Board Support Specialist
Christian Runnalls, Board Support Specialist

Board Members Absent: Christina Boisvert

The meeting was called to order at 3:00 PM by Andrea Wecker.

Introduction

Ms. Metcalfe introduced Dyan Durham as the new Board Support Specialist.

Approval of Minutes

A motion was made and seconded to approve the 09/26/2024 minutes. The motion carried unanimously.

Public Comment

Becky Martin, an Idaho state certified court reporter, stated that she reached out to multiple attorneys regarding H0119 and got the bill killed for this Legislative Session, but that she has concerns that legislation may be brought forward in a future Session to deregulate the profession.

DIVISION BUSINESS

Respectful Workplace Training: The Board viewed a Respectful Workplace presentation.

2025 Legislative Session Update: Ms. Metcalfe informed the Board that its pending rules revised through Zero-Based-Regulation have been approved by the Legislature and will take effect on July 1, 2025. Ms. Metcalfe also presented information on the following legislation: H00014, H0151, and H0119. H0119 was a bill introduced by a Representative, independent of the Board, to deregulate the shorthand reporters profession. The bill generated stakeholder feedback and will not move forward this Session. Ms. Metcalfe stated that she will continue to track and report on any new legislation that may affect the Board.

2025 Strategic Plan: Ms. Metcalfe provided an overview of the Division's strategic plan. She explained that it is updated annually and will be presented to the Board each year. This year's updates primarily involved removing completed initiatives, such as consolidation efforts, the implementation of the new licensing system, and process streamlining.

Board Meeting Survey: Ms. Metcalfe stated the Division updated the Board meeting feedback survey, which is sent to all Board members after each meeting. She encouraged Board members to submit feedback to help identify what is going well or any opportunities for improvement.

Financial Update: Ms. Metcalfe presented the Board's financial report for the second quarter of FY2025, which indicated that the Board had a cash balance of (\$59,914.76) as of December 31, 2024.

BOARD BUSINESS

Licensing Fee Increase: Ms. Metcalfe referenced discussions from previous meetings regarding the Board's cash balance and the legislative intent language that requires boards to maintain a cash balance of no less than 30% of the five-year rolling average of expenditures. She showed the impact on the Board's cash balance using multiple fee increase percentages and explained that the Legislature recommends increasing fees by 20%. However, any fee increase will require a statutory change because the Board currently charges the maximum amount allowed by statute. The Board expressed concern over the impact of a fee increase on licensees and the profession's workforce numbers. Mr. Loos shared that the Board has not changed fees since 2008.

Delegated Authority for Application Review: Ms. Metcalfe asked the Board to consider granting staff the ability to review and approve any licensure applications that meet requirements; any applications with concern or ambiguity would still be provided to the Board for review. She stated that delegated authority would streamline the process to enable same-day licensure for authorized applications. The Board requested additional information for review at the next meeting.

Licensing Report: Ms. Kukla presented the licensing report.

Adjourn

There being no further business, the meeting was adjourned at 5:00 PM.

The next meeting is on 09/25/2025.