



State of Idaho

Division of Occupational and Professional Licenses

Idaho Certified Shorthand Reporters Board

BRAD LITTLE
Governor
RUSSELL BARRON
Administrator

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Board Meeting Minutes of 08/14/2025

Board Members Present: Andrea Wecker, Chair
Valerie Nunemacher
Ryan Scott Lewis

Division Staff: Cesley Metcalfe, Executive Officer
Greg Loos, General Counsel
Lizzie Kukla, Licensing Supervisor
Morgan Sisson, Licensing Specialist
Dyan Durham, Board Support Specialist

Board Members Absent: Darren B. Simpson
Christina Boisvert

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

Approval of Minutes

A motion was made and seconded to approve the 02/28/2025 minutes. The motion carried unanimously.

Introductions

Morgan Sisson was introduced to the Board as the new licensing specialist.

Public Comment

No public comment was made.

DIVISION BUSINESS

Open Meeting Law Training: Mr. Loos presented the Idaho Open Meeting Law Training.

Public Member Training: Mr. Loos presented training to the Board on the role and importance of public members appointed to regulatory boards.

Financial Update: Ms. Metcalfe presented the board's financial report for the fourth quarter of FY2025, which indicated that the board had a cash balance of (\$62,581.49) as of June 30, 2025.

BOARD BUSINESS

Board Elections: Due to the reappointment cycle of the Board members, elections were postponed until the next Board meeting.

Certified Shorthand Reporters Statute Review: Mr. Loos presented the Board with the recommended changes to the statute that will be made for H0014:

54-3101 – Short Title – Intent: Strike as unnecessary.

54-3102(2) – Definitions: Strike “regular or temporary” as unnecessary.

54-3102(6) – Definitions: Adding “Division” to mean the division of occupational and professional licenses.

54-3103 – Certification Required: Strike “temporary permit or regular” and “or permit” as unnecessary.

54-3105(1) – Certified Shorthand Reporters Board – Members – Term – Appointment: Strike “of occupational and professional licenses” as unnecessary.

54-3105(2) – Certified Shorthand Reporters Board – Members – Term – Appointment: Change three-year terms to five-year terms for standardization. Strike “appointments to fill vacancies shall be for the unexpired term of such vacancies” as unnecessary.

54-3105(3) – Certified Shorthand Reporters Board – Members – Term – Appointment: Strike as unnecessary, “each member of the board shall hold office for the specified term and until a successor is duly appointed by the governor.”

54-3106(1) – Organization of Board – Meetings – Quorum – Compensation: Strike for standardization, “and one (1) of its members as vice chairman. Officers of the board shall be elected annually for terms of one (1) year at a regular meeting of the board, but the same person may not hold the office of chairman more than three (3) years in succession.”

54-3106(2) – Organization of Board – Meetings – Quorum – Compensation: Strike for standardization, “or by request of two (2) or more members of the board.”

54-3106(3) – Organization of Board – Meetings – Quorum – Compensation: Adding “currently appointed members of the” and striking “for all purposes and the majority vote of the members voting shall constitute the action of the board.” for standardization.

54-3107(2) – Powers and Duties: Strike as unnecessary.

54-3107(4) – Powers and Duties: Strike as outdated.

54-3107(7) – Powers and Duties: Strike as unnecessary.

54-3108(1) – Qualifications – Required Examination – Renewal of Certificates: Strike “take and pass the Idaho certified shorthand reporter examination. Alternatively, applicants for certification must” as obsolete.

54-3108(2) – Qualifications – Required Examination – Renewal of Certificates: Adding “or” and Strike as unnecessary, “or received a withheld judgement or a suspended sentence” Change “prescribed” to “designated” Strike as unnecessary, “at least thirty (30) days prior to the announced date of the reporter examination.”

54-3108(3) – Qualifications – Required Examination – Renewal of Certificates: Strike as unnecessary.

54-3109 – Qualifications for Temporary Permit – Renewal: Strike as obsolete.

54-3109A – Endorsement – Certification: Adding “or” and striking “or received a withheld judgment or a suspended sentence” for standardization.

54-3110 – Fees: Adding “annual” for standardization.

54-3110(1) – Fees: Strike “or temporary permits.”

54-3110(2) – Fees: Strike as obsolete.

54-3110(3) – Fees: Strike as obsolete, “or temporary permit.”

54-3110(4) – Fees: Strike as unnecessary.

54-3110(5) – Fees: Strike as unnecessary.

54-3111 – Examinations: Strike as obsolete.

54-3112 – Suspension and Revocation of Temporary Permit or Certificate: Strike from title, “Temporary Permit or” as obsolete. Strike “a temporary permit or” as obsolete.

54-3113 – Investigation of Violations – Hearing: Strike as outdated, “board,” “verified,” and “by any member of the board or by a certified shorthand reporter or any person claiming to have been injured or defrauded,” Add, “for review by the board.”

54-3114 – Judicial Review of Board Action: Strike for standardization.

54-3115 – Reinstatement of Certification: Strike “temporary permit or” as obsolete. Strike as outdated, “An application for reinstatement shall be in such form as prescribed by the board by rule and shall be accompanied by an application fee and a reinstatement fee. In the event the certificate was originally suspended or revoked for incompetence, the applicant for reinstatement shall also be required to take and pass the reporters examination and pay an examination fee.”

54-3117 – Finances: Strike as outdated.

Biennial Licensure Update: Ms. Metcalfe informed the Board that its licensees will transition to biennial licensure on October 14, 2025. Licensees with odd birth years will renew for 2 years, and those with even birth years will renew for 1 year, and in 2026, they will renew for 2 years.

Delegated Authority: Ms. Metcalfe reviewed the authorities delegated by the Board to staff and individual Board members. A motion was made and seconded to affirm the delegated authority for items one, two, and four as revised and to affirm items three and five as presented. The motion carried unanimously.

Licensing Report: Ms. Kukla presented the licensing report.

Executive Session

A motion was made and seconded to enter executive session under Idaho Code § 74-206(1)(d) to consider records that are exempt from disclosure under the Idaho Public Records Law, Idaho Code § 74-106(9). The purpose of the executive session was to discuss documents relating to the fitness of a licensee to obtain a license or registration. The vote was: Ms. Wecker, aye; Mr. Lewis, aye; and Ms. Nunemacher, aye. The motion carried unanimously.

A motion was made and seconded to exit executive session. The motion carried unanimously. No decisions were made in executive session.

Applications

A motion was made and seconded to approve application 1776267 for reinstatement. The motion carried unanimously.

Adjourn

There being no further business, the meeting was adjourned at 4:30 PM.

DRAFT