

ILLINOIS DEPARTMENT OF FINANCIAL AND PROFESSIONAL REGULATION  
DIVISION OF PROFESSIONAL REGULATION

MINUTES

CERTIFIED SHORTHAND REPORTERS BOARD

MEETING DATE: November 9, 2007  
 MEETING CONVENED: 10:45 a.m.  
 MEETING ADJOURNED: 1:46 p.m.  
 MEETING LOCATION: IDFPF Springfield Office - Room 376

BOARD MEMBERS PRESENT:

Ms. Judith A. Lehman, Chairman	Mr. R. Kent Evans
Ms. Melanie Jakus, Vice-Chair	Ms. Donna Urlaub
Ms. Nancy Hopp	Ms. Barbara Wichmann

The members present constituted a quorum of the Board.

DEPARTMENT STAFF PRESENT:

Mark Thompson, Legal Counsel  
 Mary Jo Lobmaster, Chief Testing Officer  
 Janelle Bartletti, Testing  
 Alicia Purchase, Manager/Professional Services Section

TOPIC	DISCUSSION	ACTION
Call to Order	Meeting was called to order at 10:45 a.m.	
Introductions	Board members and staff made appropriate introductions.	
Motion to go into Closed Session	Deliberations	Motion was made and seconded to go into closed session at 10:48 a.m., to discuss matters set forth in Section 2 (c) (15) of the Open Meetings Act.  A roll call was taken:  Judith A. Lehman - Yes Barbara Wichmann - Yes Donna Urlaub - Yes R. Kent Evans - Yes Melanie Jakus - Yes Nancy Hopp - Yes  Motion passed.
Motion to go into Open Session		Motion was made and seconded to go into Open Session at 10:59 a.m.  Motion passed.

Deliberations	<p>Subsequent to discussion in Closed Session, the Board made recommendations in the following cases:</p> <p>Amy Butkus - Case No. 2004-012111</p> <p>Edna Stroud - Case No. 2003-048401</p>	<p>Motion was made/seconded to suspend license. Motion passed.</p> <p>Motion was made/seconded to indefinitely suspend license. Motion passed.</p>
Application Review	The Board reviewed applications for consideration of licensure.	Board recommendations are delineated on Action Sheets 073791 thru 073799.
Old Business	<p>Discussion ensued relative to the CSR exam. Ms. Lobmaster expressed her concerns relative to exam security and equipment needs since the testing service cannot be expected to employ multiple pieces of equipment. In addition, Ms. Lobmaster is enlisting the Board to obtain information as to the equipment the students actually own, both the hardware and software.</p> <p>Ms. Lehman questioned if the adjustment made to the application packet for determining the basis of the applicant's testing is working.</p> <p>Ms. Purchase responded that it appears to be working well.</p> <p>Ms. Purchase suggested the Board review the rules to ensure any changes that need to be made can be updated.</p>	Board members are to forward their information to Dr. Rodgers, Mary Jo and Alicia via e-mail.
New Business	Discussion held relative to the FY08 board meeting schedule.	<p>Subsequent to discussion, the following dates and locations for the FY08 meetings were scheduled:</p> <p>March 21, 2008 - Chgo  June 13, 2008 - Spfld  September 12, 2008 - Chgo  December 12, 2008 - Spfld</p>

	The Board reviewed minutes from the meeting that took place on September 29, 2006.	Motion was made/seconded (Wichmann/Jakus), to approve the minutes as written. Motion passed.
	Discussion ensued regarding election of officers. Ms. Purchase stated there is nothing in the law stating elections need to be held annually.	The decision was made to retain the current officers:  Ms. Lehman as board chair Ms. Jakus as vice-chair  The next election will be held in November 2008.
Signatures		Signatures were affixed to action sheets and travel expense vouchers.
Adjourned	No further discussion	There being no further business to be brought before the Board, the meeting adjourned.