



**BOARD OF COURT REPORTING
500 JAMES ROBERTSON PARKWAY
NASHVILLE, TENNESSEE 37243
615-741-1831**

**Board Meeting Minutes for March 25, 2022
Davy Crockett Tower
Conference Room 1-B**

The Tennessee Board of Court Reporting met on March 25, 2022, in the first floor conference room of the Davy Crockett Tower in Nashville, Tennessee. The following business was transacted:

BOARD MEMBERS PRESENT: Judge John Rambo (virtual), Marilyn Morgan, Brandon Pettes, Korian Neal, and Stephanie Branim

BOARD MEMBERS ABSENT: Briton Collins, Ken Mansfield

STAFF MEMBERS PRESENT: Glenn Kopchak, Hugh Cross, and Angela Nelson

CALL TO ORDER/ROLL CALL

Director Kopchak called the meeting to order at 9:01 am. He took roll and established that a physical quorum was present.

NOTICE OF MEETING

Director Kopchak read the notice of meeting into the record as follows: "Notice of the March 25, 2022, meeting of the Court Reporter's Board including date, time and location has been noticed on the website since September 24, 2021; additionally, this month's agenda has been posted on the website since March 18, 2022."

AGENDA

Ms. Morgan motioned to adopt the agenda. This was seconded by Ms. Branim. The motion passed unanimously.

RULEMAKING HEARING

The Rulemaking Hearing began at 9:03 am and ended at 9:21 am. A transcript of the proceeding will be made available upon receipt from the court reporter present.

After the conclusion of the Rulemaking Hearing, Director Kopchak addressed Ms. Morgan's question about the possibility for a fee reduction. Director Kopchak stated that a budget analysis was completed and the results of the analysis lead to the recommendation that a fee reduction would not be appropriate at this time. Director Kopchak then listed for the Board the following findings from the analysis:

- 1) The Board only has \$167,000 in their reserves

2) Court Reporter licensing numbers have been going down over the last few years. There are currently only 490 licensees, when just four (4) years ago there were 743. Program costs and operating expenses have not changed, therefore a reduction in fees would result in less funds available for those costs.

3) Statute requires the Board to be self-sufficient, which means that it does not receive any funds from the general fund and must depend solely on licensing and case revenue. The nature of the Board's renewal cycle causes the Board to run into the red during non-renewal years.

4) If the Board reduces fees and a deficit occurs for two (2) consecutive years, the Board would have to appear before the General Assembly for a self-sufficiency review which could result in the sunseting of the Board completely.

5) In order to ensure that the Board was self-sufficient, it was not fully allocated all labor expenses. At the beginning of the new fiscal year, the distribution was revised, and the Board will be adding around \$20,000 to their annual expenses.

6) The Board is projecting \$84,000 in revenue during the next renewal cycle, which equates to \$42,000 per operating year. Annual expenses are estimated to be \$40,000.

7) A large cost back is on the horizon in the next year or two (2) when the CORE contract ends, and the Board will be charged for their portion of the licensee base.

Before resuming with the rest of the agenda, Director Kopchak took a moment to share with the Board that Court Reporters will now be able to request a photo ID card through a separate transaction in CORE when they obtain or renew their license this cycle. Director Kopchak stated that the Board would not incur a cost for this feature as the equipment needed to print them will be shared with Private Protective Services.

SEPTEMBER MINUTES

Mr. Pettes motioned to adopt the September minutes as written. This was seconded by Ms. Neal. The motion passed unanimously.

ROBERT'S RULES OF ORDER

Ms. Morgan motioned to agree and adhere to Robert's Rules of Order to conduct meetings. This was seconded by Ms. Branin. The motion passed unanimously.

DIRECTOR'S REPORT

Budget Report

Director Kopchak reminded the Board that this is a non-renewal year, so the budget will be in the red until the renewals begin next month. Director Kopchak also highlighted that there was an increase in legal expenses due to the new public chapter going into effect and the updates to the rules. Director Kopchak added that the Board also saw an increase in the staffing expenses that had not been previously allocated to them. Director Kopchak concluded that the budget was trending as expected with no immediate cause for concern.

Election of Officers

Director Kopchak informed the Board that they would need to elect new officers for this term. Ms. Morgan motioned to nominate Ms. Branin as Chair. Ms. Branin motioned to nominate Mr. Pettes as Vice Chair and Ms. Morgan as Secretary. Ms. Neal motioned to accept all these nominations and elect each of them to those respective offices. This was seconded by Mr. Pettes. The motion passed unanimously.

LA Reciprocity

Director Kopchak presented the Board with the licensing requirements for court reporters in Louisiana to review. Ms. Neal motioned to accept applicants from Louisiana. This was seconded by Ms. Branin. The motion passed unanimously.

LEGAL REPORT

Legal Report

Mr. Cross informed the Board that there was no legal report for this meeting as there were no open complaints.

ADJOURNMENT

There being no other business, a motion was made by Mr. Pettes and seconded by Ms. Neal to adjourn at 10:01 am. The motion passed unanimously.