

**Illinois Department of Financial and Professional Regulation  
Division of Professional Regulation**

**Illinois Certified Shorthand Reporters Board Meeting  
OPEN SESSION**

June 5, 2015

Time: 10:00 a.m.                      Adjourn: 10:58 a.m. (Clagg/Radavich)

Location: IDFPR Springfield office, 320 W Washington St., Suite 376

Board Members Present:    Carole Bartkowicz, Member  
  Melissa Clagg, Member  
  Bernice E Radavich, Member  
  Christina Basis-Prinzi, Member

Board Member Absent:      Tana Hess, Member

Staff Present:                      David Gaudette, Board Liaison  
  Jim Koehl, Board Liaison  
  Lisa Wade, Associate General Counsel

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<b>Topics</b>	<b>Discussion</b>	<b>Action</b>
Approve Minutes	Minutes for June 13, 2014	(Bartkowicz/Clagg) Moved to approve the June 13, 2014 Motion carried.
Election of Chairman	Election	Bartkowicz motioned that Melissa Clagg be elected as Chairman. Motion seconded by Radavich. Subsequent to the motion a vote was held and voted unanimously to elect the Chairman. Bartkowicz – yes Radavich – yes Clagg – yes Basis-Prinzi – yes

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Old Business

CTS Testing Issues update

Issues from previous Meeting regarding CTS were discussed. The Board agreed that the issues were resolved.

Testing Development

Member Bartkowicz explained to the Board that she needs samples of test scenarios for test development. She asked that the Board members email samples of 3 Q&A and 3 general dictation at their convenience.

New Business

Test Scores

A handout of the CSR pass Rate from 2001-5-2015 was not available. Liaison Gaudette explained the reason to the Board was due to illness of the CTS staff member who creates the report. Liaison Gaudette shared that he would email the pass rate report to the Board members when he received it from CTS.

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Closed Session

(Bartkowicz/Radavich)  
Moved to go into closed session at 10:10 a.m. pursuant to Section 2(c) (4) and (15) of the Open Meetings Act.  
Motion carried.

Subsequent to the motion a roll call was held and voted unanimously to close the session.  
Bartkowicz – yes  
Radavich – yes  
Clagg – yes

Basis-Prinzi – yes

Those voting yes constituted a majority of the quorum of the members of the Board. The session closed at 10:10 a.m.

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#### Applications Review

The Board reviewed and made recommendations for seven licensees requesting waivers for Continuing Education based on retirement. The Board recommended that all 7 requests be deferred pending a return of the written statement indicating future plans to not work in any capacity as a Certified Shorthand Reporter during the 2015 – 2017 licensing cycle.

(Radavich/Basis-Prinzi) moved to come out of closed session at 10:51a.m. Motion carried.

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#### Open Session

#### CE Waiver Requests

The motion was made and seconded (Bartkowicz/Radavich) to accept the recommendations made in closed session. Motion carried

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Board Liaison Time

Addresses

Members verified their addresses.

Travel Vouchers

Travel vouchers were distributed to the Board.

Meeting Dates

Meeting dates and locations were given for FY 2016 as follows:

Sept 4, 2015 Chicago 9-171a  
Dec 4, 2015 Springfield 202n  
Mar 4, 2016 Chicago 9-171a  
June 3, 2016 Springfield 254b

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Chairman Time

Chairman Clagg thanked the Board for the opportunity to serve as Chairman.

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Adjournment

Motion was made and seconded (Radavich/Basis-Prinzi) to adjourn at 10:58a.m. Motion carried.