



# Illinois Department of Financial and Professional Regulation

## Division of Professional Regulation

BRUCE RAUNER  
Governor

BRYAN SCHNEIDER  
Secretary

JAY STEWART  
Director  
Division of Professional Regulation

### MEMORANDUM

To: ILLINOIS CERTIFIED SHORTHAND REPORTERS BOARD

Carole A. Bartkowicz, Member  
Christina Basis-Prinzi, Member  
Mary Ann Casale, Member  
Melissa Clagg, Member  
Jill David, Member  
Timothy Daw J.D., Public Member  
Bernice E. Radavich, Member

From: Diane Green, Board Liaison

Date: May 16, 2016

Re: Business Meeting – June 3, 2016

The Illinois Certified Shorthand Reporters Board will convene for a regular business meeting at 10:30 a.m., on Friday, June 3, 2016 in the Springfield office of the Department of Financial and Professional Regulation, Division of Professional Regulation, 320 West Washington Street, Second Floor Springfield, Illinois Conference Room 254B.

A business agenda is attached.

A quorum of members must be physically present in order to conduct the meeting. Four members are required for a quorum. In order to ensure a quorum, please notify me by May 27, 2016 of your plans to attend the meeting. You may contact me at (217) 524-1981 or via my email address at [diane.green@illinois.gov](mailto:diane.green@illinois.gov)

This meeting is accessible to handicapped individuals in compliance with Executive Order #5 and pertinent state laws upon notification of anticipated attendance. Handicapped persons planning to attend and needing special accommodations should contact me at least five days prior to the meeting to inform of their anticipated attendance.

Attachment

## ILLINOIS CERTIFIED SHORTHAND REPORTERS BOARD MEETING

### AGENDA

Friday, June 3, 2016

10:30 am in the Springfield office

320 West Washington Street – 2nd Floor - Room 254 B

- I. Call to Order and Roll Call
- II. Announcements, Correspondence
- II. Review and Approval of Open Minutes
  
- IV. Old Business
  - A. Update on HB4672
  - B. Discussion of CTS performance
  
- V. New Business
  - A. CTS Presentation – by Ronald Rodgers
  - B. CTS Testing Material
  
- VI. Closed Session
  - A. Review and Approval of Closed Minutes
  - B. Deliberation
  - C. Application Interviews and Reviews
  
- VII. Chairman Time
  
- VIII. Board Liaison Time