

**ALABAMA BOARD OF COURT REPORTING**  
**Board Meeting Minutes**  
**July 1, 2021**

The Alabama Board of Court Reporting held a called board meeting on July 1, 2021, via video teleconference, pursuant to a meeting notice published on the Alabama Secretary of State's web site and the ABCR web site on June 23, 2021.

The meeting was called to order at 12:16 p.m. by board chair Shannon Ball, with the following board members in attendance: Shannon Ball, Linda Flippo, Parian Holderfield, Dylan Marsh, Alan Peacock, and Margaret Turner. Board member Judge Claude Hundley was absent. Ms. Ball noted the presence of a quorum. Also present were Mark Wilkerson, board counsel, of the law firm of Wilkerson & Bryan, and Victor Biebighauser, ABCR executive director.

Ms. Ball brought up the draft minutes of the May 7, 2021, meeting for the board's consideration. On motion made by Ms. Flippo and seconded by Ms. Holderfield, the minutes were approved as presented.

Ms. Ball asked Mr. Biebighauser to update the board on administrative matters. Mr. Biebighauser reported that since the last meeting on May 7, 2021, four (4) new unrestricted licenses and one (1) new temporary license had been issued. He reported that he had been working on the FY2022 agency budget, and that the proposed budget had been reviewed and approved by Ms. Ball and approved by the Executive Budget Office for inputting into the STAARS Performance Budgeting site, along with the FY22 Performance Objectives, and supporting information related to a redesign of the board's web site. With respect to the web site redesign, Mr. Biebighauser stated that he had received a detailed proposal from the Alabama Office of Information Technology at a cost of \$12,000, and that this amount had been put in the budget as a capital outlay in Q1. A general discussion of the web site issue ensued, and the board members asked questions and made comments. Following the discussion, on motion made by Mr. Peacock and seconded by Ms. Flippo, the board approved the allocation of \$12,000 for the web site redesign, and also authorized the executive director to interact as necessary with the board's future services provider on the transition of this project.

Ms. Ball updated the board on discussions with the Supreme Court about revisions to the schedule of fees permitted to be charged by court reporters under Rule 29(B) of the Rules for Judicial Administration for preparing transcripts. Ms. Ball stated she would know more on this after September. She noted that it would be preferable for the Supreme Court to resolve this matter through its rules, rather than being assigned to the board, which might require a legislative change to the board's statute. There followed some discussion about the effects on official reporters and free-lance reporters, respectively.

Ms. Ball then invited Mr. Wilkerson to provide a legal counsel's report on the status of administrative support arrangements for the board's operations following expiration of the emergency administrative services agreement with the executive director. Mr. Wilkerson gave a brief background summary of the

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board's search for a permanent services provider following the termination of the prior agreement with Leadership Alliance, including the bid process in the first half of 2020, discussions with the Department of Finance/Division of Purchasing, and other factors. Given that the current emergency administrative services agreement will expire November 1, 2021, Mr. Wilkerson stated that he, Ms. Ball, and Ms. Holderfield had been exploring options for a permanent solution. He stated that there were two options. One would be to restart the bid process, memorialized by an invitation to bid. The other would be to outsource the board's operations to another state agency, which is permitted under the law. Mr. Wilkerson reported that discussions had been initiated with the executive director of the Alabama Board of Examiners for Dietetic/Nutrition Practice, and that a draft proposed inter-agency agreement had been prepared outlining the services to be provided and the costs to the board. Both of these drafts had been circulated to the board members. In response to a question from Ms. Ball, Mr. Biebighauser stated that the costs to the board under the inter-agency agreement would be covered under the FY22 budget. The second option is a renewal of a bid process seeking an administrative services provider in the private sector, utilizing revised bid terms discussed by the board. After discussion and questions by the board members, on motion made by Mr. Peacock and seconded by Ms. Flippo, the board authorized the chair, vice chair, legal counsel and executive director to proceed with the inter-agency agreement, with the bid process as a secondary option.

Ms. Ball then brought up the board's legal services contract with Mr. Wilkerson's firm, Wilkerson & Bryan. (Mr. Wilkerson left the meeting at this time.) Mr. Biebighauser noted that the contract was for a two-year period at the same rate as the expired contract. He also stated that after approval by the board, the contract would have to be reviewed by the legislative contract review committee and signed by the governor. On motion made by Ms. Flippo and seconded by Ms. Turner, the board voted to approve renewal of the contract under the terms and conditions as stated. (Mr. Wilkerson returned to the meeting after the discussion and vote.)

There being no further business to come before the board, the meeting was adjourned at 1:25 p.m.



Parian Tidwell, Chair

03/14/2022  
Date