

**ALABAMA LICENSURE BOARD
FOR
INTERPRETERS AND TRANSLITERATORS**

**Board Meeting
September 22, 2016
Minutes**

The Alabama Licensure Board for Interpreters and Transliterators held its regularly scheduled Board meeting on Thursday, September 22, 2016, at the Board's office located at 2777 Zelda Road in Montgomery. The meeting was called to order at 10:30 a.m. by Mr. Melvin Walker, Board Chair, with a quorum present. Board members present were: Mr. Melvin Walker, Board Chair; Ms. Belinda Montgomery, Secretary; Ms. Sharon Canada, member; Ms. Patricia Smartt, member; Mr. Ben Hollingsworth, member; Ms. Tammy Adams, member; Mr. Sam Feibelman, member; and Ms. Nancy L. Hayes, member. Board member absent was Ms. Nancy Adams. Also present were Keith Warren, Executive Director, Ms. Monet Gaines, Board Legal Counsel; and Ms. Renee' Reames, Executive Secretary to Keith Warren, who served as recording secretary.

The meeting was advertised in advance on the Secretary of State's website, www.sos.alabama.gov, and the Board's website, www.albit.alabama.gov, in accordance with the Alabama Open Meetings Act.

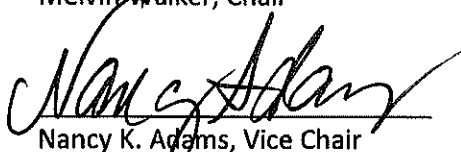
- I. Motion 2016-20 – Mr. Walker, Board Chair, presented the June 10, 2016 Board meeting minutes for the Board's review. A copy of the June minutes were provided to the Board members prior to the meeting. Mr. Ben Hollingsworth made a motion to accept the June minutes as presented. The motion was seconded by Ms. Sharon Canada. The Chair called for a vote from the Board. Voting "aye" were Ms. Belinda Montgomery, Ms. Sharon Canada, Ms. Patricia Smartt, Mr. Ben Hollingsworth, Ms. Tammy Adams, Mr. Sam Feibelman, and Ms. Nancy L. Hayes. There being no "nay's", the motion passed unanimously.
- II. Motion 2016-21 – Mr. Warren presented cost information to print licensure cards internally rather than outsourcing the printing. A motion was made by Mr. Ben Hollingsworth to authorize the Executive Director to handle the printing of licenses internally. The motion was seconded by Ms. Belinda Montgomery. The Chair called for a vote from the Board. Voting "aye" were Ms. Belinda Montgomery, Ms. Sharon Canada, Ms. Patricia Smartt, Mr. Ben Hollingsworth, Ms. Tammy Adams, Mr. Sam Feibelman, and Ms. Nancy L. Hayes. There being no "nay's", the motion passed unanimously.
- III. Motion 2016-22 – Mr. Warren presented for the Board's approval four dates in calendar year 2017 for the Board to conduct business meetings. A motion was made by Mr. Ben Hollingsworth to accept the 2017 meeting dates of February 16th, May 11th, August 10th and November 9th. The motion was seconded by Ms. Tammy Adams. The Chair called for a vote from the Board. Voting "aye" were Ms. Belinda Montgomery, Ms. Sharon Canada, Ms. Patricia Smartt, Mr. Ben Hollingsworth, Ms. Tammy Adams, Mr. Sam Feibelman, and Ms. Nancy L. Hayes. There being no "nay's", the motion passed unanimously.
- IV. New Business
 - A. The Board discussed the Board's contributing efforts toward training and education of Interpreters.

- B. Mr. Warren presented the Executive Director Report to include a detailed report of financial activities, total number of licensees and status of consumer complaints received in FY 2016. Also presented were a list of activities accomplished since the last Board meeting held in June.
 - C. There was no new business to report by the Board's Legal Counsel, Ms. Gaines.
 - D. The Board discussed considering other examinations for certification. Mr. Walker reported that RID was considering criteria to accept outside exams. Ms. Gaines reviewed Admin. Code 488-X-1 for the Board's consideration. Mr. Walker established a Board Committee to review the Rules and Regulations and present a recommendation to the Board at the next meeting. Members appointed to the Committee were: Ms. Belinda Montgomery and Ms. Sharon Canada and Ms. Monet Gaines to consult with the Committee.
 - E. The Board discussed re-designing the licensure card to include credentials of licensee. Due to limitations in space on the card, the Board discussed listing the credentials on the front of the card, centered above the licensee's name.
 - F. The Board discussed the contents of the Board's Consumer Complaint form. It was the consensus of the Board that complaints could be submitted by video and reference to VHS would be deleted, along with removing Notary requirements. Mr. Warren reported that he would modify the consumer complaint form to reflect the Board accepting by mail a consumer complaint by Video via a flash-drive and removing reference to VHS and the notary requirements.
- V. Next Board Meeting – Mr. Walker announced that the next Board meeting would be held on Thursday, February 16, 2017 at the Board's office located at 2777 Zelda Rd, Montgomery, AL 36106.
- VI. Motion 2016-23 - A motion was made by Ms. Nancy Hayes to adjourn. The motion was seconded by Ms. Patricia Smartt. The Chair called for a vote from the Board. Voting "aye" were Ms. Belinda Montgomery, Ms. Sharon Canada, Ms. Patricia Smartt, Mr. Ben Hollingsworth, Ms. Tammy Adams, Mr. Sam Feibelman, and Ms. Nancy L. Hayes. The Chair adjourned the meeting at 11:55 a.m.

Respectfully submitted,



Melvin Walker, Chair



Nancy K. Adams, Vice Chair

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