



STATE OF ALABAMA

ALABAMA LICENSURE BOARD FOR INTERPRETERS AND TRANSLITERATORS

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Board Meeting August 10, 2017 Minutes

The Alabama Licensure Board for Interpreters and Transliterators held its regularly scheduled Board meeting on Thursday, August 10, 2017, at the Board's office located at 2777 Zelda Road in Montgomery. The meeting was called to order at 10:06 a.m. by Mr. Ben Hollingsworth, Board Chair, and a quorum was present. Board members present, along with Mr. Ben Hollingsworth, were: Ms. Sharon Canada-Emann (Board Vice Chair), Mr. Sam Feibelman (member), Ms. Nancy Adams (member), Ms. Tammy Adams (member), Ms. Nancy Hayes (member), Ms. Patricia Smartt (member), and Mr. Melvin Walker (member). Board members absent was Ms. Belinda Montgomery. Also present were Mr. Keith Warren (Executive Director), Ms. Leigh Moorer (Board Administrator), Ms. Monet Gaines (Legal Counsel), and Ms. Renee' Reames (Executive Secretary to Keith Warren, who served as recording secretary).

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

- I. The Board Chair presented the May 4, 2017 Board meeting minutes for the Board's review. A copy of the May minutes was provided to the Board members prior to the meeting.
MOTION 2017-14 – Ms. Nancy Adams made a motion to accept the May meeting minutes with the correction on page 2, Motion 2017-08, that Mr. Walker voted nay and Mr. Feibelman abstained, and remove duplicate listing of Ms. Smartt. The motion was seconded by Ms. Sharon Canada-Emann. The Board Chair called for a vote from the Board. Voting "aye" were Ms. Sharon Canada-Emann, Mr. Sam Feibelman, Ms. Nancy Adams, Ms. Tammy Adams, Ms. Nancy Hayes, Ms. Patricia Smartt and Mr. Melvin Walker. The motion passed unanimously.
- II. Reports
 - A. Board Chair Report: Mr. Ben Hollingsworth, Board Chair, thanked the Board members for their well-wishes, in his having missed the last Board meeting.

- B. Executive Director Report: Mr. Keith Warren presented a summary of the Board's financial activities as of June 30, 2017, with a line-item expenditure report. He also reported on the total number of licensees and consumer complaints received in FY 2017. Mr. Warren presented the Administrator's Report listing activities accomplished since the last Board meeting. He reported that the contract had been finalized for AIDB interpreter services at Board meetings.

Ms. Moorer reported that the Board's website had been updated to include the functions and items discussed at the May Board meeting. The Board discussed having more diverse captions, with pictures, posted on the website. Ms. Nancy Adams agreed to pursue obtaining permission from Alabama residents to use their picture on the Board's website, and Ms. Monet Gaines indicated that permission via an email from the individuals was sufficient documentation.

- C. Legal Counsel Report: Ms. Monet Gaines, Legal Counsel, indicated that she had no new business to submit. The Board Chair inquired if the 14-day licensing exemption was applicable in the case of an expired license. Mr. Warren explained that the 14-day exemption was not applicable to expired licenses and it was recommended that information be added to the FAQ to clarify this matter.

III. Old Business

- A. Proposed Use of BOE Funds: The Board discussed developing a proposal for the use of Board of Education funds. Mr. Warren suggested that a "Youtube" video be posted on the Board's website to educate consumers on the Board's complaint process. Ms. Nancy Adams indicated that she had access to equipment and talent to make the video. Mr. Warren indicated that BOE funds were available last fall and he would verify again about the availability of the grant funds. The Board discussed the components of the video, e.g., developing the script, solicit and identify Interpreters, identify the cost of hosting the video and inquiry with ISD about waiving cost to host the video, etc. A timeline of December 31, 2017 was proposed.
- B. Ad Hoc Committee regarding talking points to present to the deaf community: There were no updates from the Ad Hoc Committee regarding talking points to present to the deaf community about teaching sign language in community settings. The matter was deferred to the next meeting. The members discussed meeting just prior to the next Board meeting.
- C. Rules Committee regarding incorporating performance exams: Ms. Gaines, Board Counsel, reported that the Rules Committee had no report regarding revising the Rules to incorporate the performance examinations. The matter was deferred to the next meeting.
- D. Exemptions – discussion of Petitions: The Board reconsidered the exemption process and identifying options for deaf individuals to become licensed or permitted as an Interpreter. MOTION 2017-15: Ms. Nancy Adams made a motion to accept BEI for Permit level for deaf interpreters. The motion was seconded by Ms. Nancy Hayes.

Ms. Nancy Adams amended the motion for the Board to research the BEI deaf interpreter examination for the purpose of issuing deaf interpreter Permits in Alabama. The motion failed for lack of a second motion.

MOTION 2017-16: Mr. Melvin Walker made a motion to establish a Committee comprised of a Board member, administrative staff, Executive Director, and Legal Counsel tasked with reviewing exemption requests between Board meetings. The motion was seconded by Ms. Tammy Adams. Following further discussion, the Board Chair called for a vote from the Board. Voting "nay" were Ms. Sharon Canada-Emann, Mr. Sam Feibelman, Ms. Nancy Adams, Ms. Tammy Adams, Ms. Nancy Hayes, Ms. Patricia Smartt and Mr. Melvin Walker. The motion failed by unanimous vote.

The Board Chair called a 10-minute recess of the Board meeting at 12:24 p.m. for a short break. The Board Chair reconvened the business meeting at 12:35 p.m.

The Board continued discussion of the current exemption process and unanimously agreed to continue with the process followed in the past: (1) exemption requests presented to the Board for consideration; (2) the applicant cannot work pending approval of their request by the Board; (3) the Board meets quarterly; and (4) each motion for exempt include a time-frame, on a case-by-case basis, that the exemption is in effect.

The Board discussed four (4) petitions for exemption: 3 deaf exemptions and 1 examination exemption.

MOTION 2017-17: Mr. Melvin Walker made a motion to grant an exemption request received from TD (deaf exemption 1.) for one year. The motion was seconded by Mr. Sam Feibelman. The Board Chair called for a vote from the Board. Voting "aye" were Ms. Sharon Canada-Emann, Mr. Sam Feibelman, Ms. Nancy Adams, Ms. Tammy Adams, Ms. Nancy Hayes, Ms. Patricia Smartt and Mr. Melvin Walker. The motion passed unanimously.

MOTION 2017-18: Ms. Nancy Hayes made a motion to grant an exemption request received from BE (deaf exemption 2.) for one year from the date granted. The motion was seconded by Ms. Tammy Adams. The Board Chair called for a vote from the Board. Voting "aye" were Ms. Sharon Canada-Emann, Mr. Sam Feibelman, Ms. Nancy Adams, Ms. Tammy Adams, Ms. Nancy Hayes, Ms. Patricia Smartt and Mr. Melvin Walker. The motion passed unanimously.

MOTION 2017-19: Mr. Melvin Walker made a motion to deny the exemption request received from AP (deaf exemption 3.) due to lack of information and to request information concerning the methods to be used to work with teaching staff to assist students and the skills level and credentials of the individual. The motion was seconded by Ms. Sharon Canada-Emann. The Board Chair called for a vote from the Board. Voting "aye" were Ms. Sharon Canada-Emann, Mr. Sam Feibelman, Ms. Nancy Adams, Ms. Tammy Adams, Ms. Nancy Hayes, Ms. Patricia Smartt and Mr. Melvin Walker. The motion passed unanimously.

MOTION 2017-20: Mr. Melvin Walker made the motion to grant an exemption request received from SL (provisional Permit extension) for 30 days to obtain examination results. The motion was seconded by Ms. Sharon Canada-Emann.

Mr. Sam Feibelman moved to amend the motion to grant an extension for 3 months to obtain the examination results and present for the Board's consideration at the next Board meeting. The motion was seconded by Ms. Nancy Hayes. The Board Chair called for a vote from the Board. Voting "aye" was Ms. Patricia Smartt. Voting "nay" were Mr. Melvin Walker, Ms. Nancy Adams, Ms. Nancy Hayes, Ms. Sharon Canada-Emann, and Mr. Sam Feibelman. Ms. Tammy Adams abstained from voting. The motion failed with the majority voting "nay."

MOTION 2017-21: Ms. Nancy Hayes moved to grant an extension for 90 days to obtain the examination results and present at the next Board meeting for the Board's consideration. The motion was seconded by Mr. Sam Feibelman. The Board Chair called for a vote from the Board. Voting "aye" were Mr. Melvin Walker, Ms. Nancy Adams, Ms. Nancy Hayes, Ms. Sharon Canada-Emann, and Mr. Sam Feibelman. Voting "nay" was Ms. Nancy Adams. The motion passed with the majority voting "aye."

IV. New Business

- A. Revised Forms and Change of Rules Appendix I: Ms. Leigh Moorer, Board Administrator, reviewed form revisions for the Board's approval.

MOTION 2017-22: Mr. Melvin Walker made a motion to approve the revised forms and subsequent changes to the Rules Appendix I, which included Licensure Application, Permit Application, Provisional (Non-Renewable) Permit Application, Application for License Renewal, Application for Permit Renewal, Application for Educational Permit Renewal, Provisional (Non-Renewable) Permit Recommendation, Replacement License/Permit Request, Change of Information, Proof of Citizenship, Complaint Form for Interpreting Without a License or Permit and Complaint Form for Violation of Licensure Law or Code of Ethics, along with the Continuing Education Reporting Form and CEU forms (Form A, Form B and Form C). The motion was seconded by Ms. Nancy Adams. Following discussion of the forms, the Board Chair called for a vote from the Board. Voting "aye" were Ms. Sharon Canada-Emann, Mr. Sam Feibelman, Ms. Nancy Adams, Ms. Tammy Adams, Ms. Nancy Hayes, Ms. Patricia Smartt and Mr. Melvin Walker. The motion passed unanimously.

- B. MOTION 2017-23: Ms. Nancy Hayes made the motion that a committee be appointed to explore procedures for deaf individuals to get licensed or permitted. The motion was seconded by Ms. Nancy Adams. The Board Chair called for a vote from the Board. Voting "aye" were Ms. Sharon Canada-Emann, Mr. Sam Feibelman, Ms. Nancy Adams, Ms. Tammy Adams, Ms. Nancy Hayes, Ms. Patricia Smartt and Mr. Melvin Walker. The motion passed unanimously.

The Board Chair called for volunteers to serve on the committee, and the following members volunteered: Ms. Nancy Adams, Ms. Nancy Hayes, Ms. Patricia Smartt and Ms. Sharon Canada-Emann.

V. Announcements:

The Board Chair called for further discussion and announcements. He announced that the next Board meeting was scheduled on November 9, 2017.

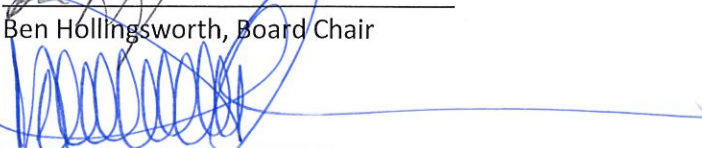
VI. Adjournment:

There being no further business, Mr. Ben Hollingsworth adjourned the meeting at 1:25 p.m.

Respectfully submitted,



Ben Hollingsworth, Board Chair



Keith E. Warren, Executive Director

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