



# STATE OF ALABAMA

## ALABAMA LICENSURE BOARD FOR INTERPRETERS AND TRANSLITERATORS

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### Board Meeting

November 15, 2018

### Minutes

The Alabama Licensure Board for Interpreters and Transliterators held its regularly scheduled Board meeting on Thursday, November 15, 2018 at the Board's office located at 2777 Zelda Road in Montgomery. The following Board members were present: Mr. Ben Hollingsworth (Board Chair), Mr. Sam Feibelman (Board Vice Chair), Ms. Sharon Canada-Emann (member), Mr. Melvin Walker (member), Ms. Patricia Smartt (member) and Ms. Belinda Montgomery (member arriving at 1:06 p.m.). Board members absent were Ms. Nancy Adams (member), Ms. Nancy Hayes (member) and Ms. Tammy Adams (member). Others present were Mr. Keith Warren (Executive Director), Ms. Leigh Moorner (Board Administrator), Ms. Monet Gaines (Assistant Attorney General), Ms. Jennifer Love (Legal Assistant) and Ms. Renee' Reames (recording secretary at this meeting and Executive Secretary to Keith Warren).

- I. The meeting was called to order at 10:44 a.m. by Mr. Hollingsworth, Board Chair, and a quorum was present. The meeting was advertised in advance on the Board's website, [www.albit.alabama.gov](http://www.albit.alabama.gov), and the Secretary of State's website, [www.sos.alabama.gov](http://www.sos.alabama.gov), in accordance with the Alabama Open Meetings Act.
- II. A copy of the meeting agenda was distributed before the meeting for the members review and presented at the meeting.
- III. Chairman Hollingsworth presented the August 16, 2018 Board meeting minutes for the Board's review and approval. A copy of the August minutes was provided to the Board members prior to the meeting.

MOTION 2019-01: Mr. Feibelman made a motion to accept the August 16, 2018 meeting minutes, with clarification to the roll call vote identifying Ms. Tammy Adams. The motion was seconded by Ms. Emann. The Board Chair called for a vote from the Board. Voting "aye" were Mr. Feibelman, Ms. Emann, Mr. Walker and Ms. Smartt. The motion passed unanimously.

#### IV. Reports

- A. Board Chair Report: Chairman Hollingsworth thanked the members of the Rules Committee for their work in preparing the proposed changes to the statute that would be reviewed later in the meeting. He also commented on telephone inquiries he had received concerning licensure qualifications and denials. He clarified that inquirers should be directed to contact the Board's office concerning these matters and cautioned the members about giving personal interpretation of the Board's rules and policies.
- B. Executive Director Report: Mr. Warren presented the Executive Director Report, which included financial activities of the Board for the period ending September 30, 2018 (the end of fiscal year 2018), along with financial activities during the month of October 2018 (in fiscal year 2019). Also reported were the current number of licensees, expired licenses and number of complaints received.

Ms. Moorer presented the Administrator's Report listing activities accomplished by the staff since the last Board meeting held in August 2018 (a copy of the Executive Director and Administrator's report are available for review in the Official Book of Minutes).

Chairman Hollingsworth called for a 5-minute recess at 10:59 a.m. to inquire about an additional contracted-interpreter scheduled to attend the Board meeting. He reconvened the meeting at 11:04 a.m.

- C. Legal Counsel Report: Ms. Gaines presented the Legal Counsel Report and reported that there were three (3) pending complaint cases. She also thanked the members of the Board who worked with her on the Rules Committee in preparing a recommendation to the Board about changes to the Board's statute.
- D. Rules Committee: Mr. Walker, Committee Chairman, reported that recommended changes to the Board's statute were prepared and distributed to the Board members for their review prior to the meeting. Board Chairman Hollingsworth recommended that the interpreting community have an opportunity to comment on the proposed changes prior to the Board's final adoption.

General comments were given by the members concerning qualifications for teaching sign language for compensation (paid for service), teaching sign within the Board of Education system and when not compensated for the service.

Mr. Walker explained that licensure categories were modified in the proposed changes to the statute:

- Professional licenses replaced Renewal Permit;
- Added Deaf Occupational Permit, Provisional Permit, Limited Permit and Apprentice Permit;
- Eliminated Educational Permit title.

Also discussed by the Board was adding the requirement that an Apprentice (student intern) take the ethics exam in advance of licensure to show knowledge of code of ethics. The Board

further discussed requiring a signed affidavit acknowledging that a person had read and would abide by the Board's ethics and professional conduct policy. Mr. Walker recommended that an Apprentice license require an affidavit and a Provisional license require a written exam to demonstrate knowledge.

MOTION 2019-02: Ms. Emann made a motion that an affidavit indicating knowledge of the ethics policy be incorporated into the licensure for an Apprentice Permit. The motion was seconded by Ms. Smartt. The Committee Chairman called for a vote from the Board. Voting "aye" were Mr. Hollingsworth, Mr. Feibelman, Ms. Emann, and Ms. Smartt. The motion passed unanimously.

The Board discussed the Provisional Permit and Board Chairman Hollingsworth indicated that the matter be deferred pending comments from the interpreting community.

The Board discussed the Limited Permit and Mr. Walker explained that the license replaced the Educational Permit and was based on prior (grandfather) experience.

The Board discussed the Instructional Permit licensure requirements and the need for additional language in the Definition section concerning item (9), Nationally Recognized Certification or Assessment.

MOTION 2019-03: Mr. Hollingsworth made a motion that NIDCD be added to Nationally Recognized Certification or Assessment (item 9) in Definitions – Section 34-16-3. The motion was seconded by Ms. Emann. The Committee Chair called for a vote from the Board. Voting "aye" were Mr. Hollingsworth, Mr. Feibelman, Ms. Emann, and Ms. Smartt. The motion passed unanimously.

The Board discussed the Permits under the Language Instructional Permits section, i.e., Developmental Language Permit, Community Sign Language Instructional Permit and Professional Instructional Permit. Mr. Walker indicated that Professional Instructional Permits (PIP) were interpreting contracted services and were added to the Definition section of the proposed changes to the statute. Chairman Hollingsworth indicated that the matter be deferred pending comments from the interpreting community. The Board discussed including a sliding fee scale based on number of employees of a PIP and agreed to continue these discussions when reviewing and amending the Board's Rules.

MOTION 2019-04: Mr. Hollingsworth made a motion that Business be added to Definitions, Section 34-16-3. The motion was seconded by Ms. Smartt. The Committee Chair called for a vote from the Board. Voting "aye" were Mr. Hollingsworth, Mr. Feibelman, Ms. Emann, and Ms. Smartt. The motion passed unanimously.

MOTION 2019-05: Mr. Hollingsworth made a motion that an affidavit indicating knowledge of the code of ethics policy be incorporated into the licensure for a Provisional Permit. There was no second to the motion and the motion failed.

MOTION 2019-06: Ms. Smartt made a motion that a knowledge examination be incorporated into the licensure for a Provisional Permit to indicate knowledge of code of ethics policy. The motion was seconded by Mr. Hollingsworth. The Committee Chair called for a vote from the

Board. Voting "aye" were Mr. Hollingsworth, Mr. Feibelman, Ms. Emann, and Ms. Smartt. The motion passed unanimously.

MOTION 2019-07: Mr. Hollingsworth made a motion that an affidavit indicating knowledge of the code of ethics policy be incorporated into the licensure for a Deaf Occupational Permit. There was discussion about the Board's Code of Ethics and Mr. Hollingsworth withdrew his motion.

MOTION 2019-08: Mr. Hollingsworth made a motion that a knowledge examination be incorporated into the licensure for a Deaf Occupational Permit, rather than language about a code of ethics exam. The motion was seconded by Ms. Emann. The Committee Chair called for a vote from the Board. Voting "aye" were Mr. Hollingsworth, Mr. Feibelman, Ms. Emann and Ms. Smartt. The motion passed unanimously.

The Board discussed adding the language about "a knowledge exam as approved by the Board."

Ms. Belinda Montgomery arrived at 1:06 p.m.

MOTION 2019-09: Ms. Emann made a motion that a Code of Ethics affidavit be incorporated in the requirements for all Permits that require a knowledge exam. The motion was seconded by Ms. Montgomery. The Committee Chair called for a vote from the Board. Voting "aye" were Mr. Hollingsworth, Mr. Feibelman, Ms. Emann, Ms. Smartt and Ms. Montgomery. The motion passed unanimously.

Ms. Gaines indicated that, in approximately a week, she would have the approved revisions incorporated into the proposed legislative changes and available to share with members of the interpreting community for comments.

#### V. Old Business

A. Approval of Final Rule – Complaint: Ms. Gaines reported that the Complaint Rule had been advertised for public comments and none were received from the public.

MOTION 2019-10: Mr. Walker made a motion to accept the Complaint Rule as a Final Rule. The motion was seconded by Ms. Montgomery. The Board Chair called for a vote from the Board. Voting "aye" were Mr. Feibelman, Ms. Emann, Mr. Walker, Ms. Smartt and Ms. Montgomery. The motion passed unanimously.

#### VI. New Business

A. BEI Update: The Board discussed that BEI requirements had been modified and now accepted other qualifications. The Board considered modifying the current Board requirement for Renewal Permits.

MOTION 2019-11: Mr. Walker made the motion to accept the BEI advance and master requirements for a Renewal Permit. The motion was seconded by Ms. Emann. The Board

Chair called for a vote from the Board. Voting "aye" were Mr. Feibelman, Ms. Emann, Mr. Walker, Ms. Smartt and Ms. Montgomery. The motion passed unanimously.

Chairman Hollingsworth referred this matter to the Certification Committee, comprised of Ms. Emann (chair) and Ms. Smartt, to review other BEI criteria for licensure and prepare a recommendation for the Board's approval. The Board discussed whether BEI accepted deaf interpreter certification that overlapped with other criteria.

- B. Discussion on initiating Facebook Page: Ms. Moorer recommended that the Board initiate a Facebook page for licensees and the general public and suggested the following general topics: application deadlines, renewal date reminders, board mailing address, etc. The Board preferred not to list new and active licensees, but instead refer viewers to the Board's website.

MOTION 2019-12: Mr. Hollingsworth made the motion to approve the Board's Facebook page as discussed. The motion was seconded by Ms. Montgomery. The Board Chair called for a vote from the Board. Voting "aye" were Mr. Feibelman, Ms. Emann, Mr. Walker, Ms. Smartt and Ms. Montgomery. The motion passed unanimously.


- C. 2019 Board Meeting Schedule: Chairman Hollingsworth presented the proposed meeting dates for the Board to meet in 2019.


MOTION 2019-13: Mr. Walker made the motion to approve the 2019 meeting dates: February 14, 2019, May 16, 2019, August 15, 2019 and November 14, 2019. The motion was seconded by Mr. Feibelman. The Board Chair called for a vote from the Board. Voting "aye" were Mr. Feibelman, Ms. Emann, Mr. Walker, Ms. Smartt and Ms. Montgomery. The motion passed unanimously.

VII. The next meeting of the Board is scheduled Thursday, February 14, 2019 at 10:30 a.m.

VIII. MOTION 2019-14: Ms. Emann made a motion to adjourn the Board meeting. The motion was seconded by Ms. Montgomery. There was no further business of the Board and the Board Chair called for a vote from the Board. Voting "aye" were Mr. Feibelman, Ms. Emann, Mr. Walker, Ms. Smartt and Ms. Montgomery. The motion passed unanimously. Chairman Hollingsworth adjourned the meeting at 1:34 p.m.

Respectfully submitted,

  
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Ben Hollingsworth, Board Chair

  
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Keith E. Warren, Executive Director

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