



STATE OF ALABAMA
ALABAMA LICENSURE BOARD
FOR
INTERPRETERS AND TRANSLITERATORS

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Board Meeting
August 15, 2019
Minutes

The Alabama Licensure Board for Interpreters and Translators held its regularly scheduled Board meeting on Thursday, August 15, 2019 at the Board's office located at 2777 Zelda Road in Montgomery. The following Board members were present: Mr. Melvin Walker (Board Chair), Ms. Nancy Hayes (Vice Chair), Ms. Patricia Smartt (Secretary), Mr. Sam Feibelman (member), Mr. Ben Hollingsworth (member), and Ms. Belinda Montgomery (member). Board members absent were Ms. Nancy Adams (member), Ms. Sharon Canada-Emann (member), and Ms. Tammy Adams (member). Others present were Mr. Keith Warren (Executive Director), Ms. Leigh Moorner (Board Administrator), Mr. Bill Garrett, (Assistant Attorney General), Ms. Jennifer Love (Legal Secretary) and Ms. Renee' Reames (recording secretary).

- I. The meeting was called to order at 10:35 a.m. by Mr. Walker, Board Chair, and a quorum was present. 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.
- II. A copy of the meeting agenda was distributed before the meeting for the members review and presented at the meeting for the Board's approval.
MOTION 2019-21: Ms. Hayes made a motion to accept the agenda as presented. The motion was seconded by Mr. Hollingsworth. The Board Chair called for a vote from the Board and voting "aye" were Ms. Hayes, Ms. Smartt, Mr. Feibelman, Mr. Hollingsworth and Ms. Montgomery. The motion was unanimously approved.
- III. Chairman Walker presented the February 14, 2019 Board meeting minutes for the Board's review and approval. A copy of the February minutes was provided to the Board members prior to the meeting. Mr. Hollingsworth recommended that minutes be modified for clarity concerning the voting record in item III by recording the abstaining vote as a separate sentence.
MOTION 2019-22: Mr. Hollingsworth made the motion to amend the February meeting minutes, with the correction to sentence structure of the voting record in Item III. The motion was

seconded by Mr. Feibelman. The Board Chair called for a vote from the Board. Voting “aye” were Ms. Hayes, Ms. Smartt, Mr. Feibelman, Mr. Hollingsworth and Ms. Montgomery. The motion was unanimously approved.

IV. Reports

- A. Board Chair Report: Chairman Walker indicated that he had no report at this time.
- B. Executive Director Report: Mr. Warren commented on the Board appointment process and confusion with one of the appointing authorities. He indicated that he was in the process of resolving this matter and moving forth with Board appointments.

Mr. Warren presented the Executive Director Report, which included financial activities of the Board for the period ending July 31, 2019. He also reported on the current number of licensees, along with the number of complaints received in FY 2019.

Ms. Moorer presented the Administrator’s Report that listed activities accomplished by the staff since the last Board meeting held in February. Ms. Montgomery commended Ms. Moorer for her attention to work during her recovery.

MOTION 2019-23: Ms. Smartt made the motion to approve the financial report as presented. The motion was seconded by Mr. Hollingsworth. Chairman Walker called for a vote from the Board: Voting “aye” were Ms. Hayes, Ms. Smartt, Mr. Feibelman, Mr. Hollingsworth and Ms. Montgomery. The motion was unanimously approved. (Copies of the reports are available for review in the Official Book of Minutes).

- C. Legal Counsel Report: Mr. Garrett reported that no complaints had been received and that he had no report at this time.
- D. Certification Committee – BEI Requirements
Ms. Smartt stated that she would coordinate with Committee members, Ms. Emann and Ms. Hayes, and report at the next Board meeting about requirements for Permits and licenses. The Board discussed the changes in the BEI certification program and recommended that the Committee consult with the BEI director for clarity on the Ethics exam and the new categories and levels.
- E. Rules Committee
Chairman Walker reported that the Rules Committee did not have a recommendation concerning the public comments previously submitted regarding the Board’s proposed rules. He reported that the recent AAD conference included registration tables setup for participants to present their questions about the proposed rule changes. The Board discussed holding a public hearing for this purpose and Mr. Garrett clarified the rule-making process of holding a public hearing when adopting the Final Rules.

The Board members also commented on the new Board appointments that were pending and their participating in the rule-decision process. Mr. Garrett explained the continuum of

The Board members also commented on the new Board appointments that were pending and their participating in the rule-decision process. Mr. Garrett explained the continuum of the Board term with staggered expiration dates and future participation by new members in the decision-making process.

The Board discussed a focus group format sponsored by an organization in Birmingham where proposed ideas could be discussed. Chairman Walker suggested that the Rules Committee meet prior to engaging a focus group on proposed rules.

F. Exemption Request

Ms. Moorer presented one (1) exemption request for the Board's approval from JP (CY19-JP).

MOTION 2019-24: Mr. Hollingsworth made the motion to approve the exemption request CY19-JP as presented. The motion was seconded by Ms. Montgomery. Chairman Walker called for a vote from the Board: Voting "aye" were Ms. Hayes, Ms. Smartt, Mr. Feibelman, Mr. Hollingsworth and Ms. Montgomery. The motion was unanimously approved.

V. Old Business

Chairman Walker reported that there was no old business to address at this time.

VI. New Business

A. Mississippi Quality Assessment Screening

Ms. Moorer reported on the inconsistent format in documentation received for the Mississippi Quality Assessment Screening (MSQAS) in considering an applicant for licensure. Examples in documentation were presented to the Board for review. The Board discussed contacting MSQAS for clarification about their documentation process to establish a format that the Board could use in qualifying applicants. The Board also discussed requesting similar information from each States that the Board would consider as verification of an applicant's qualifications.

The Board discussed drafting a letter, concerning this matter, to Mississippi Office on Deaf and Hard of Hearing (ODHH) or appropriate agency for MSQAS for the Legal Counsel's signature. Chairman Walker offered to contact MSQAS and other organizations whose assessments were used by the Board to determine licensure qualifications and Mr. Warren offered to assist in this matter.

B. Educational Permits – continuing education requirements

Ms. Moorer reported that she would begin to notify Educational Permit licensees about the enforcement of the continuing education requirements.

C. Annual Renewal of Administrative Services Contract

Mr. Warren reported that the annual renewal of the Administrative Services contract was due August 1, 2019. Chairman Walker explained that the previous Board meeting had been cancelled when this matter would have been presented.

MOTION 2019-25: Ms. Montgomery made a motion to approve the Administrative Services contract with Warren & Company, Inc. for another year. The motion was seconded by Mr. Hollingsworth. Chairman Walker called for a vote from the Board: Voting "aye" were Ms. Hayes, Ms. Smartt, Mr. Feibelman, Mr. Hollingsworth and Ms. Montgomery. The motion was unanimously approved.

VII. Announcements

- A. Chairman Walker announced that the next meeting of the Board was scheduled Thursday, November 14, 2019 at 10:30 a.m.

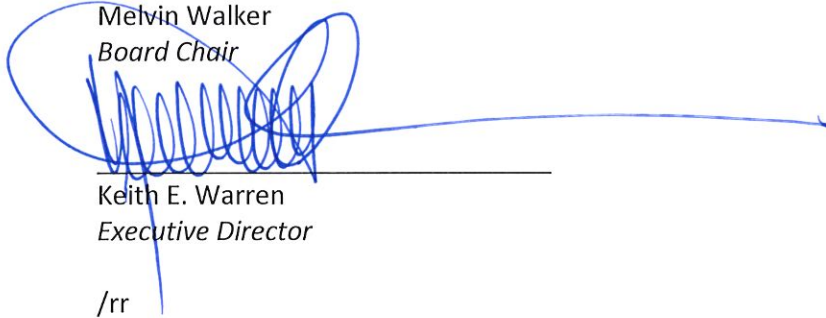
- B. The Board discussed the 2020 proposed Board meeting schedule. It was the consensus of the Board to meet on Thursdays, preferably at the end of the month in January, April, July and October. Mr. Warren announced that the proposed meeting calendar would be presented at the next Board meeting for the Board's approval.

VIII. MOTION 2019-26: Ms. Hayes made a motion to adjourn the Board meeting. The motion was seconded by Ms. Smartt. There was no further business of the Board and Chairman Walker called for a vote from the Board. Voting "aye" were Ms. Hayes, Ms. Smartt, Mr. Feibelman, Mr. Hollingsworth and Ms. Montgomery. The motion was unanimously approved. Chairman Walker adjourned the meeting at 12:00 Noon.

Respectfully submitted,



Melvin Walker
Board Chair



Keith E. Warren
Executive Director

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