

STATE OF ALABAMA
ALABAMA LICENSURE BOARD
FOR
INTERPRETERS AND TRANSLITERATORS

2777 Zelda Road
Montgomery, AL 36106
Telephone (334) 277-8881
Fax (334) 277-0188
Email: ALBIT.gov@gmail.com
www.ALBIT.alabama.gov

Board Meeting
May 21, 2020
Minutes

The Alabama Licensure Board for Interpreters and Transliterators held its rescheduled Board meeting on Thursday, May 21, 2020 via videoconferencing.* The following Board members were present by video camera: Mr. Melvin Walker (Board Chair), Mr. Sam Feibelman (member), Mr. Ben Hollingsworth (member), Ms. Patricia Smartt (Secretary), Ms. Belinda Montgomery (member), Ms. Sharon Canada-Emann (member), Ms. Tammy Adams (member) and Ms. Nancy Hayes (Vice Chair). Absent Board member was Ms. Nancy Adams (member). Others present were Mr. Keith Warren (Executive Director), Ms. Leigh Mooror (Board Administrator), Mr. Bill Garrett, (Assistant Attorney General), Ms. Renee' Reames (Recording Secretary) and Jennifer Love (Legal Assistant).

I. Call to Order

The meeting was called to order at 10:03 a.m. by Mr. Walker, Board Chair. Following a roll call of the Board members by Mr. Warren, Mr. Garrett declared a quorum of the members was present to conduct business. 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. Approval of Meeting Agenda

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 2020-16: Mr. Hollingsworth made a motion to accept the agenda as presented. The motion was seconded by Ms. Adams. The Board Chairman called for a roll call vote from the Board, and the motion was unanimously approved, with none voting "nay."

III. Approval of Meeting Minutes

Chairman Walker presented the January 30, 2020 Board meeting minutes for the Board's review and approval. A copy of the January minutes was provided to the Board members prior to the meeting. Mr. Hollingsworth requested clarification concerning Motion 2020-11 and Permit level qualifications for deaf interpreters. It was the consensus of the Board to remove reference to hearing interpreters.

*COVID 19 – State of Emergency

MOTION 2020-17: Mr. Hollingsworth made the motion to approve the January meeting minutes, as corrected. The motion was seconded by Ms. Montgomery. The Board Chair called for a roll call vote from the Board, with the following members voting aye: Mr. Feibelman, Mr. Hollingsworth, Ms. Smartt, Ms. Montgomery, Ms. Emann and Ms. N. Adams, with Ms. Hayes indicating that she was not present at the meeting and abstained from voting. The motion was approved with one abstaining vote.

IV. Reports

- A. Board Chair: Chairman Walker indicated that he had no new business to report.
- B. Executive Director Report: Mr. Warren presented the Executive Director Report, which included financial activities of the Board for the period ending April 30, 2020. He also reported on the current number of licensees, along with a list of new licensees since the last meeting in January and licensees who did not renew in the last renewal period. He reported on the number of complaints received during FY 2020.

Motion 2020-18: Ms. Tammy Adams made a motion to accept the Financial Report as reported. The motion was seconded by Mr. Hollingsworth. The Board Chairman called for a roll call vote from the Board, and the motion was unanimously approved with none voting "nay."

Also presented to the Board was the Administrator's report of activities performed by staff since the last Board meeting in January. Ms. Moorer reported that the Board's office had remained open during the COVID 19 state of emergency and the annual renewal cycle had recently ended. Mr. Warren reported that the Sunset audit had been completed and previous findings had been resolved. He indicated that the Board would be scheduled to meet with the Sunset Committee later in the year.

- C. Legal Counsel Report: Mr. Garrett reported there was no information to add regarding complaints.

V. Old Business – Chairman Walker reported there was no old business to discuss.

VI. New Business

- A. Extension of Time Requests from Provisional Permits: Ms. Moorer reported that two Provisional Permit holders had contacted the Board with concerns, due to the COVID 19 pandemic, about their Provisional Permits expiring before they have the opportunity to take the tests that could elevate their standings. The Board discussed the disruptions to everyday schedules caused by the COVID-19 pandemic that had affected the availability of routine administration of tests to Provisional Permit holders.

Motion 2020-19: Mr. Hollingsworth made the motion to allow all Provisional Permits holders a one year extension from the expiration date of their Provisional Permit to allow time for the businesses to recover from the pandemic and the Permit holders to take the tests they need. The motion was seconded by Ms. Canada-Emann. The Board Chairman

called for a roll call vote from the Board, and the motion was unanimously approved with none voting "nay."

B. CE Audit Extensions: Ms. Moorer reported that due to the COVID pandemic, several licensees were late sending in their CE information because their schools and offices were locked. She reported that this issue was taken care of prior to the meeting and no action was necessary by the Board.

C. Mr. Warren reported that the Administrative Services Contract was scheduled to expire June 30, 2020 and commented on the cost of a new database.

Motion 2020-20: Ms. Montgomery made a motion to renew the contract for one year, with a 5% increase. The motion was seconded by Ms. Tammy Adams. The Board Chairman called for a roll call vote from the Board, and the motion was unanimously approved with none voting "nay."

VII. Other Business and Announcements

A. Chairman Walker announced the next meeting of the Board was scheduled Thursday, July 30, 2020 at 10:30 a.m.

VIII. Adjournment

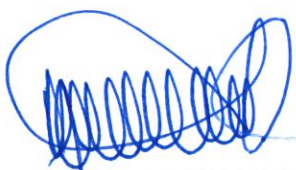
Having no other business of the Board, Chairman Walker called for adjournment.

MOTION 2020-21: Ms. Montgomery made a motion to adjourn the Board meeting. The motion was seconded by Mr. Feibelman. The Board Chairman called for a roll call vote from the Board, and the motion was unanimously approved with none voting "nay." Chairman Walker adjourned the meeting at 10:53 a.m.

Respectfully submitted,



Melvin Walker
Board Chair


Keith E. Warren
Executive Director

/rr/lm