



STATE OF ALABAMA

ALABAMA LICENSURE BOARD FOR INTERPRETERS AND TRANSLITERATORS

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Board Meeting November 15, 2022 Minutes

The Alabama Licensure Board for Interpreters and Transliterators held its regular Board meeting on Tuesday, November 15, 2022. The meeting was held at the Board's office located at 2777 Zelda Road in Montgomery, Alabama. The following Board members attended the meeting: Ms. Judith Gilliam (Board Chair), Mr. Michael Deuel (Vice Chair arrive at 10:39 a.m.), Ms. LaShawn Washington (member), Ms. Nancy Hayes (member), Mr. Melvin Walker (member), and Ms. Wendy Darling (member). Members absent were Ms. Beth Overland, Ms. Angie Carmody-Cox (Board Secretary) and Mr. Chris McGaha. Others participating were Mr. Keith Warren (Executive Director), Mr. Andy Crowder (Assistant Attorney General), and Ms. Renee' Reames (recording secretary).

I. Call to Order

The meeting was called to order at 10:33 a.m. by Ms. Judith Gilliam, Board Chair. Following a roll call of the Board members by Mr. Warren, he reported that a quorum of the members was present to conduct business. Mr. Warren read aloud the Opening Statement regarding Robert's Rules of Order and the Open Meetings Act. Chairperson Gilliam welcomed the Board's new Legal Counsel, Mr. Andy Crowder and welcomed others present at the meeting. 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 to the members before the meeting for their review.

MOTION 2023-01: Mr. Walker made a motion to accept the agenda as presented. The motion was seconded by Ms. Darling. Chairperson Gilliam called for a vote: Mr. Deuel, aye, Ms. Hayes, aye, Ms. Darling, aye, Ms. Washington, aye and Mr. Walker, aye. With no members opposed, the motion was unanimously approved.

III. Approval of Meeting Minutes

Chairperson Gilliam presented the August 18 2022, Board meeting minutes for the Board's approval. Ms. Darling recommended the following corrections to the Board minutes: page 2, under the Board Chair Report remove the word *deaf* and add EIPA, and under the Legal Counsel Report remove the word *complaint* in referencing the submission modality, on page 4 under

Adjournment, change to Chairperson Gilliam adjourned the meeting, several grammar corrections were recommended.

MOTION 2023-02: Ms. Darling made the motion to approve the March meeting minutes as corrected. The motion was seconded by Ms. Washington and, following a roll call vote, the following members voted “aye” Mr. Deuel, Ms. Hayes, Ms. Darling, Ms. Washington and Mr. Walker. With no members opposed, the motion was unanimously approved.

IV. Reports

A. Board Chair Report: Chairperson Gilliam commented open communication via email. Mr. Walker cautioned the members about communications with other Board members in discussing Board business outside of an official Board meeting, which would be a violation of the Open Meetings Act. He encouraged the members to limit their communications. Mr. Warren indicated that he would send to the members information on the Open Meetings Act restricting communications outside of an official board meeting that must be properly posted for public notice.

B. Executive Director Report: Mr. Warren presented the Executive Director Report, which included financial activities of the Board for FY 2022 ending September 30, 2022 and FY 2023 for period ending October 31, 2022. He reported on the number of licensees (292) and the number of complaints received in FY 2022.

MOTION 2022-03: Mr. Walker made a motion to accept the financial report as presented. The motion was seconded by Mr. Deuel and, following a roll call vote, the following members voted “aye”: Mr. Deuel, Ms. Hayes, Ms. Darling, Ms. Washington and Mr. Walker. With no members opposed, the motion was unanimously approved.

Mr. Warren also presented the report of activities performed by staff since the last Board meeting in August 2022, and reported that Ms. Moorer was no longer with Warren and Company.

Mr. Warren reported that he had no new information to report regarding Board member terms. He had not heard back from the Governor’s office. He asked the members whose service term was ending to notify him about their interest in continuing to serve on the Board, with some terms that have already expired and others due to expire at the end of 2023. He reported that a letter of interest to serve would be needed, along with a copy of their resume.

C. Legal Counsel Report: Mr. Crowder presented the Legal Counsel report to include recommendations from the Investigative Committee (IC) regarding two complaint cases

MOTION 2023-04: Ms. Hayes made the motion to approve the recommendation of the Investigative Committee to dismiss Case 2022-003 due to having been submitted by an anonymous complainant. The motion was seconded by Mr. Deuel and, following a roll call vote, the following members voted “aye”, with Mr. Walker abstaining: Mr. Deuel, Ms. Hayes, Ms. Darling, and Ms. Washington. With no members opposed, the motion was unanimously approved by the voting members.

MOTION 2023-05: Mr. Deuel made the motion to approve the recommendation of the Investigative Committee to send a warning letter to the school system superintendent about hiring practices and Board licensure requirements concerning Case 2022-002. The motion was seconded by Ms. Darling and, following a roll call vote, the following members voted “aye”, with Mr. Walker abstaining: Mr. Deuel, Ms. Hayes, Ms. Darling, and Ms. Washington. With no members opposed, the motion was unanimously approved by the voting members.

V. Old Business

A. Final Rule 488-X-1-.06 License Required; Application; Issuance; Renewal: Mr. Warren presented Rule 488-X-1-.06 for Board approval as a final rule, specifying subsection 5, regarding applications from military spouses. He indicated that the Rule had been advertised and no public comments had been received.

MOTION 2023-06: Ms. Hayes made a motion to approval as a final Rule 488-X-1-.06 as published. The motion was seconded by Ms. Washington and, following a roll call vote, the following members voted “aye”: Mr. Deuel, Ms. Hayes, Ms. Darling, Ms. Washington and Mr. Walker. With no members opposed, the motion was unanimously approved.

B. Update on Complaint Video Process:

Mr. Warren reported that he planned to have the specifications released later in November to vendors who created videos and would bid on providing these services to the Board. The Board discussed having a video created on the Board’s complaint procedure and budgeting for additional videos, tentatively on the application and licensing process, etc., and having an opportunity to review the video(s) before they are uploaded to the Board’s website. Also discussed was having two interpreters included in the filming for culture inclusions.

VI. New Business

A. Proposed 2023 Board Meeting Schedule: Chairperson Gilliam presented a list of dates for the Board to conduct meetings in 2023.

MOTION: 2023-07: Ms. Hayes made the motion to approve the 2023 Board meeting scheduled of February 28, May 9, August 22 and November 28, 2023. The motion was seconded by Mr. Deuel and, following a roll call vote, the following members voted “aye” Mr. Deuel, Ms. Hayes, Ms. Darling, Ms. Washington and Mr. Walker. With no members opposed, the motion was unanimously approved.

Mr. Warren indicated that he would notify the interpreter service about the 2023 meeting dates and arrange for these meetings to be held at the AUM TechnaCenter, as preferred by the Board.

VII. Announcements and Other Business

A. Licensing Credentials on Website:

MOTION 2023-08: Ms. Haynes made the motion that the licensee’s credentials, such as RID, EIPA and levels be listed when searching licensees. The motion failed for lack of a second.

Chairperson Gilliam assigned to the Rules Committee to review the matter of having the licensee's credentials posted on the Board's website.

- B. Next Meeting: Chairperson Gilliam reminded the members that the next meeting of the Board was scheduled Tuesday, February 28, 2023, at 10:30 a.m., and tentatively to be held at the AUM TechnaCenter in Montgomery.

VIII. Adjournment

Chairperson Gilliam called for other business or announcements and there were none.

Motion 2023-09: Mr. Deuel made a motion to adjourn the meeting. The motion was seconded by Ms. Washington and the following votes were recorded: Mr. Deuel, aye, Ms. Hayes, aye, Ms. Darling, aye, Ms. Washington, aye and Mr. Walker, aye. With no members opposed, the motion was unanimously approved. Chairperson Gilliam adjourned the meeting at 11:47 a.m.

Respectfully submitted,

Judith Gilliam
Board Chair

Keith E. Warren
Executive Director

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