



# STATE OF ALABAMA

## ALABAMA LICENSURE BOARD FOR INTERPRETERS AND TRANSLITERATORS

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### **Board Meeting August 18, 2022 Minutes (corrected)**

The Alabama Licensure Board for Interpreters and Transliterators held its regular Board meeting on Thursday, August 18, 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), Ms. Angie Carmody-Cox (Board Secretary), Ms. LaShawn Washington (member), Ms. Nancy Hayes (member) and Ms. Wendy Darling (member). Members absent were Mr. Melvin Walker (member), Ms. Beth Overland and Mr. Chris McGaha. Others participating were Mr. Keith Warren (Executive Director), Mr. Andy Crowder (Assistant Attorney General), Ms. Leigh Moorer (Board Administrator) and Ms. Renee' Reames (recording secretary).

#### **I. Call to Order**

The meeting was called to order at 10:35 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. 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](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. Approval of Meeting Agenda**

A copy of the meeting agenda was distributed to the members before the meeting for their review.

**MOTION 2022-46:** Ms. Darling made a motion to accept the agenda as presented. The motion was seconded by Ms. Cox. Chairperson Gilliam called for a vote: Mr. Deuel, aye, Ms. Cox, aye, Ms. Washington, aye, Ms. Hayes, aye and Ms. Darling, aye. With no members opposed, the motion was unanimously approved.

#### **III. Approval of Meeting Minutes**

Chairperson Gilliam presented the March 29, 2022, Board meeting minutes for the Board's approval. Ms. Darling recommended the following corrections to the Board minutes: page 2, under the Legal Counsel Report correct the spelling to *unanimous*, page 3, under Board Training

Refresher correct the spelling to *member's* and page 2, paragraph 3, correct the spelling to *thanked*.

MOTION 2022-47: Mr. Deuel 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. Cox, Ms. Washington, Ms. Hayes and Ms. Darling. With no members opposed, the motion was unanimously approved.

#### IV. Reports

- A. Board Chair Report: Chairperson Gilliam commented on an email inquiry regarding EIPA certification and inquired if additional licensure levels can be established by the Board. The members noted in their discussion that RID does not currently recognize EIPA certifications. Chairperson Gilliam asked the Board's Legal Counsel to review the matter and advise the Board on jurisdiction to establish more levels of licensure. Mr. Warren recommended that the Rules Committee work with Legal Counsel on this matter.

The Board also discussed the definition of nationally recognized certification in Rule 488-X-1(9).

Chairperson Gilliam deferred further discussion on the matter and assigned the matter to the Rules Committee to review and make a recommendation to the Board.

- B. Executive Director Report: Mr. Warren presented the Executive Director Report, which included financial activities of the Board for the period ending July 31, 2022. He reported on the current number of licensees (292) and the number of complaints received in current fiscal year 2022.

MOTION 2022-48: Ms. Cox made a motion to accept the financial report as presented. The motion was seconded by Ms. Hayes and, following a roll call vote, the following members voted "aye": Mr. Deuel, Ms. Cox, Ms. Washington, Ms. Hayes and Ms. Darling. With no members opposed, the motion was unanimously approved.

Ms. Moorer presented the Administrator's report of activities performed by staff since the last Board meeting in March 2022.

- C. Legal Counsel Report: Mr. Crowder presented the new complaint form for the Board's approval. He reported that the previous two complaint forms were combined, and complaints may be presented in the form of a video or on a flash-drive, emailed or written. Mr. Warren reported that he was working with the web-manager to allow videos to be uploaded and submitted to the Board. Mr. Warren explained the complaint process after a complaint is received, of acknowledging receipt of the complaint, assigning a complaint number, notification to the investigator and Legal Counsel and the investigative process to include contacting the complainant and the respondent (person the complaint is about) to complete an investigative report for the investigative committee to review.

MOTION 2022-49: Ms. Darling made the motion to approve the complaint form. The motion was seconded by Mr. Deuel and, following a roll call vote, the following members voted

“aye”: Mr. Deuel, Ms. Cox, Ms. Washington, Ms. Hayes and Ms. Darling. With no members opposed, the motion was unanimously approved.

The Board recommended that two interpreters, one who was a certified interpreter and one a licensed interpreter, participate in the investigative committee when reviewing a video complaint for ASL distinction. Mr. Warren indicated that he would prepare an outline of the steps to consider in submitting a videoed complaint.

V. Old Business

A. Update on Complaint Video Process:

The Board discussed creating an instructive video on how to file a complaint, which would encompass the process and steps referenced by Mr. Warren. A committee comprised of Mr. Deuel, Ms. Darling and Ms. Washington would assist Mr. Warren with the script process.

Chairperson Gilliam called a 5-minute recess at 12:10 p.m.

Chairperson Gilliam reconvened the meeting at 12:15 p.m.

Chairperson Gilliam discussed the coordination for interpreters at the meetings. Mr. Warren reported that an annual Board meeting schedule would be presented for the Board’s adoption that would provide notification for interpreters and Board members of scheduled meetings.

Chairperson Gilliam requested that the Board minutes be distributed two weeks prior to meetings and Mr. Warren concurred.

VI. New Business

A. Review and Approval of Licensure Forms:

Ms. Darling presented the following forms recommended by the Rules Committee for the Board approval. The members recommended minor changes,

- Initial Professional License Application
- Professional License Renewal Application
- Initial Professional Permit Application
- Professional Permit Renewal Application
- Initial Professional Deaf Permit Application
- Professional Deaf Permit Renewal Application
- Limited Permit Renewal Application
- Provisional Permit Application
- Provisional Recommendation Form
- Apprentice Application
- 14-Day Practice Exemption Form
- Replacement License Form

Motion 2022-50: Ms. Darling recommended that the forms be approved with the recommended changes. Chairperson Gilliam called for a roll call vote and the following members voted “aye”: Mr. Deuel, Ms. Cox, Ms. Washington, Ms. Hayes and Ms. Darling. With no members opposed, the motion was unanimously approved.

B. Proposed New Rule for Licensure of Spouses of Active Duty Military Personnel:

Mr. Warren reported the State requirement to expedite applications of spouses of activity duty personnel, along with waiving the initial application fee.

MOTION 2022-51: Ms. Darling made the motion to approve the new rule for spouses of military personnel. The motion was seconded by Ms. Hayes and, following a roll call vote, the following members voted “aye”: Mr. Deuel, Ms. Cox, Ms. Washington, Ms. Hayes and Ms. Darling. With no members opposed, the motion was unanimously approved.

C. Administrative Services Emergency Contract Renewal:

Mr. Warren reported on the changes in the State requirements for bidding and Requests For Proposals for service contracts. He presented the renewal of the emergency administrative services contract for the Board’s approval.

MOTION 2022-52: Ms. Hayes made the motion to approve the emergency contract with Warren and Company for administrative services for one year, with no changes in the contract terms. The motion was seconded by Ms. Washington and, following a roll call vote, the following members voted “aye”: Mr. Deuel, Ms. Cox, Ms. Washington, Ms. Hayes and Ms. Darling. With no members opposed, the motion was unanimously approved.

VII. Announcements and Other Business

A. Board Terms: Mr. Warren reported that Ms. Overland’s term had expired. Mr. Deuel commented on two candidates that he would contact about submitting a letter of interest to Mr. Warren, along with a copy of their resume.

B. Next Meeting: Chairperson Gilliam reminded the members that the next meeting of the Board was scheduled Tuesday, November 15, 2022 at 10:30 a.m.

VIII. Adjournment

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

Motion 2022-53: Mr. Deuel made a motion to adjourn the meeting. The motion was seconded by Ms. Darling and the following votes were recorded: Mr. Deuel, aye, Ms. Cox, aye, Ms. Washington, aye, Ms. Hayes, aye and Ms. Darling, aye. With no members opposed, the motion was unanimously approved. Chairperson Gilliam adjourned the meeting at 12:36 p.m.

Respectfully submitted,

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Judith Gilliam  
*Board Chair*

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Keith E. Warren  
*Executive Director*

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