

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 September 29, 2023 Minutes

The Alabama Licensure Board for Interpreters and Transliterators held its regular Board meeting on Friday, September 29, 2023. The meeting was held at the AUM TechnaCenter located at 75 TechnaCenter Drive in Montgomery, Alabama. The following Board members attended the meeting: Ms. Judith Gilliam (Board Chair), Ms. Wendy Darling (Board Vice Chair), Ms. Angie Carmody (Cox) (Board Secretary), Ms. LaShawn Washington (member), Mr. Melvin Walker (member) and Mr. Michael Deuel (member attending virtually). Members absent were Ms. Nancy Hayes (member) and Mr. Chris McGaha (member). Others participating were Mr. Andy Crowder (Board Legal Counsel), Ms. Hope Childers (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 Ms. Reames, she reported that a quorum of the members was present to conduct business. Ms. Childers read aloud the Opening Statement regarding Robert's Rules of Order and the Open Meetings Act. 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. Chairperson Gilliam welcomed everyone present at the meeting. The actions of the Board included 6 members present, with Chairperson Gilliam abstaining from voting pending a tie.

II. Approval of Meeting Agenda

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

MOTION 2023-19: Ms. Darling made a motion to accept the agenda as presented. The motion was seconded by Ms. Carmody. Chairperson Gilliam called for a vote and the following members voted "aye": Ms. Darling, Ms. Carmody, Ms. Washington, Mr. Walker and Mr. Deuel. With no members opposed, the motion was unanimously approved.

III. Approval of Meeting Minutes

Chairperson Gilliam presented a copy of the February 28, 2023 Board meeting minutes for the Board's approval, along with a copy of the August 29, 2023 special meeting minutes.

MOTION 2023-20: Ms. Washington made the motion to approve the February meeting minutes as presented. The motion was seconded by Mr. Walker and, following a roll call vote, the following members voted “aye”: Ms. Darling, Ms. Carmody, Ms. Washington, Mr. Walker and Mr. Deuel. With no members opposed, the motion was unanimously approved.

MOTION 2023-21: Mr. Walker made the motion to approve the August special meeting minutes as presented. The motion was seconded by Ms. Washington and, following a roll call vote, the following members voted “aye”: Ms. Darling, Ms. Carmody, Ms. Washington, Mr. Walker and Mr. Deuel. With no members opposed, the motion was unanimously approved.

IV. Reports

A. **Board Chair Report:** Chairperson Gilliam commented on better communications and asked that administrative staff respond more attentively to Board communications. She also requested that the Board minutes be distributed earlier to the members for their review. She asked that the Board ‘s website be updated with meeting minutes and other user-friendly information.

B. **Executive Director Report:** Ms. Childers reported that Mr. Warren was out-of-state attending a conference. She presented the Executive Director Report, which included financial activities of the Board for the period ending August 31, 2023. She reported on the current number of licensees (299) and indicated that one consumer complaint had been received to-date in FY 2023 (report available in the Board’s official Book of Minutes).

The Board discussed changing the format of the printed licenses to include watermark seal, larger print, laminated cover, and different colored license for each licensure designation, i.e., blue for permits, purple for non-renewable permit, green for limited permit (education setting) and red for license.

MOTION 2023-22: Ms. Darling made the motion to authorize administration to explore color printer option and cost of other changes to the licenses discussed by the Board. The motion was seconded by Ms. Carmody and, following a roll call vote, the following members voted “aye”: Ms. Darling, Ms. Carmody, Ms. Washington, Mr. Walker and Mr. Deuel. With no members opposed, the motion was unanimously approved.

MOTION 2023-23: Mr. Walker made a motion to accept the financial report as presented. The motion was seconded by Ms. Washington and, following a roll call vote, the following members voted “aye”: Ms. Darling, Ms. Carmody, Ms. Washington, Mr. Walker and Mr. Deuel. With no members opposed, the motion was unanimously approved.

Ms. Reames reported on Board terms indicating that the following members were eligible for reappointment: Ms. Gilliam (AAD), Ms. Darling (ALRID), Ms. Washington (Governor) and Mr. Deuel (AAD) and Mr. Walker (Governor), and the following members had served full terms and were not eligible for reappointment: Ms. Hayes (ALRID) and vacant position previously held by Ms. Overland (AAD). Ms. Reames encouraged the members to notify the

appointing authority for their position about their interest in continuing to serve on the Board or no longer serving and be replaced.

Mr. Walker reported that the Governor's office had a new online process that included an online application process and submission of a resume.

- C. Legal Counsel Report: Mr. Crowder presented the Legal Counsel report that included an update on the Request for Emergency Contract Services.

The staff of Smith Warren left the meeting.

Mr. Crowder shared with the Board a signed letter by Chairperson Gilliam, asking for an emergency contract with Smith Warren Management Services to last no longer than December 31, 2023. Mr. Crowder reported that the Legislative Contract Review Committee would meet in November to approve the contract letter.

MOTION 2023-24: Ms. Darling made a motion to accept the emergency contract letter as presented. The motion was seconded by Mr. Walker and, following a roll call vote, the following members voted "aye": Ms. Darling, Ms. Carmody, Ms. Washington, Mr. Walker and Mr. Deuel. With no members opposed, the motion was unanimously approved.

Mr. Crowder shared the Request for Proposal Response from Smith Warren Management Services, which included all services provided to the Board. The Board discussed that Smith Warren may relocate to a larger space to include a larger conference room. Board Chair Gilliam asked if the expense of that would fall on the Board or Smith Warren and Mr. Crowder indicated that he believed that the expense would be included in Smith Warren's cost. The Board also discussed Sections 1.6-1.9 that were included in the proposal response, along with Section 1.10 that comprised monthly fees.

MOTION 2023-25: Mr. Walker made a motion to accept Smith Warren's proposal for administrative services as presented. The motion was seconded by Ms. Darling and, following a roll call vote, the following members voted "aye": Ms. Darling, Ms. Carmody, Ms. Washington, Mr. Walker and Mr. Deuel. With no members opposed, the motion was unanimously approved.

Chairperson Gilliam asked if anyone evaluated Mr. Warren's performance and Mr. Crowder stated that the Board ultimately decides on those matters. He also explained that the contract negotiation terms may include Mr. Warren's evaluation. Chairperson Gilliam asked the question, "What if no one else was interested in accepting our contract?" Mr. Walker added that, at one point, the Board took over all administration and it did not go well, and the Board had received only one bid in the past. Mr. Crowder closed with the comment that the public request for proposals had been posted as required.

The staff of Smith Warren rejoined the Board meeting.

V. Old Business

- A. Letter to Department of Education: Chairperson Gilliam presented a copy of the letter to the Department of Education regarding unlicensed deaf interpreters. Ms. Reames reported that she was not aware of a response from the Department of Education; however, Mr. Walker commented on action taken by one of the schools, which may have been an indication of the Department notifying the schools about Board licensure.
- B. Update on Complaint Process Video:
Ms. Reames reported that three vendors had submitted proposals on scripting and producing a video for the Board. Mr. Walker recommended that Ms. Washington and Ms. Darling work with the Executive Director to ensure vendors understand the expectations of the Board when considering the bid proposal costs. The vendor would assist with developing the script and creating the video on the Board's complaint procedures, utilizing two interpreters for culture inclusions. The Board reviewed a summary of the cost and services by the vendors.
MOTION 2023-26: Mr. Walker made a motion to move forward with LP Digital Media Group's proposal. The motion was seconded by Ms. Carmody and, following a roll call vote, the following members voted "aye": Ms. Darling, Ms. Carmody, Ms. Washington, Mr. Walker and Mr. Deuel. With no members opposed, the motion was unanimously approved. Chairperson Gilliam asked Mss. Washington and Darling to meet with the Executive Director to pursue meeting with the vendor.
- B. Update from Rules Committee: Mr. Walker reported that he realized that the Rules Committee had the matter of EIPA testing to consider, and he would meet with Committee members, Mr. Deuel and Ms. Darling, and would have a report at a future meeting.

VI. New Business

- A. Licensure – Requests for CE Approval: Ms. Childers presented a request for seven (7) licensees that attend an AIDB Outreach program that had not received RID approval in advance of the training date. The Board reviewed Rule 481-X-1-.01 and the program agenda.
MOTION 2023-27: Mr. Walker made a motion to approve the 5.75 CE hours obtained through the Dothan Professional Development program held on August 7, 2023. The motion was seconded by Ms. Darling and, following a roll call vote, the following members voted "aye": Ms. Darling, Ms. Carmody, Ms. Washington, Mr. Walker and Mr. Deuel. With no members opposed, the motion was unanimously approved.
The Board discussed making future changes to Rule 481-X-1-.01 requiring approval by the Board in advance of the CE training versus complications to approve the CE requests on a timely basis based on the meeting schedule of the Board.

VII. Announcements and Other Business

- A. Next Meeting: Chairperson Gilliam reminded the members that the next meeting of the Board was scheduled for Tuesday, November 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 2023-28: Mr. Walker made a motion to adjourn the meeting. The motion was seconded by Ms. Darling and, following a roll call vote, the following members voted "aye": Ms. Darling, Ms. Carmody, Ms. Washington, Mr. Walker and Mr. Deuel. With no members opposed, the motion was unanimously approved. Chairperson Gilliam adjourned the meeting at 12:15 p.m.

Respectfully submitted,



Judith Gilliam
Board Chair



Keith E. Warren
Executive Director

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