

STATE OF ALABAMA

ALABAMA LICENSURE BOARD FOR INTERPRETERS AND TRANSLITERATORS

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Board Meeting February 28, 2023 Minutes

The Alabama Licensure Board for Interpreters and Translators held its regular Board meeting on Tuesday, February 28, 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. Angie Carmody-Cox (Board Secretary), Ms. LaShawn Washington (member), Ms. Nancy Hayes (member), Mr. Chris McGaha (member), Ms. Wendy Darling (member), and Mr. Melvin Walker (member). Member absent was Mr. Michael Deuel (Board Vice Chair). Others participating were Mr. Keith Warren (Executive Director), Ms. Laura Howell (Assistant Attorney General) and Ms. Renee' Reames (recording secretary).

I. Call to Order

The meeting was called to order at 10:41 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. 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.

II. Approval of Meeting Agenda

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

MOTION 2023-10: Mr. Walker made a motion to accept the agenda as presented. The motion was seconded by Ms. Darling. Chairperson Gilliam called for a vote: Ms. Cox, aye, Ms. Washington, aye, Ms. Hayes, aye, Mr. McGaha, aye, Ms. Darling, aye and Mr. Walker, aye. With no members opposed, the motion was unanimously approved.

III. Approval of Meeting Minutes

Chairperson Gilliam presented the November 15, 2023 Board meeting minutes for the Board's approval. Ms. Hayes commented on correcting the spelling of her name on page 3, section VII.

MOTION 2023-11: Ms. Hayes made the motion to approve the November meeting minutes as corrected. The motion was seconded by Ms. Cox and, following a roll call vote, the following

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

IV. Reports

- A. Board Chair Report: Chairperson Gilliam reported that she had no report at this time.
- B. Executive Director Report: Mr. Warren presented the Executive Director Report, which included financial activities of the Board for the period ending January 31, 2023. He reported on the number of licensees (309) and indicated that there were no complaints received in FY 2023.

MOTION 2022-12: Mr. McGaha made a motion to accept the financial report as presented. The motion was seconded by Mr. Walker and, following a roll call vote, the following members voted “aye”: Ms. Cox, Ms. Washington, Ms. Hayes, Mr. McGaha, Ms. Darling, 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 November 2022, and reported that Ms. Moorer was no longer with Warren and Company and Ms. Hope Childers was the new Board Administrator.

Mr. Warren reported on Board terms and indicated that Mr. Deuel had completed an application requesting to be reappointment to the Board and was pending approval by the Governor. Mr. Warren asked the members whose service term was ending to notify him about their interest in continuing to serve on the Board.

- C. Legal Counsel Report: Mr. Warren reported that Mr. Crowder was not able to attend the meeting and the Board had no new complaints in FY 2023. He introduced Ms. Laura Howell, Assistant Attorney General, attending as legal counsel in the absence of Mr. Crowder.

Letter to Department of Education: Mr. Warren presented a draft letter to the Department of Education prepared on behalf of the Board regarding unlicensed deaf interpreters. The Board recommended that unlicensed video remote interpreters be addressed in the letter as well.

MOTION 2023-13: Ms. Cox made the motion to approve the recommended changes and authorize Ms. Darling to work with the Board’s legal counsel in finalizing the letter to the Department of Education. The motion was seconded by Ms. Hayes and, following a roll call vote, the following members voted “aye”: Ms. Cox, Ms. Washington, Ms. Hayes, Mr. McGaha, Ms. Darling, and Mr. Walker. With no members opposed, the motion was unanimously approved by the voting members.

Governor’s Executive Orders: Ms. Howell reported on recent Executive Orders issued by the Governor, to include requests for public information. She indicated that a public information coordinator would need to be authorized by the Board and a link would be added to the

Board's website for the public to request information. Mr. Warren reported that the State's OIT was developing request forms and would assist with tracking electronic requests.

MOTION: 2023-14: Ms. Washington made the motion to appoint Mr. Warren as the public information coordinator on behalf of the Board. The motion was seconded by Ms. Hayes, and, following a roll call vote, the following members voted "aye": Ms. Cox, Ms. Washington, Ms. Hayes, Mr. McGaha, Ms. Darling, and Mr. Walker. With no members opposed, the motion was unanimously approved by the voting members.

V. Old Business

A. Update on Complaint Video Process:

Mr. Warren reported that the State's Purchasing Department had not released the specification documents to proceed with request for bids from vendors. The vendor would assist with developing the script and creating the video on the Board's complaint procedures, utilizing two interpreters for culture inclusions. He indicated that once the vendor was selected, Ms. Washington would assist with creating the video script.

B. Update from Rules Committee: Mr. Walker reported that he had met with Mr. Warren and Ms. Childers about licensees' credentials being posted on the Board's website for the public to view when searching for licensed interpreters.

VI. New Business

A. Annual Election of Board Officers: Mr. Warren reported that the annual election of Board officers was due.

MOTION 2023-15: Ms. Washington made the motion to nominate Ms. Gilliam as Board Chair. The motion was seconded by Ms. Cox. Chairperson Gilliam called for any other nominations and there were none. Ms. Gilliam was elected as Board Chair by acclamation.

MOTION 2023-16: Mr. Walker made the motion to nominate Ms. Darling as Board Vice Chair. The motion was seconded by Ms. Cox. Chairperson Gilliam called for any other nominations and there were none. Ms. Darling was elected as Board Vice Chair by acclamation.

MOTION 2023-17: Ms. Darling made the motion to nominate Ms. Cox as Board Secretary. The motion was seconded by Ms. Washington. Chairperson Gilliam called for any other nominations and there were none. Ms. Cox was elected as Board Secretary by acclamation.

VII. Announcements and Other Business

A. Next Meeting: Chairperson Gilliam reminded the members that the next meeting of the Board was scheduled for Tuesday, May 9, 2023, at 10:30 a.m., and tentatively to be held at the AUM TechnaCenter in Montgomery.


Ms. Reames announced that the AUM TechnaCenter would not be available on August 22, 2023 for the scheduled Board meeting and the Board would be notified of the new meeting location. Mr. Warren reported that the AUM TechnaCenter would be the preferred meeting location for future Board meetings.

VIII. Adjournment


Chairperson Gilliam welcomed guests and thanked them for their attendance. Chairperson Gilliam called for other business or announcements and there were none.

Motion 2023-18: Ms. Darling made a motion to adjourn the meeting. The motion was seconded by Ms. Washington and, following a roll call vote, the following members voted "aye": Ms. Cox, Ms. Washington, Ms. Hayes, Mr. McGaha, Ms. Darling, and Mr. Walker. With no members opposed, the motion was unanimously approved by the voting members. Chairperson Gilliam adjourned the meeting at 11:34 a.m.

Respectfully submitted,



Judith Gilliam
Board Chair



Keith E. Warren
Executive Director

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