



STATE OF ALABAMA

ALABAMA LICENSURE BOARD FOR INTERPRETERS AND TRANSLITERATORS

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Special/Called Board Meeting August 29, 2023 Minutes

The Alabama Licensure Board for Interpreters and Transliterators held its special/called Board meeting on Tuesday, August 29, 2023. 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. Wendy Darling (Board Vice Chair), Ms. LaShawn Washington (member), Ms. Nancy Hayes (member), Mr. Melvin Walker (member) and Mr. Michael Deuel (member attending virtually). Members absent were Ms. Judith Gilliam (Board Chair), Ms. Angie Carmody-Cox (Board Secretary), and Mr. Chris McGaha (member). Others participating were Mr. Andy Crowder (Assistant Attorney General – Board Legal Counsel) and Ms. Renee' Reames (recording secretary).

I. Call to Order

The meeting was called to order at 2:34 p.m. by Ms. Wendy Darling (Board Vice 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. 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. Vice Chairperson Darling welcomed everyone present at the meeting.

II. New Business

A. Review and Approval of Specifications for RFP for Administrative Services

Mr. Crowder presented a draft of the specifications for Administrative Services that would be released to vendors to request proposals.

The Board reviewed the proposed specifications for administrative services and discussed the proposed criteria for meeting spaces. Also reviewed was the new description regarding standards of ethics and voiding conflict of interest pertaining to the vendor in providing professional services. (Copy of the proposed specifications available in the Board's official Book of Minutes.)

MOTION 2023-19: Mr. Walker made the motion to approve the specification for request for proposals (RFP) for administrative services as presented. The motion was seconded by Mr. Deuel, and following a roll call vote, the following members voted "aye": Ms. Darling, Ms. Washington, Ms. Hayes, Mr. Walker, and Mr. Deuel. With no members opposed, the motion was unanimously approved by the voting members.

III. Announcements and Other Business

A. Next Meeting: Vice Chairperson Darling reminded the members that the next meeting of the Board was scheduled for Tuesday, September 12, 2023, at 10:30 a.m. The Board agreed to cancel the September 12th meeting and reschedule the meeting to September 29, 2023, following the deadline to submit proposals for administrative services. Ms. Reames reported that the AUM TechnaCenter would be contacted as the venue for this meeting and a meeting notice would be sent to the Board members.

IV. Adjournment

Vice Chairperson Darling announced that the purpose of the special meeting had concluded.

MOTION 2023-20: Mr. Walker made the motion to adjourn the meeting. The motion was seconded by Ms. Hayes, and following a roll call vote, the following members voted "aye": Ms. Washington, Ms. Hayes, Mr. Walker, and Mr. Deuel. With no members opposed, the motion was unanimously approved by the voting members. Vice Chairperson Darling adjourned the meeting at 3:07 p.m.

Respectfully submitted,



Wendy Darling
Board Vice Chair

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