

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 November 28, 2023 Minutes

The Alabama Licensure Board for Interpreters and Translators held its regular Board meeting on Tuesday, November 28, 2023. The meeting was held at the AUM TechnaCenter located at 75 TechnaCenter Drive in Montgomery, Alabama. The following Board members were in attendance: Ms. Judith Gilliam (Board Chair), Ms. Wendy Darling (Board Vice Chair), Ms. Angie Carmody (Cox) (Board Secretary), Mr. Melvin Walker (member), Ms. Nancy Hayes (member) and Mr. Michael Deuel (member). Members absent were Ms. LaShawn Washington (member) and Mr. Chris McGaha (member). Others participating were Keith Warren (Executive Director), Mr. Andy Crowder (Board Legal Counsel), Ms. Angela Warr (Executive Assistant), Ms. Renee' Reames (recording secretary), Ms. Beverly Bownds (Interpreter), Ms. Sydni Sikes (Interpreter) and guests.

I. Call to Order

The meeting was called to order at 10:34 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. The actions of the Board included the 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. Ms. Darling presented an email regarding licensure waiver request as an addition to the agenda under new business.

MOTION 2023-29: Ms. Darling made a motion to accept the agenda as amended. The motion was seconded by Ms. Carmody. Chairperson Gilliam called for a vote and the following members voted "aye": Ms. Darling, Ms. Carmody, Ms. Hayes, 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 minutes from the September 29, 2023, regular Board meeting for the Board's approval.

MOTION 2023-30: Mr. Walker made the motion to approve the September meeting minutes as presented. The motion was seconded by Mr. Deuel and unanimously approved by the Board.

IV. Reports

A. Board Chair Report: Chairperson Gilliam indicated 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 September 30, 2023. He reported that the Board's budget for FY 2024 was approved at \$95,000. He also introduced a new staff member, Ms. Angela Warr, the Executive Assistant in his office. He indicated that the Board's website would be updated with a list of staff and roles for better communications. He also indicated that Smith Warren Management Services would be moving to a larger building.

He reported on the current number of licensees (313) and other activities of the staff since the last board meeting (report available in the Board's official Book of Minutes). Mr. Warren reported that licenses would be reprinted regarding the color-coding preferences of the Board and issued to the licensee.

MOTION 2023-31: Mr. Walker made a motion to accept the financial report as presented. The motion was seconded by Mr. Deuel and unanimously approved by the Board.

Update on Board Terms

Mr. Warren reported that the appointing authorities, AAD and ALRID, had submitted recommendations to the Governor's office and final appointments were pending.

Video Project

Mr. Warren reported on the Video project and indicated that Troy University had a video production department and asked the Board about partnering with Troy University for these services and interpreter services. At the Board's direction, Mr. Warren indicated that he would obtain additional information about the cost and description of services, and availability of interpreter services through Troy University, and continue to work with the Committee on this matter, before pursuing services through another vendor.

Administrative Services Contract

Mr. Warren reported that the administrative services contract between the Board and Smith Warren Management Services had been submitted to the Contract Review Committee for approval and would be effective upon the Governor's signature.

- C. Legal Counsel Report: Mr. Crowder presented the Legal Counsel report that included recommendations from the Investigative Committee (IC). He presented the IC recommendations regarding Case 2023-001 to assess a \$250 fine for practicing without credentials and to notify the employer to verify licensure before engaging the service.

The Board discussed that the Respondent in the case had an expired permit and whether to require additional training on gender sensitivity, ethics or skill practice under supervision and obtaining feedback from the Respondent on steps to correct this matter in the future. It was the consensus of the Board, with Mr. Walker abstaining from further discussions, to accept the IC recommendations of issuing a consent agreement a \$250 fine and advising the Respondent to use more discretion in acknowledging client privacy, and to notify the employer about verification of licensure before engaging service.

V. Old Business

- A. Complaint Process Video: Chairperson Gilliam reported that the Complaint Process Video had been previously discussed in the Executive Director's report.
- B. Update from the Rules Committee: Mr. Walker, Rules Committee Chairman, reported that the creation of the provisional permit (non-renewable) license was to provide a pathway to become licensed and was not a path to licensure for a lapsed license. He reported that a license-holder of a professional permit must be renewed within 45 days, or the former licensee must reapply for licensure. He indicated that the Rules Committee would meet for the purpose of providing clarity and to clean up any other language for these purposes.

He also reported that the EIPA credentials had been added in Rule 488-X-1-.07(d) and no further action was needed at this time.

Mr. Walker recommended that Rule 488-X-1-.07(d)(2) indicated that a college degree should be repealed regarding initial professional license requirements.

MOTION 2023-32: Ms. Hayes made the motion to repeal "and college degrees" in Rule 488-X-1-.07(d)(2). The motion was seconded by Mr. Deuel and unanimously approved by the Board.

VI. New Business

- A. Proposed 2024 Board Meeting Calendar: Chairperson Gilliam presented a list of dates for the Board to meet in 2024.

MOTION 2023-33: Ms. Carmody made the motion to approve February 13, May 7, August 6 and November 19, 2024, for the Board to conduct meetings. The motion was seconded by Mr. Deuel and unanimously approved by the Board.

B. Licensure Request: Chairman Gilliam reminded the members about the amendment to the agenda regarding the licensure waiver request. Mr. Warren presented an email requesting a waiver of one year to delay expiration of a provisional license due to health reasons. The Board discussed, and Chairperson Gilliam agreed, to refer the matter to the Board's Legal Counsel to draft a letter to the licensee that the matter was under review of the Board.

VII. Announcements and Other Business

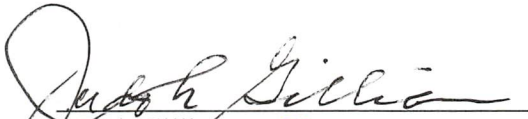
A. Next Meeting: Chairperson Gilliam reminded the members that the next meeting of the Board was scheduled for Tuesday, February 13, 2024, at 10:30 a.m., and tentatively to be held at the AUM TechnaCenter in Montgomery.

VIII. Adjournment

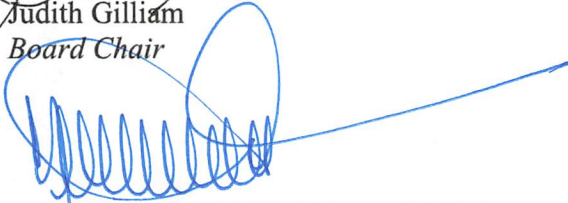
Chairperson Gilliam called for other business or announcements and there were none.

MOTION 2023-34: Mr. Walker made a motion to adjourn the meeting. The motion was seconded by Mr. Deuel and unanimously approved by the Board. Chairperson Gilliam adjourned the meeting at 11:44 a.m.

Respectfully submitted,



Judith Gilliam
Board Chair



Keith E. Warren
Executive Director

/rr