



# STATE OF ALABAMA

## ALABAMA LICENSURE BOARD FOR INTERPRETERS AND TRANSLITERATORS

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### **Board Meeting April 17, 2024 Minutes**

The Alabama Licensure Board for Interpreters and Transliterators held its rescheduled Board meeting on Wednesday, April 17, 2024. 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), Ms. LaShawn Washington (member), Mr. Melvin Walker (member), Mr. Brian Moss (new member), and Mr. Joshua Brewer (new member). Members absent were Mr. Chris McGaha (member) and Ms. Ryan McDonald (new member). Others participating were Mr. Keith Warren (Executive Director arrived at 10:55 a.m.), Mr. Andy Crowder (Board Legal Counsel), Ms. Angela Warr (Executive Assistant), Ms. Renee' Reames (recording secretary), Ms. Carol Sexton-Samelo (Interpreter), Ms. LaShawnda Lowe (Interpreter) and guest.

#### **I. CALL TO ORDER**

The meeting was called to order at 10:35 a.m. by Ms. Judith Gilliam, Board Chair.

The oath of office was administered by Ms. Reames to new Board members, Mr. Brian Moss and Mr. Joshua Brewer. The new members were welcomed by the other members of the Board.

Ms. Reames called the official board roll and reported that a quorum of the members was present to conduct business. She also 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](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. 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**

Chairperson Gilliam presented a copy of the meeting agenda for the Board's approval. A copy was distributed to the members before the meeting for their review.

MOTION 2024-01: Ms. Washington 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, Mr. Moss, and Mr. Brewer. With no members opposed, the motion was unanimously approved.

### III. APPROVAL OF MINUTES

Chairperson Gilliam presented a copy of the minutes from the November 28, 2023, regular Board meeting for the Board’s approval.

MOTION 2024-02: Mr. Walker made the motion to approve the November meeting minutes as presented. The motion was seconded by Ms. Washington and unanimously approved by the Board.

Mr. Warren arrived at 10:55 a.m.

### IV. REPORTS

A. Board Chair Report: Chairperson Gilliam welcomed the new members to the Board. She indicated that she had no report at this time.

B. Executive Director Report: Mr. Warren presented the Executive Director Report (available in the official Book of Minutes), which included a report on the current number of licensees and permit holders, totaling 292, as of March 31, 2024. He reported on other activities performed by the staff since the last Board meeting held in November to include color-coding all license cards to better distinguish between a permit holder and a license holder. A scanned copy of the licensing cards was provided to the Board, and he reported that the printing vendor mailed the licenses to the licensee and a copy was on file at the Board’s office. He also reported that the Presidents of the ALRID and AAD had been emailed a copy of the licensee roster for the courts. Mr. Warren commented on Troy University being very receptive to working with the Board on developing a video on the complaint process and other topics. He indicated that video discussions would be continued later in the meeting.

Mr. Warren also reviewed the status of complaints received in FY 2023 and reported that no complaints had been received in the current FY 2024. He reported on the financial activities of the Board for the period ending March 31, 2024, and provided the Board a copy of the cash reconciliation report and detailed listing of obligations vs. budget. He reported that the Board’s budget of \$95,000 was the annual cap for expenditures, and explained that should revenue exceed the budget amount, the Board was still limited to funds available not to exceed the annual budgeted amount. Mr. Warren announced that a new CFO, Mr. Brannon Littleton, had been hired with Smith Warren and would be attending future Board meetings.

MOTION 2024-03: Mr. Walker made the motion to accept the financial report as presented. The motion was seconded by Ms. Washington and unanimously approved by the Board.

Mr. Warren reported that the Board Administrative Services contract had been reviewed by the Contract Review Committee and Governor Ivey had signed the contract. He reported on activities during the current legislative session that included the proposed SB124 to consolidate occupational licensing boards. He indicated that the Senate Bill did not pass.

- C. Legal Counsel Report: Mr. Crowder presented the Legal Counsel report which included a consent agreement in the case of 2023-001 for the Board's approval.  
MOTION 2024-04: Mr. Brewer made the motion to approve the consent agreement as presented. The motion was seconded by Ms. Carmody and unanimously approved by the Board, with Ms. Darling and Chairperson Gilliam recused from voting.

## V. OLD BUSINESS

- A. Update on Complaint Process Video: Mr. Warren presented a video production quote from Troy University for the Board approval (copy available in official Book of Minutes). The Board discussed the quote for video recording and editing estimated at \$9650. It was noted that the quote did not include fees for on-camera talent, travel and non-studio locations, if determined necessary in the production of the video.  
MOTION 2024-05: Mr. Walker made the motion to approve the video quote from Troy University as presented. The motion was seconded by Ms. Washington and the motion was approved by the majority of the Board, with Mr. Moss opposed to the motion.
- B. Rules Committee Recommendations on Revised Application Forms: Mr. Walker presented recommended revisions to the Initial Professional Permit Application and the Initial Professional Deaf Permit Application from the Rules Committee and explained that the checklist at the bottom of the application had been revised based on recent amendments to the Board's rules.  
MOTION 2024-06: Ms. Carmody made the motion to approve the revised applications as presented. The motion was seconded by Mr. Moss and unanimously approved by the Board.

## VI. NEW BUSINESS

- A. Approval of Continuing Education Course (UWA): Chairperson Gilliam presented a request from LJM that their UWA college courses be approved toward required continuing education units. Following a review of the courses, the Board considered course hours in accordance with Board Rule 488-X-1-.01 toward professional studies. It was noted by the Board that the licensee could submit a request to RID for approval of course work.  
MOTION 2024-07: Mr. Walker made the motion to approve 14.5 hours of course work in professional studies. The motion was seconded by Mr. Moss and unanimously approved by the Board. Chairperson Gilliam asked that the licensee be notified of CE requirements and she determine further steps in seeking approval.

The Board continued discussions concerning written requests from licensees seeking Board approval of continuing education credits, in accordance with the Board's continuing education program, Rule 488-X-1-.01.

Mr. Walker recommended that, during the next term of Board officers, a CE Committee be appointed to approve CE requests in the interim of the Board meetings, which would later be presented for ratification by the Board.

- B. Public Hearing on Proposed Rule 488-X-1-.07 and Final Adoption: Mr. Warren presented a copy of proposed Rule 488-X-1-.07 Initial Licensing that had been published for public comment. He indicated that he had not received any public comments about the rule changes to remove the requirement for college degrees. Chairman Gilliam opened the floor for comments, and guest Ms. Belinda Montgomery, spoke in support of the rule changes.

MOTION 2024-08: Mr. Walker made the motion to approve Final Rule 488-X-1-.07 as published. The motion was seconded by Mr. Moss and unanimously approved by the Board.

- C. Listing of Credentials: The Board reviewed an email from Mr. Kris Courson requesting the Board consider the selection of credentials offered in the online renewal process, which he indicated was incomplete. The Board discussed expanding the list of credentials along with the example of the online Initial Permit application process and creating the option to select more than one credential.

MOTION 2024-09: Ms. Darling made the motion to refer the matter of listing credentials to the Rules Committee for recommendation to the Board. The motion was seconded by Ms. Carmody and unanimously approved by the Board.

- D. Election of Board Officers: Chairman Gilliam asked Mr. Warren to conduct the annual election of Board officers. Mr. Warren called for nominations for the office of Board Secretary. Mr. Walker nominated Ms. Washington and Ms. Washington declined. Chairman Gilliam nominated Mr. Brewer and Mr. Brewer accepted the nomination for the Board's consideration. There were no other nominations from the floor.

ELECTED: Mr. Joshua Brewer was elected by acclamation to the position of Board Secretary.

Mr. Warren called for nominations for the office of Board Vice Chair. Mr. Moss nominated Mr. Walker, and he accepted the nomination for the Board's consideration. There were no further nominations from the floor.

ELECTED: Mr. Melvin Walker was elected by acclamation to the position of Board Vice Chair.

Mr. Warren called for nominations for the office of Board Chair. Mr. Walker nominated Ms. Darling, and she accepted the nomination for the Board's consideration. There were no other nominations from the floor.

ELECTED: Ms. Wendy Darling was elected by acclamation to the position of Board Chair.

VII. ANNOUNCEMENT AND OTHER BUSINESS

Board Training: Mr. Warren reminded the Board members about completing the training videos on the Examiners of Public Accounts website. He explained that the Examiner’s office was maintaining a list of completed training and the Board members would not receive notification of completion. He encouraged the Board members to complete each of the six training videos.

Statement of Economic Interest: Mr. Warren reminded the Board members to complete the online form for Statement of Economic Interest (SEI) on the Ethics Commission website. He explained that all members who served any portion of calendar year 2023 were required to complete the SEI by April 30, 2024.

Next Board Meeting: Chairman Gilliam reminded the members that the next regular meeting of the Board was scheduled May 7, 2024, and tentatively to be held at the AUM TechnaCenter in Montgomery.

Mr. Brewer inquired about members attending virtually. Mr. Warren reported that Board’s requests for virtual attendance required posting the notice for the public access as well, and he encouraged the members to notify the Board’s office as soon as possible about plans to attend virtually so that the virtual access notice could be posted in a timely manner for the public.

VIII. Adjournment

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

MOTION 2024-10: Ms. Carmody made a motion to adjourn the meeting. The motion was seconded by Ms. Darling and unanimously approved by the Board. Chairperson Gilliam adjourned the meeting at 12:15 p.m.

Respectfully submitted,

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Wendy Darling  
*Board Chair*

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Keith E. Warren  
*Executive Director*

Approved on \_\_\_\_\_/rr\_\_\_\_\_