



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 February 11, 2025 Minutes

The Alabama Licensure Board for Interpreters and Transliterators held its regular Board meeting on Tuesday, February 11, 2025. The meeting was held at the AUM TechnaCenter located at 75 TechnaCenter Drive in Montgomery, Alabama. The following Board members were in attendance: Ms. Wendy Darling (Board Chair), Mr. Melvin Walker (Board Vice Chair), Ms. Angie Carmody (Cox) (member), Ms. Judith Gilliam (member), Ms. LaShawn Washington (member), Mr. Brian Moss (member), and Ms. Ryan McDonald (member). Member absent was Mr. Joshua Brewer (Board Secretary) and one vacancy existed on the Board. Others participating were Mr. Keith Warren (Executive Director), Mr. Andy Crowder (Board Legal Counsel), Ms. Hope Childers (Board Administrator), Ms. Renee' Reames (recording secretary), Ms. Belinda Montgomery (Interpreter) and guest.

I. CALL TO ORDER

The meeting was called to order at 10:35 a.m. by Ms. Wendy Darling, Board Chair. Mr. Warren called the official Board member roll and reported that a quorum of the members was present to conduct business. He 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, and the Secretary of State's website, www.sos.alabama.gov, in accordance with the Alabama Open Meetings Act. Chairperson Darling welcomed everyone present at the meeting. The actions of the Board included the 6 members present.

II. APPROVAL OF MEETING AGENDA

Chairperson Darling presented a copy of the agenda for the February 11, 2025 meeting for the Board's approval. A copy was provided to the members before the meeting for their review. MOTION 2025-01: Mr. Walker made a motion to accept the meeting agenda as presented. The motion was seconded by Ms. Washington. Chairperson Darling called for a vote and the following members voted "aye": Mr. Walker, Ms. Carmody, Ms. Gilliam, Ms. Washington, Mr. Moss, and Ms. McDonald. Chairperson Darling abstained from voting except in the case of a tie vote. With no members opposed, the motion was unanimously approved, and the voting roster was established.

III. APPROVAL OF MINUTES

Chairperson Darling presented a copy of the minutes from the April 17, 2024 regular Board meeting for the Board's approval.

MOTION 2025-02: Ms. Gilliam made the motion to approve the April meeting minutes as presented. The motion was seconded by Ms. Washington and unanimously approved by the Board with Ms. McDonald abstaining from voting.

IV. REPORTS

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

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 326, as of January 31, 2025. He reported on other activities performed by the staff and reminded the Board that license renewals would begin on April 15, 2025 and he encouraged licensees to complete renewals online. A list of new licenses issued since the last Board meeting in April through January 30, 2025 was presented to the Board. He also reviewed the status of complaints for FY 2025 and FY 2024.

MOTION 2025-03: Ms. Carmody made the motion to ratify the issuing of new licenses as presented. The motion was seconded by Mr. Moss and unanimously approved by the Board with Ms. Gilliam recused from voting.

Mr. Warren reported on conversations with Senator Coleman-Madison about creating an occupational license for interpreters and transliteration of foreign languages. He indicated that the legislators preferred to have the credentialing of the new board under one umbrella board. The Board commented that this matter had been mentioned at the Sunset Committee and the creation of separate licensure rules and board representation, etc. The Board did not feel the foreign language board would have common licensure criteria. Mr. Walker indicated that he would provide a description of translation vs. transliteration to Mr. Warren. Mr. Warren asked the Chairperson Darling and Mr. Walker to be available to discuss with matter further.

Mr. Warren introduced Mr. Brannon Littleton, CFO with Smith Warren. Mr. Littleton presented the financial report covering the period of October 1, 2024 through January 31, 2025. He reviewed the cash flow analysis of revenue and expenses. He also reviewed the expenditures during the reported period and included projected expenditures for the remainder of the fiscal year, as compared to the annual budget of \$95,000, and indicated a positive projected cash balance at year-end.

MOTION 2025-04: Mr. Moss made the motion to accept the financial report as presented. The motion was seconded by Ms. Washington and unanimously approved by the Board.

B. Legal Counsel Report: Mr. Crowder presented the Legal Counsel report which included recommendations from the Investigative Committee (IC) regarding three complaint cases that were recommended as founded.

Investigative Committee Recommendations:

Case 2024-001 – IC recommended the case be closed as founded in violations of unprofessional conduct and recommended remedial through additional continuing education courses to include training in medical interpreting, boundary setting and ethics.

The Board inquired further about the violations and the respondent's response to the complaint and Mr. Walker made the motion that the Board adjourn into Executive Session for approximately 20 minutes for the purpose of protecting the good name and reputation of respondents in cases 2024-001, 2024-02 and 2024-003. Ms. Cox seconded the motion. Mr. Crowder certified that the Executive Session could be called for the cited purpose. The following roll call votes were recorded on the motion (MOTION 2025-05): Mr. Walker, aye; Ms. Carmody, aye; Ms. Gilliam, aye; Ms. Washington, aye; Mr. Moss, aye; and Ms. McDonald, aye. Chairperson Darling called the Board into Executive Session at 11:05 a.m.

MOTION 2025-06: Mr. Walker made the motion to adjourn the Executive Session and reconvene the business meeting. The motion was seconded by Ms. Carmody and unanimously approved by the Board. Chairman Darling reconvened into the regular business meeting at 11:40 a.m.

MOTION 2025-07: Ms. Gilliam made the motion to approve the IC recommendations concerning case 2024-001, to include 20 additional CE hours to be completed within 12 months, comprised of 15 hours in medical interpreting training, 2.5 hours in setting boundaries and 2.5 hours in ethics training, and should the Board receive another complaint in any one of the three areas, the results would be additional discipline. The motion was seconded by Ms. Carmody and unanimously approved by the Board, with Mr. Walker recused from voting as a member of the IC.

MOTION 2025-08: Mr. Moss made the motion to approve the IC recommendations concerning cases 2024-03 and 2024-04, both cases having the same respondent, to include remediation courses totaling 30 additional CE hours to be completed within 12 months, comprised of 25 hours in medical interpreting training and 5 hours in ethics training, and the employer notified that training should be completed prior to accepting medical interpreting assignments. The motion was seconded by Ms. Gilliam and unanimously approved by the Board, with Mr. Walker recused as a member of the IC.

Mr. Crowder reported that the condition of notifying the employer was pending his further review of the matter before including in the Final Order. The Board strongly recommended remedial action by the respondent prior to accepting any other medical setting assignment, and if the respondent was employed by an agency, that the employer be notified of the restrictions.

Request from LanguageLine Solutions:

Mr. Crowder reported that Mr. Steven Weinberg with LanguageLine Solutions had asked to address the Board concerning requests for reciprocity. Mr. Weinberg attended the

meeting virtually. Mr. Weinburg reported that LanguageLine services were available virtually for its clients, as well as onsite and on-demand, and that the Board's 14-day exemption and the 7-day prior notice for exemption was difficult to meet for client on-demand services. Mr. Weinburg inquired about exemptions and/or reciprocity as certified by the company as meeting Board's licensure qualifications, or bulk submission of applications annually, that would allow employees to continue to provide a variety of services. Mr. Warren explained that the Board's required the applicants meet the current licensure requirements. The Board inquired about remote interpreters and company certification requirements and Mr. Weinburg indicated that the interpreters were RID certified, licensed in the state of residence, had CE units and some held multiple licenses. Mr. Warren indicated to Mr. Weinburg that he would further discuss licensure processes with the Board attorney and contact him about a resolution to his request.

V. OLD BUSINESS

- A. Update on Compliant Process Video: Mr. Warren reported that he planned to meet with OIT and asked for a viewing at the next meeting.
- B. Rules Committee Update: Mr. Walker reported that the Rules Committee was assigned to make a recommendation concerning the email received from Mr. Courson regarding the different types of certification. He reported that Mr. Deuel had served on the Committee previously and was no longer a Board member.
Chairperson Darling appointed Ms. Gilliam to the Rules Committee and a report from the Committee would be forthcoming.

VI. NEW BUSINESS

- A. Video Remoting Interpreting (ALRID) Request: Mr. Warren reported that a letter had been received from ALRID requesting the Board examine companies that were providing interpreting services in Alabama. He indicated that this matter would be given further review, along with follow-up with LanguageLine Solutions.
- B. Request for Rules Changes for Fees and CE Requirements: Chairperson Darling reported that the Board had received an email requesting the Board consider prorating fees and CEU requirements for initial licensees and Permit holders. Mr. Warren recommended that the Rules Committee review the matter and present a recommendation to the Board. Chairperson Darling assigned the matter to the Rules Committee, as recommended by Mr. Warren.
- C. 2025 Proposed Board Meeting Calendar: Chairperson Darling presented a list of meeting dates for the Board to consider for 2025.
MOTION 2025-09: Ms. Cox made the motion to approve May 6, August 19, and October 28th as Board meeting dates. The motion was seconded by Mr. Walker and unanimously approved by the Board.

The Board discussed having Board members attend meeting virtually. It was the consensus of the Board, with no members opposing, that the members attend in person and not participate virtually.

D. Annual Election of Board Officers: Chairperson Darling reported that the annual election of Board officers was due.

MOTION 2025-10: Ms. Gilliam made the motion that the current officers remain the same with Ms. Darling as Board Chair, Mr. Walker as Board Vice Chair and Mr. Brewer as Board Secretary. The motion was seconded by Mr. Walker and unanimously approved by the Board.

VII. ANNOUNCEMENTS AND OTHER BUSINESS

A. Next Board Meeting: Chairperson Darling reminded the members that the next regular meeting of the Board was scheduled May 6, 2025 and tentatively to be held at the AUM TechnaCenter in Montgomery.

B. Submission of Board Travel: Travel expense reports were submitted by the members and accepted by the Board.

C. Ms. Gilliam requested that the meeting material be submitted to the Board members two weeks prior to the meeting date.

MOTION 2025-11: Ms. Gilliam made the motion that the meeting materials be submitted two weeks prior to the meeting date. The motion was seconded by Mr. Moss and unanimously approved by the Board. The Board agreed that necessary added documents would be allowed within the two weeks prior to a Board meeting.

VIII. Adjournment

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

MOTION 2025-12: Mr. Walker made the motion to adjourn the meeting. The motion was seconded by Ms. Cox and unanimously approved by the Board. Chairperson Darling adjourned the meeting at 12:14 p.m.

Respectfully submitted,

Wendy Darling
Board Chair

Keith E. Warren
Executive Director

/rr_____ Minutes approved on _____