STATE OF ALABAMA

ALABAMA LICENSURE BOARD
FOR
INTERPRETERS AND TRANSLITERATORS
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Board Meeting
May 6, 2025
Minutes

The Alabama Licensure Board for Interpreters and Transliterators held its regular Board meeting on Tuesday, May 6, 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. Judith Gilliam (member), Ms. LaShawn Washington (member), Mr. Brian Moss (member), Ms. Ryan McDonald (member) and Ms. Claudia Mansilla (new member). Members absent were Ms. Angie Carmody (Cox) (member) and Mr. Joshua Brewer (Board Secretary). Others participating were Mr. Keith Warren (Executive Director), Mr. Andy Crowder (Board Legal Counsel), Mr. Brannon Littleton (CFO), Ms. Renee' Reames (recording secretary), Ms. Belinda Montgomery (Interpreter) and guest.

I. CALL TO ORDER

The meeting was called to order at 10:33 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.

Mr. Warren administered the oath of office to new Board member, Ms. Claudia Mansilla. Ms. Mansilla was welcomed by the other Board members.

II. APPROVAL OF MEETING AGENDA

Chairperson Darling presented a copy of the agenda for the May 6, 2025 meeting for the Board's approval. A copy was provided to the members before the meeting for their review. MOTION 2025-13: Mr. Walker made a motion to accept the meeting agenda as presented. The motion was seconded by Ms. Gilliam. Chairperson Darling called for a vote and the following members voted "aye": Mr. Walker, Ms. Gilliam, Ms. Washington, Mr. Moss, Ms. McDonald and Ms. Mansilla. Chairperson Darling abstained from voting except in the case of a tie vote and controversial motions. With no members opposed, the motion was unanimously approved, and the Board voting roster was established.

III. APPROVAL OF MINUTES

Chairperson Darling presented a copy of the minutes from the February 11, 2025 regular Board meeting for the Board's approval.

MOTION 2025-14: Mr. Moss made the motion to approve the February meeting minutes as presented. The motion was seconded by Ms. Washington and unanimously approved by the Board.

IV. REPORTS

A. Board Chair Report: Chairperson Darling welcomed the new member to the Board and 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 303, as of April 18, 2025. He reported on other activities performed by the staff, along with the status of complaints for FY 2025 and FY 2024. A list of new licenses, permits, non-renewable permits and apprentice permits issued from January 31, 2025 through April 18, 2025 was presented to the Board. Mr. Warren reminded the Board that the last date to renew licenses was April 29, 2025, along with paying a late fee and reinstatement fee. He indicated that 28 licenses were not renewed, along with 6 permits, of which one permit was upgraded to a license. A list of expired licenses was provided to the Board. He reminded the Board about the violation of working without an active license.

MOTION 2025-15: Mr. Walker made the motion to ratify the issuing of new licenses as presented. The motion was seconded by Ms. Washington and unanimously approved by the Board.

Mr. Brannon Littleton, CFO with Smith Warren, presented the financial report covering the period of February 1, 2025 through April 30, 2025. A copy of the report was provided to the Board prior to the meeting for their review (available in the Board's official Book of Minutes). He reviewed the cash flow analysis of revenue and expenses. He also reviewed the actual expenditures during the reported period, along with projected expenditures for the remainder of the fiscal year, as compared to the annual budget of $95,000. He reported a positive projected cash balance at year-end.

MOTION 2025-16: Mr. Walker made the motion to accept the financial report as presented. The motion was seconded by Mr. Moss and unanimously approved by the Board.

C. Legal Counsel Report: Mr. Crowder presented the Legal Counsel report and indicated that one complaint had been received in FY 2025.

V. OLD BUSINESS

Rules Committee Update: Mr. Walker reported that the Rules Committee had met comprised of

Chairperson Darling, Ms. Gilliam and himself. A copy of the recommendations, outlined in an email, was provided to the Board (copy available in the Board's official Book of Minutes).

<u>Credentials for Licensure</u>

The Board discussed licensure credentials and researching the validity of tests based on Board expectations, the credentials required by the judicial court system for court services, and whether the credentials were restrictive for the Board to consider a grandfather licensure clause in the Board's rules. It was explained that the test credentials were specific only to the Board's licensure rules. Mr. Walker indicated that the additions were to rectify a typographical error and required no rule change and, upon the Board's vote, the list would be updated on the Board's website.
MOTION 2025-17: Mr. Walker made the motion to accept the Rules Committee recommendation of the final list of credentials for professional license level: CSC, MCSC, RSC, IC, TC, CI, CT, NIC, NIC Master, NIC Advanced, NAD III, NAD IV, NAD V, BEI Level V, BEI Master and EIPA 4.0 – 5.0., and final list for Permit licensure level: FL QA of Level 3, GA QA of Level 3, MS QA of Level 3, EIPA Level 3.0 – 3.9, BEI Level 3, BEI Level 4, and BEI Advanced. The motion was seconded by Ms. Gilliam and approved by the Board with five ayes and one nay, and the Chairperson abstained from voting.

The Board discussed adding BEI Trilingual Advanced to the professional license level. It was explained that NIC does not require English test and test were given in Spanish.
MOTION 2025-18: Ms. Mansilla made the motion to accept the BEI Trilingual Advanced Certificate for professional license level. The motion was seconded by Mr. Moss and approved by the Board with five ayes and two nays, with the Chairperson voting.

Mr. Walker provided background explanation about the Rules Committee review of the licensing credentials based on an email received from Mr. Courson.
MOTION 2025-19: Mr. Walker made the motion to accept the Rules Committee recommendation to include in the list of credentials in Rule 488-X-1-.07 for initial professional licenses and the Specialty Certificate (SC) in addition to RID Certification of SC-Legal. The motion was seconded by Ms. Gilliam and approved by the Board with five ayes and 2 nays, with the Chairperson voting.

Mr. Walker recommended that the Board vote separately on the Rules Committee recommendation to include the Florida tests, although no longer offered as an examination, along with BEI Level 4 in permit licensure since it had been previously included in the Board's rules.

MOTION 2025-20: Mr. Walker made the motion to accept the Rules Committee recommendation to include the FL QA and BEI Level 4 in the permit licensure credentials. The motion was seconded by Ms. Gilliam and unanimously approved by the Board, and the Chairperson abstained from voting.

Continuing Education – Initial Licensure

Mr. Walker reported on the Rules Committee discussion about prorating the continuing education criteria at the rate of 1.7 CEUs per month for licenses initially issued less than 12 months. He reported that the Board's Rules required 20 hours annually and explained that, under the prorated criteria, a license issued in October would require 10.2 CEUs at the end of the 6-month licensing period and before renewing the license.

MOTION 2025-21: Mr. Walker made the motion to accept the recommendation that 1.7 CEUs per month be required for licenses and permits initially issued based on the proration criteria recommended by the Rules Committee. The motion was seconded by Ms. Gilliam and unanimously approved by the Board, and the Chairperson abstained from voting. Mr. Walker indicated that a Rule change was required.

Licensing Fees – Initial Licensure

Mr. Walker reported that the Rules Committee had discussed prorating licensing fees for initial licensure of professional licenses and permits based on three incremental periods.

MOTION 2025-22: Mr. Walker made the motion to accept the Rules Committee recommendation that full licensing fee was due for initial professional licenses and permit license issued March 15 through October 14, and 50% of the full fee was due for licenses and permits issued October 15 through January 14, and the licensing fee waived for licenses and permits issued January 15 through March 14, with the understanding that full licensing fees were due for renewed licenses by March 15th of any given year. The motion was seconded by Ms. Gilliam and unanimously approved by the Board, and the Chairperson abstained from voting. Mr. Walker indicated that a Rule change was required, along with the fee schedule.

Credentials for Licensure, continued

Ms. Mansilla inquired about the discussion and Motion 2025-18 concerning the addition of the Specialty Certificate (SC) – Legal in the professional license level credentials and restricting those credentials to the legal setting and not suitable within the community setting. Mr. Warren explained that further action by the Board in setting limitations may result in a rule change.

ACTION: Chairperson Darling asked the Rules Committee to consider the matter and appointed Ms. Mansilla to the Rules Committee and indicated that a report to the Board from the Committee would be forthcoming.

A. Update on Compliant Process Video: Mr. Warren reported that he was working with OIT in preparing a video about the Board's complaint process interpreted in sign language. He presented an on-screen video demonstration about the Board's complaint form. In the video, the narrator reviewed the complaint form on how to complete sections of the form, clicking on the submit button and explained that the form would be emailed to the Board's office at *complaints@alstateboard.com*. Mr. Warren indicated that, upon Board approval of the video, closed caption and interpreter services would be added to the final video.

Chairperson Darling called a 5-minute break at 11:38 a.m.

Chairperson Darling reconvened the Board meeting at 11:42 a.m.

The Board discussed the option of the complainant signing the complaint form either electronically or downloading and printing the form for signature. The Board also asked for the option of the complainant submitting a video of their complaint or mailing a thumb drive to the Board's office with the complaint information and the email link accessible to the email that the complaint from the complainant.

VI. NEW BUSINESS

Chairperson Darling called for new business and there was none.

VII. ANNOUNCEMENTS AND OTHER BUSINESS

A. Next Board Meeting: Chairperson Darling reminded the members that the next regular meeting of the Board was scheduled August 19, 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. Other Business: Chairperson Darling opened the floor for comments. Mr. Kris Courson addressed the Board from the floor and reported that the University of Montevallo (UM) announced that they were closing its undergraduate Education of Deaf and Hard of Hearing major. The UM recommendation was scheduled to go before the Alabama Commission on Higher Education at its June meeting.

VIII. Adjournment

Chairperson Darling called for other business or announcements and there were none. MOTION 2025-23: Mr. Moss made the motion to adjourn the meeting. The motion was seconded by Mr. Walker and unanimously approved by the Board. Chairperson Darling adjourned the meeting at 11:47 a.m.

Respectfully submitted,

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Wendy Darling
Board Chair

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Keith E. Warren
Executive Director

/rr____ Minutes approved on ______________________________