STATE OF ALABAMA

ALABAMA LICENSURE BOARD
FOR
INTERPRETERS AND TRANSLITERATORS

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Board Meeting
September 30, 2025
Minutes

The Alabama Licensure Board for Interpreters and Transliterators held its regular Board meeting on Tuesday, September 30, 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), and Ms. Claudia Mansilla (new member). Members absent were Ms. Ryan McDonald (member), 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), Ms. Renee' Reames (recording secretary), Ms. Carol Sexton-Samelo (Interpreter) and guests.

I. CALL TO ORDER

The meeting was called to order at 10:31 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.

II. APPROVAL OF MEETING AGENDA

Chairperson Darling presented a copy of the agenda for the September 30, 2025 meeting for the Board's approval. A copy was provided to the members before the meeting for their review.

<u>MOTION 2025-24</u>: 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. Washington, Ms. Gilliam, Mr. Moss, and Ms. Mansilla. Chairperson Darling abstained from voting except in the case of a tie vote. 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 May 6, 2025 regular Board meeting for the Board's approval.

MOTION 2025-25: Mr. Moss made the motion to approve the May 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 indicated that the Rules Committee would be scheduling a meeting and Mr. Warren indicated that he would coordinate Zoom access.

B. Executive Director Report: Mr. Warren presented the Executive Director's Report (available in the official Book of Minutes). He reported that the interpreter services for the board meeting had included two interpreters; however, one was unable to attend.

He reported on the current number of licensees and permit holders, totaling 326, as of July 31, 2025. He reported on other activities performed by the staff, along with a summary of complaints for FY 2023 through FY 2025

Financial Report: Mr. Warren presented the financial report covering the period of August 1, 2025 through September 15, 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 reported on the revenue and expenses during the reported period to include pending purchase orders. The report included projected revenue and expenses through the end of the fiscal year indicating a projected positive cash balance. He also reviewed the annual budget of $95,000 and expenditures.

MOTION 2025-26: 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.

Ratification of New Licenses Issued: Mr. Warren presented a list of new professional licenses, professional permits, non-renewable permits issued from April 19, 2025 through July 31, 2025 was presented to the Board.

MOTION 2025-27: Ms. Gilliam made the motion to ratify the issuing of new licenses as presented. The motion was seconded by Ms. Mansilla and approved by the majority of the Board, with Mr. Moss voting nay.

C. Legal Counsel Report: Mr. Crowder presented the Investigative Committee's recommendations concerning complaint cases (copy available in the Board's official Book of Minutes).

Case 2024-002 and Case 2024-003: Accept the Respondent's notice of retirement and if Respondent applied for an active license in the future, the Respondent must comply with the consent agreement offer.

Case 2025-001: Advertising a position for an interpreter without requiring a license. Respondent now in compliance.

Case 2025-002: Advertising a position for an interpreter without requiring a license. Respondent now in compliance.

MOTION 2025-28: Mr. Moss made the motion to accept the Investigative Committee recommendations to administratively close the four cases. The motion was seconded by Ms. Gilliam and unanimously approved by the Board with Mr. Walker recused from voting as a member of the committee.

V. OLD BUSINESS

Rules Committee Update: Mr. Walker reported that the Rules Committee was scheduled to meet prior to the next Board meeting.

Update on Complaint Process Video: Mr. Warren reported that a Quick Quote seeking interpreters for the complaint process video was underway and the video would be released soon after the interpreter services were added to the video being prepared by OIT.

Mr. Warren asked the Board to submit to him recommendations for other topics to be considered for educational videos.

Proposed Rule Changes: Mr. Warren reported that the Board's legal counsel was reviewing the changes/additions to the licensing credentials approved by the Board at the May Board meeting to determine if the Rule promulgation process was required.

Chairperson Darling commented on the 1.7 CEUs per month indicated in the May Board meeting minutes equated to 10 hours. She recommended that the change in requiring continuing education for initial licenses issued less than 12 months reflect 1.7 hours per month rather than 1.7 CEUs per month.
MOTION 2025-29: Ms. Gilliam made the motion to accept the change from CEUs to 1.7 hours per month as discussed. The motion was seconded by Mr. Moss and unanimously approved by the Board.

Mr. Warren reported that the Board had authority to assess and collect fees but did not have the authority to waive fees. The Board discussed reducing the full licensing fee for licenses initially issued less than 12 months.

MOTION 2025-30: Mr. Walker made the motion to approve a $50 initial licensing fee for Professional and Permit licenses issued in the fourth quarter. The motion was seconded by Ms. Washington and unanimously approved by the Board with Ms. Mansilla abstaining from voting.

MOTION 2025-31: Mr. Walker made the motion to amend his previous motion to include replacing reference to waived fees in Motion 2025-22 with the new motion to access $50 licensing fee for initial Professional and Permit licenses issued in fourth quarter. Ms. Washington seconded the amended motion and was unanimously approved by the Board with Ms. Mansilla abstaining from voting.

NEW BUSINESS

Renewal of Administrative Services Contract: Mr. Warren presented the Administrative Services contract for annual renewal. He indicated that Smith Warren had no changes to the contract.

MOTION 2025-32: Ms. Gilliam made the motion for the Board to go into Executive Session for approximately 10 minutes for the purpose of protecting good name and character. The motion was seconded by Ms. Washington and, following a roll call vote, the motion was unanimously approved. Chairperson Darling called the Board into Executive Session at 11:20 a.m. and guest and staff left the meeting.

MOTION 2025-33: Ms. Gilliam made the motion for the Board to end the Executive Session. The motion was seconded by Ms. Mansilla and unanimously approved by the Board. Chairperson Darling reconvened the business meeting at 11:30 a.m. and guests and staff joined the meeting.

MOTION 2025-34: Mr. Walker made the motion to approve the Administrative Services contract with Smith Warren for one year with no adjustments. The motion was seconded by Ms. Mansilla and unanimously approved by the Board.

Chairperson Darling commented on the Board's interest in improving communications and having the prior Board meeting minutes distributed two weeks in advance.

ANNOUNCEMENTS AND OTHER BUSINESS

Next Scheduled Board Meeting: Chairperson Darling reported that the next meeting of the Board was scheduled October 28, 2025, and the Board would be notified about whether the meeting would be held at the new location of the Board's office.

Submission of Travel Expense Forms: Mr. Warren indicated that the travel expense forms would be emailed to the members to submit for reimbursement.

VIII. Adjournment

Chairperson Darling called for other business or announcements and there were none. MOTION 2025-35: Mr. Walker made the motion to adjourn the meeting. The motion was seconded by Mr. Moss and unanimously approved by the Board. Chairperson Darling adjourned the meeting at 11:40 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 ___________________________________