



# STATE OF ALABAMA

## ALABAMA LICENSURE BOARD FOR INTERPRETERS AND TRANSLITERATORS

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### **Board Meeting October 28, 2025 Minutes**

The Alabama Licensure Board for Interpreters and Transliterators held its regular Board meeting on Tuesday, October 28, 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), Mr. Joshua Brewer (Board Secretary), Ms. Judith Gilliam (member attending virtually), Ms. LaShawn Washington (member), and Mr. Brian Moss (member). Members absent were Ms. Ryan McDonald (member), Ms. Angie Carmody (Cox) (member) and Ms. Claudia Mansilla (member). Others participating were Mr. Keith Warren (Executive Director), Mr. Andy Crowder (Board Legal Counsel), Ms. Hope Childers (Board Administrator), Ms. Renee' Reames (recording secretary), and Ms. Belinda Montgomery (Interpreter).

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

The meeting was called to order at 10:40 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](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 Darling welcomed everyone present at the meeting.

#### **II. APPROVAL OF MEETING AGENDA**

Chairperson Darling presented a copy of the agenda for the October 28, 2025 meeting for the Board's approval. A copy of the agenda was provided to the members before the meeting for their review.

MOTION 2026-01: Ms. Gilliam made a motion to accept the meeting agenda as presented. The motion was seconded by Mr. Brewer. Chairperson Darling called for a roll call vote and the following members voted "aye": Mr. Walker, Ms. Washington, Ms. Gilliam, Mr.

Moss, and Mr. Brewer. Chairperson Darling abstained from voting except in the case of a tie vote. With no members opposed, the motion was unanimously approved.

### III. APPROVAL OF MINUTES

Chairperson Darling presented a copy of the minutes from the September 30, 2025 regular Board meeting for the Board's approval.

MOTION 2026-02: Mr. Walker made the motion to approve the September meeting minutes as presented. The motion was seconded by Ms. Washington. Chairperson Darling called for a roll call vote and the following members voted "aye": Mr. Walker, Ms. Washington, Ms. Gilliam, Mr. Moss, and Mr. Brewer. The motion was unanimously approved by the Board.

### IV. REPORTS

A. Board Chair Report: Chairperson Darling indicated that she had no report at this time.

B. Executive Director Report: Ms. Childers presented the Executive Director's Report (available in the official Book of Minutes). She reported on the current number of active licenses and permits as of September 30, 2025 totaling #337 licenses. She reported on other activities performed by the staff, along with a summary of complaints for FY 2023 through FY 2026. She reported on the projected revenue from renewals for FY 2026.

Ratification of New Licenses Issued: Mr. Warren presented a list of new professional licenses, professional permits, non-renewable permits issued from August 1, 2025 through September 30, 2025.

MOTION 2026-03: Mr. Walker made the motion to ratify the issuing of new licenses as presented. The motion was seconded by Ms. Gilliam. Chairperson Darling called for a roll call vote and the following members voted "aye": Mr. Walker, Ms. Washington, Ms. Gilliam, Mr. Moss, and Mr. Brewer. The motion was unanimously approved by the Board.

Financial Report: Mr. Warren presented the financial report for FY 2025 covering the period of October 1, 2024 through September 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 reported on the revenue and expenses during the reported period. The report included actual expenses compared to budget and indicated a positive cash balance at the end of the fiscal year.

MOTION 2026-04: Mr. Walker made the motion to accept the financial report as presented. The motion was seconded by Mr. Moss. Chairperson Darling called for a roll call vote and the following members voted "aye": Mr. Walker, Ms. Washington, Ms. Gilliam, Mr. Moss, and Mr. Brewer. The motion was unanimously approved by the Board.

Mr. Crowder commented on the Board's intent to prorate or waive licensing fees for a partial licensure year and indicated that although the Board had the authority to assess fees, the Department of Examiners of Public Accounts recommended that the Board did not have the authority to prorate fees. The Board discussed rule modifications for fee structure. Chairperson Darling indicated that the Board would not proceed on the matter as discussed in a previous meeting and she assigned the matter to the Rules Committee for the Board's reconsideration.

- 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 2025-003: Case closed with a letter of concern to the Respondent.

Case 2025-004: Case closed with a letter of concern to the Respondent.

Case 2025-006: Case closed with a letter of concern to the Respondent to not disclose confidential matters.

Mr. Warren reported that the following complaint cases were pending: one case in 2026 and three of six cases received in 2025 (report available in the Board's official Book of Minutes). He explained that cases with no probable cause were typically recommended to the Board to administratively close.

MOTION 2026-005: Mr. Moss made the motion to accept the recommendations of the Investigative Committee. The motion was seconded by Ms. Washington. Chairperson Darling called for a roll call vote and the following members voted "aye": Ms. Washington, Ms. Gilliam, Mr. Moss, and Mr. Brewer. Mr. Walker abstained from voting as a member of the Committee. The motion was approved by the Board.

## V. OLD BUSINESS

Rules Committee Update: Mr. Walker reported that the Rules Committee had met virtually to consider the EIPA qualifications outside of the Education setting. He reported on previous discussions by the Board to restrict the EIPA qualifications to Education and not licensure qualifications for community settings. He reported that the Rules Committee had no recommendation at this time and planned to consult further with the Executive Director and Legal Counsel.

Update on Complaint Process Video: Mr. Warren reported that the vendor was proceeding in creating the video for the Board's complaint process and he would have additional information to report at a future meeting.

## VI. NEW BUSINESS

Proposed 2026 Board Meeting Schedule: Chairperson Darling presented a list of dates

in 2026 for the Board to conduct meetings. She indicated that she and Mr. Walker had visited the Board's new offices on Zelda Road to consider as a future meeting location and determined that the AUM TechnaCenter was more suitable for the interpreting needs of the Board.

MOTION 2026-06: Ms. Washington made the motion to accept February 24, May 26, August 25 and November 17, 2026 as Board meeting dates. The motion was seconded by Mr. Moss. Chairperson Darling called for a roll call vote and the following members voted "aye": Ms. Washington, Ms. Gilliam, Mr. Moss, and Mr. Brewer. The motion was unanimously approved by the Board.

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

Board Chair: Ms. Washington nominated Ms. Gilliam as Board Chair. There were no additional nominations from the floor and Chairperson Darling called for a roll call vote. The following members voted "aye": Mr. Walker, Ms. Washington, Ms. Gilliam, Mr. Moss, and Mr. Brewer. The nomination was approved by the Board.

Board Vice Chair: Mr. Moss nominated Ms. Washington as Board Vice Chairperson and Ms. Washington declined. Ms. Gilliam nominated Mr. Brewer as Board Vice Chair. There were no additional nominations from the floor.

Mr. Brewer recommended that the nominations be postponed to allow members, including those unable to attend the meeting, to indicate interest in serving as a Board officer. Mr. Warren recommended an inquiry at the next meeting scheduled in February about interest from members to serve as a Board officers, and should there be no interest by others to serve, the current election of officers would stand. He also indicated that members could volunteer to serve on Board committees. He reported that the Vice Chairperson typically served on the Investigative Committee.

Chairperson Darling called for a roll call vote on the nomination for Board Vice Chair. The following members voted "aye": Mr. Walker, Ms. Washington, Ms. Gilliam, Mr. Moss, and Mr. Brewer. The nomination was unanimously approved by the Board.

Board Secretary: Ms. Darling nominated Mr. Moss as Board Secretary. There were no additional nominations from the floor and Chairperson Darling called for a roll call vote. The following members voted "aye": Mr. Walker, Ms. Washington, Ms. Gilliam, Mr. Moss, and Mr. Brewer. The nomination was unanimously approved by the Board. The Board discussed the role of the Board Secretary to work with the Executive Director and review the draft of prior meeting minutes to be presented at Board meetings.

VII. ANNOUNCEMENTS AND OTHER BUSINESS

Next Scheduled Board Meeting: Chairperson Darling reported that the next meeting of the Board was scheduled February 24, 2026, tentatively planned at the AUM TechnaCenter in Montgomery.

Mr. Warren reported that the contracted Interpreter Service was unable to secure interpreters for the Board meeting and he thanked Ms. Montgomery for her commitment and arranging her schedule to provide interpreter services at the meeting.

Submission of Travel Expense Forms: Mr. Warren indicated that the travel expense forms were disseminated to the members to complete for reimbursement. Ms. Gilliam indicated that she would exempt herself from travel reimbursement for the meeting.

VIII. ADJOURNMENT

Chairperson Darling called for other business or announcements and there were none. MOTION 2026-07: Mr. Walker made the motion to adjourn the meeting. The motion was seconded by Ms. Washington and following a roll call vote, the motion was unanimously approved by the Board. Chairperson Darling adjourned the meeting at 11:18 a.m.

Respectfully submitted,

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Judith Gilliam  
*Board Chair*

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Keith E. Warren  
*Executive Director*

/rr \_\_\_\_\_ Minutes approved on \_\_\_\_\_