



# STATE OF ALABAMA

## ALABAMA LICENSURE BOARD

### FOR

## INTERPRETERS AND TRANSLITERATORS

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### **Board Meeting February 24, 2026 Minutes**

The Alabama Licensure Board for Interpreters and Translators held its regular Board meeting on Tuesday, February 24, 2026. 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 (member), Mr. Melvin Walker (member), Ms. LaShawn Washington (member), Ms. Angie Carmody (Cox) (member) and Ms. Claudia Mansilla (member). Members absent were Mr. Joshua Brewer, Mr. Brian Moss, and Ms. Ryan McDonald. Others participating were Mr. Keith Warren (Executive Director), Mr. Andy Crowder (Board Legal Counsel), Ms. Hope Childers (Board Administrator), Ms. Karen Harlow (Legal Assistant), Ms. Renee' Reames (recording secretary), and Ms. Belinda Montgomery (Interpreter).

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

The meeting was called to order at 10:34 a.m. by Ms. Judith Gilliam, 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 Gilliam welcomed everyone present at the meeting.

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

Chairperson Gilliam presented a copy of the agenda for the February 24, 2026 meeting for the Board's approval. A copy of the agenda was provided to the members before the meeting for their review.

MOTION 2026-08: Ms. Darling made a motion to accept the meeting agenda as presented. The motion was seconded by Ms. Mansilla. Chairperson Gilliam called for a vote and the following members voted "aye": Ms. Darling, Mr. Walker, Ms. Washington, Ms. Carmody and Ms. Mansilla. Chairperson Gilliam 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 Gilliam presented a copy of the minutes from the October 28, 2025 regular Board meeting for the Board's approval.

MOTION 2026-09: Ms. Cox made the motion to approve the October meeting minutes as presented. The motion was seconded by Ms. Washington. Chairperson Gilliam called for a vote and the following members voted "aye": Ms. Darling, Mr. Walker, Ms. Washington, Ms. Carmody and Ms. Mansilla. The motion was unanimously approved by the Board.

### IV. REPORTS

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

B. Executive Director Report: Mr. Warren presented the Executive Director's Report (available in the official Book of Minutes). He reported on the current number of active licenses and permits as of January 31, 2026, totaling 341 licenses. He reported on other activities performed by the staff, along with a summary of complaints for FY 2023 through FY 2026. He also reported on the projected revenue from renewals for FY 2026 and indicated a full financial report would be presented later in the meeting.

Ratification of New Licenses Issued: Mr. Warren presented a list of new professional licenses, professional permits, non-renewable permits issued from October 1, 2025 through January 31, 2026.

MOTION 2026-10: Ms. Darling made the motion to ratify the issuing of new licenses as presented. The motion was seconded by Ms. Carmody. Chairperson Gilliam called for a vote and the following members voted "aye": Ms. Darling, Mr. Walker, Ms. Washington, Ms. Carmody and Ms. Mansilla. 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, 2025 through January 31, 2026. 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, along with outstanding invoices to be paid, and indicated a projected positive cash balance at the end of the fiscal year. Backup details regarding expenditures were also provided in the written report.

MOTION 2026-11: Ms. Carmody made the motion to accept the financial report as presented. The motion was seconded by Ms. Washington. Chairperson Gilliam called for a vote and the following members voted "aye": Ms. Darling, Mr. Walker, Ms. Washington, Ms. Carmody and Ms. Mansilla. The motion was unanimously approved by the Board.

Application Attestations and Rule(s) Consistency: The Board discussed a request to consider the rule requirements compared to requiring an attestation on the licensing application(s). Chairperson Gilliam assigned the matter to the Rules Committee to consider any conflicting Board rules regarding attestations vs. notaries, etc.

Proposed Legislation HB88: The Board also discussed proposed legislation HB88 and were concerned about the unintended consequences affecting sign language interpreting vs. the spoken language interpretation which required English only. The Board discussed the confusion over the initial intent of the legislation that indicated that an applicant may not use a translation dictionary or an interpreter to assist with the administration of the Alabama driver's license examination to be offered only in English language.

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

Case 2026-001: close case as no probable cause.

Case 2026-002: close case with letter of concern to the Respondent citing ethics violation and confidentiality requirements.

Case 2025-005: close case as no probable cause.

MOTION 2026-012: Ms. Darling made the motion to accept the recommendations of the Investigative Committee. The motion was seconded by Ms. Washington. Chairperson Gilliam called for a vote and the following members voted "aye": Ms. Darling, Ms. Washington, Ms. Carmody and Ms. Mansilla. Mr. Walker recused from voting as a member of the Committee. The motion was approved by the Board.

The Board continued discussion of case 2026-001 and the matter of potential ethics violations and the Board not having jurisdiction concerning companies and agencies. Chairperson Gilliam assigned the case back to the IC for further investigation.

MOTION 2026-013: Ms. Carmody made the motion to refer case 2026-001 back to the Investigative Committee. The motion was seconded by Mr. Walker. Chairperson Gilliam called for a vote and the following members voted "aye": Ms. Darling, Ms. Washington, and Ms. Carmody. Mr. Walker recused from voting as a member of the Committee and Ms. Mansilla abstained from voting. The motion was approved by the Board.

## V. OLD BUSINESS

Rules Committee Update: Chairperson Gilliam appointed Mr. Brewer to the Rules Committee as the Board Vice Chair with Ms. Mansilla, Mr. Warren and Board Chairperson, along with Mr. Walker to continue to serve on the Committee for

continuity and awareness regarding previous discussions by the Committee concerning rules.

Update on Complaint Process Video: Mr. Warren reported on the preparation of the Board's complaint video. He thanked Ms. Washington for her assistance in the creation of the video and indicated that the video would be released on the Board's website and OIT was exploring the release of information about the video on the YouTube channel.

VI. NEW BUSINESS

Chairperson Gilliam called for any new business and there was none.

VII. ANNOUNCEMENTS AND OTHER BUSINESS

Next Scheduled Board Meeting: Chairperson Gilliam reported that the next meeting of the Board was scheduled May 26, 2026. Potential conflicting schedules by members were discussed and June 4, 2026 was identified as the next Board meeting date, tentatively planned at the AUM TechnaCenter in Montgomery.

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

VIII. ADJOURNMENT

Chairperson Gilliam called for other business or announcements and there were none. MOTION 2026-14: Mr. Walker made the motion to adjourn the meeting. The motion was seconded by Ms. Washington and following a vote, the motion was unanimously approved by the Board. Chairperson Gilliam adjourned the meeting at 11:29 a.m.

Respectfully submitted,

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Judith M. Gilliam  
*Board Chair*

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Keith E. Warren  
*Executive Director*

/rr  Minutes approved on June 4, 2026