STATE OF ALABAMA

ALABAMA LICENSURE BOARD
FOR
INTERPRETERS AND TRANSLITERATORS
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Board Meeting
June 4, 2026
Minutes

The Alabama Licensure Board for Interpreters and Transliterators held its regular Board meeting on Tuesday, June 4, 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. Claudia Mansilla (member), Mr. Brian Moss (Secretary), Ms. Ryan Peavy (McDonald - member) and Ms. Angie Carmody (Cox) (member arriving at 10:49 a.m.). Member absent was Mr. Joshua Brewer. Others participating were Mr. Keith Warren (Executive Director), Mr. Andy Crowder (Board Legal Counsel), Ms. Hope Childers (Board Administrator), Ms. Karen Harlow (Legal Assistant), Mr. Denny Merritt (Investigator), 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, and the Secretary of State's website, 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 June 4, 2026 meeting for the Board's approval. A copy of the agenda was provided to the members prior to the meeting for their review.

MOTION 2026-15: Ms. Darling made a motion to accept the June meeting agenda as presented. The motion was seconded by Mr. Walker. Chairperson Gilliam called for a vote and the following members voted "aye": Ms. Darling, Mr. Walker, Ms. Washington, Mr. Moss, Ms. Peavy (McDonald), 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 February 24, 2026 regular Board meeting for the Board's approval.

MOTION 2026-16: Mr. Moss made the motion to approve the February 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, Mr. Moss, Ms. Peavy (McDonald), 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. He reported on the current number of active licenses and permits as of May 20, 2026 totaling 331 licenses. He noted that the licensing renewal period ended April 29, 2026, and a list of 30 licenses that were not renewed was provided to the Board. Mr. Warren reminded the Board that these individuals were not eligible to work with an expired license. He reported on other activities performed by the staff, along with a summary of complaints for FY 2023 through FY 2026 (available in the official Book of Minutes).

Ratification of New Licenses Issued: Mr. Warren presented a list of new professional licenses, professional permits, and non-renewable permits issued from February 2, 2026 through April 30, 2026.

MOTION 2026-17: Ms. Darling made the motion to ratify the issuing of new professional licenses 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, Mr. Moss, Ms. Peavy (McDonald), and Ms. Mansilla. The motion was unanimously approved by the Board.

MOTION 2026-18: Mr. Walker made the motion to ratify the issuing of permit licenses as presented. The motion was seconded by Ms. Darling. Chairperson Gilliam called for a vote and the following members voted "aye": Ms. Darling, Mr. Walker, Ms. Washington, Mr. Moss, Ms. Peavy (McDonald), and Ms. Mansilla. The motion was unanimously approved by the Board.

Ms. Mansilla inquired about the licensing process and Mr. Warren reported that incomplete applications received by the Board were returned to the applicant for resubmission and the Board ratified all licenses issued between Board meetings.

Ms. Carmody (Cox) arrived at 10:49 a.m.

Financial Report: Mr. Warren presented the financial report for FY 2026 for the period ending April 30, 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 listed in the cash flow analysis. The report included actual expenses compared to FY 2026 budget, along with outstanding invoices to be paid. Backup details regarding expenditures were also provided in the written report. He reported a projected positive cash balance at the end of the fiscal year.

MOTION 2026-19: Ms. Carmody made the motion to accept the financial report as presented. The motion was seconded by Mr. Moss. Chairperson Gilliam called for a vote and the following members voted "aye": Ms. Darling, Mr. Walker, Ms. Washington, Mr. Moss, Ms. Peavy (McDonald), Ms. Mansilla and Ms. Carmody (Cox). The motion was unanimously approved by the Board.

Update on Board Terms: Mr. Warren commented on expired Board terms noted in the recent audit and discrepancies in expiration dates, for some of the members, based on the four-year cycle for Board terms. He reported that he planned to meet with the Governor's office to resolve the matter about the discrepancies of appointed term dates.

Update on Complaint Process Video: Mr. Warren reported on the completion of the Board's complaint video and thanked Ms. Washington for her assistance. He indicated that the video had been posted on the Board's website and recommended the Board consider releasing a new video concerning the application process as a outreach to students and to promote licensure in the profession. The Board commented on the various ASL programs across the state and the interpreting program at Troy University.

C. Legal Counsel Report: Mr. Crowder reported on an inquiry concerning the Board's 14-day exemption rule. He recommended that the Board include in the Frequently Asked Questions on the Board website an explanation about the Rule requirements to complete and submit the 14-Day work form for approval by the Board for each assignment.

MOTION 2026-20: Ms. Cox made the motion to approve the recommendation by the Board's Legal Counsel to include an explanation about the 14-Day Rule in the FAQ on the Board's website. The motion was seconded by Mr. Moss. Chairperson Gilliam called for a vote and the following members voted "aye": Ms. Darling, Mr. Walker, Ms. Washington, Mr. Moss, Ms. Peavy (McDonald), Ms. Mansilla and Ms. Carmody (Cox). The motion was unanimously approved by the Board.

Mr. Crowder presented the Investigative Committee's (IC) recommendations concerning complaint case 2026-001 (copy available in the Board's official Book of Minutes).

Mr. Crowder reported on his follow-up review of the case and the IC's recommendation to close it for lack of probable cause. He summarized the case involving a gender-related referral and explained that the complaint was filed against an individual, while the employer or agency made the final decision regarding service provision. He concluded that the circumstances did not establish any violation within the Board's jurisdiction.

MOTION 2026-21: Mr. Walker made the motion to adjourn to Executive Session for approximately 15 minutes to discuss the good name and character of the Respondent in the case. The motion was seconded by Ms. Washington. Mr. Crowder certified the purpose of the session, and the motion passed unanimously. Chairperson Gilliam called the Board into Executive Session at 11:10 a.m.

MOTION 2026-22: Ms. Darling made the motion to adjourn from Executive Session. The motion was seconded by Ms. Washington and the motion passed unanimously. Chairperson Gilliam called the business meeting into session at 11:25 a.m.

Chairperson Gilliam called a 5-minute recess of the Board meeting at 11:26 a.m. and reconvened the business meeting at 11:29 a.m.

Mr. Warren recommended that the Investigative Committee provide a narrative summary of cases to the Board in future reports, while respecting the privacy of the parties involved in the case.

MOTION 2026-23: Mr. Walker made the motion to accept the IC recommendations to close case 2026-001 with no probable cause. The motion was seconded by Ms. Darling. Chairperson Gilliam called for a vote and the following members voted "aye": Ms. Darling, Ms. Washington, Mr. Moss, Ms. Peavy (McDonald), and Ms. Carmody (Cox). The motion was unanimously approved by the Board with Ms. Mansilla abstained from voting and Mr. Walker recused as a member of the IC.

V. OLD BUSINESS

Rules Committee Update: Chairperson Gilliam indicated that there was no report from the Rules Committee at this time.

Renewal Form Attestation: Mr. Warren requested the Board consider modifications to the application renewal form by replacing the notary requirements and adding an attestation statement of compliance to be signed by the applicant. Chairman Gilliam indicated that the matter would be discussed at the next Board meeting and asked the Rules Committee to consider any rule modifications on the matter.

Inter-Agency Agreement – Transition to State Government: Mr. Warren reported that several Boards managed by Smith Warren Management Services were transitioning to state service and he recommended the Board consider an Inter-Agency Agreement between the Board and the Alabama Security Regulatory Board for the continuation of services. He explained that employees of Smith Warren were transitioning to State employment and Smith Warren would cease providing management services to State Boards and Commissions. The Board discussed the terms of the Agreement for administrative services, office space, investigative services and basic utilities as of June 1, 2026.

MOTION 2026-23: Ms. Darling made the motion to approve the Board's transition and Inter-agency Agreement with the Alabama Security Regulatory Board as presented. The motion was seconded by Ms. Peavy (McDonald). Chairperson Gilliam called for a vote and the following members voted "aye": Ms. Darling, Mr. Walker, Ms. Washington, Mr. Moss, Ms. Peavy (McDonald), Ms. Mansilla and Ms. Carmody (Cox). The motion was unanimously approved by the Board.

VI. NEW BUSINESS

Licensing Process Committee: Ms. Mansilla recommended that a committee be established to review the licensing process.

MOTION 2026-24: Ms. Mansilla made the motion to establish a licensing process committee. The motion was seconded by Mr. Walker. Chairperson Gilliam called for a vote and the following members voted "aye": Mr. Walker, Ms. Washington, Mr. Moss, Ms. Peavy (McDonald), Ms. Mansilla and Ms. Carmody (Cox). The motion was unanimously approved by the Board, with Ms. Darling abstained from voting.

Ms. Childers commented on the non-renewable permit applicants who chose the EIPA exam route through Boys Town and the difficulty they were having in scheduling the exam and non-renewal permits expiring during the delay period. Ms. Childers indicated that it would be beneficial to inform with the education facilities about the licensure process as well. Mr. Warren indicated that this example supported having a video on the Board's website about the licensure process.

ACTION: Chairperson Gilliam appointed Ms. Mansilla, Mr. Moss, and herself, as Board Chairperson, to the Committee.

VII. ANNOUNCEMENTS AND OTHER BUSINESS

Next Scheduled Board Meeting: Chairperson Gilliam reported that the next meeting of the Board was scheduled Tuesday, August 25, 2026, followed by the November 17, 2026 meeting date.

Potential conflicting schedules by members were discussed and it was the consensus of the Board to meet on Thursday, August 27, 2026 as the next Board meeting date,

tentatively planned at the AUM TechnaCenter in Montgomery, along with the November 17, 2026 meeting date.

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 2026-25: 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 August 27, 2026