



STATE OF ALABAMA
ALABAMA LICENSURE BOARD
FOR
INTERPRETERS AND TRANSLITERATORS
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Board Meeting
May 27, 2021
Minutes

The Alabama Licensure Board for Interpreters and Transliterators held its regularly scheduled Board meeting on Thursday, May 27, 2021 via videoconferencing during of the COVID 19 State of Emergency. The following Board members participated virtually in this meeting: Ms. Nancy Hayes (Board Chair), Mr. Michael Deuel (member), Ms. Belinda Montgomery (member), Ms. Wendy Darling (member), Ms. Judith Gilliam (member), Ms. LaShawn Washington (member). Absent Board members were Ms. Pat Smartt and Ms. Beth Overland. Others participating virtually were Interpreters, Ms. Beverly Bownds and Ms. Lisa Gould. The following individuals participated onsite: Mr. Melvin Walker (member), Ms. Yvonne Saxon (Assistant Attorney General), Ms. Leigh Moorner (Board Administrator) and Ms. Renee' Reames (recording secretary).

I. Call to Order

The meeting was called to order at 10:41a.m. by Ms. Nancy Hayes, Board Chair. Following a roll call of the Board members by Ms. Moorner and a quorum of the members was present to conduct business. 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.

II. Approval of Meeting Agenda

A copy of the meeting agenda was distributed to the members before the meeting for their review.

MOTION 2021-17: Ms. Gilliam made a motion to accept the agenda as presented. The motion was seconded by Mr. Deuel. Ms. Hayes called for a vote: Mr. Deuel, aye, Ms. Montgomery, aye, Mr. Walker, aye, Ms. Gilliam, aye, Ms. Washington, aye, and Ms. Darling, aye. With no members opposed, the motion was unanimously approved.

III. Approval of Meeting Minutes

Chairperson Hayes presented the February 25, 2021 Board meeting minutes for the Board's approval.

MOTION 2021-18: Ms. Montgomery made the motion to approve the February meeting minutes as presented. The motion was seconded by Ms. Gilliam and, following a roll call vote, the following members voted “aye”: Mr. Deuel, Ms. Montgomery, Mr. Walker, Ms. Gilliam, Ms. Washington and Ms. Darling. With no members opposed, the motion was unanimously approved.

IV. Reports

- A. Board Chair: Chairperson Hayes commented on the recent Board training videos that the members were required to view and acknowledge participation. The Board’s displeasure was noted in the discussion about the lack of captions embedded for interpreting services in some of the videos. The members were reminded to notify Board administration when they had completed the training.

Chairman Hayes requested that the Board’s rules and regulations be updated on the Board’s website.

The Board discussed creating an educational and training video about the Board’s complaint process that could be posted on the Board’s website. The Board discussed creating video content that would inform consumers and others about how to file a grievance without printing the form and the format of the video would include access by individuals with diverse literacy skills and languages (ASL and non-English, etc.). Also discussed were vendor sources to create the video, e.g., ISD, etc. Administration will provide an update on this matter at the next Board meeting.

- B. Executive Director Report: Ms. Moorer presented the Executive Director Report, which included financial activities of the Board for FY 2021 ending April 30, 2021. She also reported on the current number of licensees (270) and the number of complaints received in FY 2021.

Ms. Moorer also presented the Administrator’s report of activities performed by staff since the last Board meeting in February.

Motion: 2021-19: Ms. Darling made a motion to approve the financial report as presented. The motion was seconded by Ms. Washington and, following a roll call vote, the following members voted “aye”: Mr. Deuel, Ms. Montgomery, Mr. Walker, Ms. Gilliam, Ms. Washington and Ms. Darling. With no members opposed, the motion was unanimously approved.

- C. Legal Counsel Report: Ms. Saxon report that one licensure inquiry had been received about a contract-agency that had employed a student enrolled in an internship program to provide interpreter services at a school. It was noted that the no supervision or mentor services were being provided onsite to the student. Ms. Saxon explained that the Board’s statute § 34-16-7(1) provided an exemption for students and no violation was evident. She further explained that there appeared to be no violations by the contracting-agency nor the school contracting

for these services. Ms. Saxon recommended that the Board's rules committee consider this matter further when recommending proposed rule changes.

Ms. Saxon also commented that there was no requirement for fees assigned to 90-day permits or non-renewable applications and she further reviewed the exemptions in the Board's statute. Chairperson Hayes asked that this matter be considered by the Rules Committee when recommending proposed rule changes to the Board.

V. Old Business –

A. Rules Committee – Mr. Walker reported that the Rules Committee would be working with the Board's Legal Counsel on proposed rule changes. Ms. Saxon recommended that the Board focus on rules changes and not changes in the statute at this time. She further explained the process in the promulgation of rules.

B. Emergency Rule ending July 15, 2021 and CE Discussion

The Board discussed the State of Emergency that was scheduled to end July 6, 2021 and the requirement that a quorum be established in-person to conduct business. Ms. Saxon explained that onsite attendance was required by a quorum of the members, which would allow virtual meeting attendance by members who could not attend in-person.

She explained that the emergency rule waiver for CE hours would expire when the State of Emergency was lifted and the Board's existing CE rules would apply.

Chairperson Hayes asked the Rules Committee to consider defining the Zoom meeting platform, as to whether it was an in-person or online attendance format for continuing education purposes.

Chairperson Hayes called a meeting break at 12:08 p.m. for approximately 10 minutes.

Chairperson Hayes reconvened the meeting at 12:17 p.m.

VI. New Business

A. Renewal of Administrative Services Contract: Ms. Reames reported that the annual renewal of the Administrative Services contract was due. Mr. Walker complimented Warren & Company on the services provided to the Board and the management of funds.

MOTION 2021-20: Ms. Montgomery made a motion to approve the Administrative Services Contract for one year, with a 5% increase in fees. Ms. Gilliam seconded the motion and, following a roll call vote, the following members voted "aye": Mr. Deuel, Ms. Montgomery, Mr. Walker, Ms. Gilliam, Ms. Washington and Ms. Darling. With no members opposed, the motion was unanimously approved.

B. Exemption Request: Ms. Moorer presented a request for licensing exemption by BO-2021-20. The Board discussed the lack of an established path of licensure for deaf interpreters.

Motion 2021-21: Ms. Gilliam made a motion to approve the exemption request as present. The motion was seconded by Ms. Darling and, following a roll call vote, the following members voted "aye": Mr. Deuel, Ms. Montgomery, Mr. Walker, Ms. Gilliam, Ms. Washington and Ms. Darling. With no members opposed, the motion was unanimously approved.

- C. Renewal Waiver Request: Ms. Moorer presented a request from SG-2021-21 for a one-time waiver of CE requirements to renew their Permit.
MOTION 2021-22: Ms. Montgomery made a motion to grant a waiver extension of 90 days ending April 29, 2021, to complete CE requirements to renew their license, as a result of extraordinary circumstances. The motion was seconded by Ms. Darling. Ms. Saxon reported that the individual could reapply, under the Permit Reinstatement rule 488-X-1-.14, that referenced lack of CEUs at the time of renewal deadline. Chairperson Hayes called for a vote and, the following members voted “nay”: Ms. Montgomery, Ms. Darling, Mr. Deuel, Mr. Walker, Ms. Washington and Ms. Gilliam. With no members voting in favor of the motion, the motion was not approved. Ms. Saxon explained that SG-2021-21 could obtain his CEUs after the lapsed period and reapply in accordance with Board rule 488-X-1-.14
- D. Refund Request: Ms. Moorer presented a request from JC-2021-22 for a refund. She explained that JC-2021-22 had submitted funds for licensure rather than a Permit and was requesting a refund of the difference in fee amount. Board statute § 34-16-9C was discussed by the Board.
MOTION 2021-23: Mr. Deuel made a motion to deny the request based on the Board’s statute. The motion was seconded by Mr. Walker, and, following a roll call vote, the following members voted “aye”: Mr. Deuel, Ms. Montgomery, Mr. Walker, and Ms. Darling. Voting “nay” opposing the motion were Ms. Washington and Ms. Gilliam. With a majority of the members in favor of the motion, the motion to deny the refund was approved. It was the recommendation of the Board that the letter to JC-2021-22 include a “statement of non-refundable” in accordance with the statute.

VII. Other Business and Announcements

Rules Committee meeting: Ms. Reames indicated that she would coordinate a date and time for the Rules Committee to meet. The Rules Committee consisted of Mr. Walker (chairperson) Ms. Montgomery, Mr. Deuel, and Ms. Saxon.

Ms. Hayes reported that the next meeting of the Board was scheduled for Thursday, August 26, 2021 at 10:30 a.m. Ms. Saxon reminded the members that this meeting would be held after the State of Emergency had been lifted and in-person attendance by a quorum of the members was required.

VIII. Adjournment

Having no other business to discuss, Ms. Hayes called for adjournment.

Motion 2021-24: Ms. Gilliam made a motion to adjourn the Board meeting. The motion was seconded by Ms. Darling and, following a roll call vote, the following members voted “aye”: Mr. Deuel, Ms. Montgomery, Mr. Walker, Ms. Gilliam, Ms. Washington and Ms. Darling. With no members opposed, the motion was unanimously approved. Chairperson. Hayes adjourned the meeting at 1:25 p.m.

Respectfully submitted,

APPROVED

Nancy L. Hayes
Board Chair

A handwritten signature in black ink, consisting of a series of loops and a long horizontal stroke extending to the right.

Keith E. Warren
Executive Director

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