

**North Carolina Interpreter and Transliterater Licensing Board
December 4, 2015 Board Meeting- DSDHH- Raleigh, NC**

- 1 Board Members Present: Bethany Hamm-Whitfield, Kim Calabretta, Donnie Dove Jr, Kevin Earp, Jan
2 Withers, Lauren Pruett, Catherine Johnson, Jeff Trader, Pamela Smith (called in)
- 3 Board Members Absent: Emily Pope
- 4 Staff Present: Caitlin Schwab and John Green
- 5 Interpreters for the meeting: Ann Bridgers, Mark Lineberger
- 6 Members of the Public Present: Martha Ingel, Michelle Rouse, Kaley Eins, Jennie Bartholomew, Beverley
7 Woodel, Kellie Stewart, Donald Tinsley, Donna Platt, Lee Williamson, Leah Noe
- 8 *Prior to the Board meeting Legal Counsel provided the necessary training that is needed for new Board*
9 *members.*
- 10 Meeting called to order at 9:19 am.

Welcome and Introductions

- 11 All Board members introduced themselves.

New officers and Elections

- 12 Jan: Current officers are Jan-Vice Chair, Bethany- Secretary, Treasurer was Lyn Dey, and Chair was Jane
13 Dolan. Like you have heard this is an Occupational licensing Board the only thing that happens here is
14 compliance with legislation 90D. We also have administrative rules that we follow as well. We also
15 have polices and procedures which explain how we run this Board. You must complete your ethics
16 training in the next six months, and send in your SEI statement. This Board is focused on interpreters
17 and that is why we are here, we are focused on the role of interpreting services, and it is important to
18 remember we are here to protect those services.
- 19 Jan: Does anyone have interest in serving as the Chair of the Board?
- 20 Catherine: I nominate Bethany as chair.

Motion Dec 2015-01 (Dove/Hamm-Whitfield) Motion to close nominations for Chair of the NCITLB.
Bethany Seconded.

- 21 6 in favor, none opposed. Motion carries.

Chair-Bethany

- 23 Bethany: I nominate Catherine Johnson for Vice Chair.

Motion Dec 2015-02 (Dove/Pruett) Motion to close nominations for Vice Chair of NCITLB. Seconded by
Lauren.

- 24 6 in favor, none opposed. Motion carries.

1 Vice Chair-Catherine

2 Jan: Any nominations for Secretary? Caitlin takes all the minutes and then sends them to the secretary,
3 so you could be deaf to fill that role.

4 Pam: I would like to nominate myself for secretary.

5 Kevin: I am clear on the chair and vice chair roles. I am unclear about the roles of treasurer and
6 secretary.

7 Jan: The policies and procedures have a clearer description of the roles.

8 Bethany: I was the previous secretary, and I worked with Caitlin on the minutes. And I would facilitate
9 getting the interpreters for the meetings.

10 Jan: Treasurer, co signs on checks, drafts the budget, and reviews monthly reports. Emily was happy to
11 nominate herself for Treasurer as well.

12 Donnie: We have a large number of new members here and knowing you are coming off LRC that leaves
13 us with not much experience. I was going to nominate Pam for the Chair of the LRC; can she still serve in
14 that role?

15 Jan: Yes, the only person who could not serve on LRC would be the current chair.

16 Bethany: Anyone who serves on the LRC, who would be chair, should have previously served on the LRC.
17 That would be Catherine, but Pam you are welcome to serve on LRC.

Motion Dec 2015-03 (Dove/Johnson) Motion to close nominations for Secretary of the NCITLB.
Catherine Seconded.

18 6 in favor, none opposed. Motion carries.

19 **Secretary-Pam**

20 Jan: Emily offered her willingness to serve as treasurer, is there anyone else who would like to serve?

Motion Dec 2015-04 (Dove/Pruett) Motion to close nominations for Treasurer of the NCITLB. Lauren
Seconded.

21 6 in favor, none opposed. Motion carries.

22 **Treasurer-Emily.**

23 Jan: Ok we have a full Board. Now, the licensure review committee (LRC) Catherine will continue to
24 serve on the LRC, and we need an additional member that that is hearing, and one member that is deaf.

25 Bethany: The LRC has a few tasks, we do a lot of conference calls, if there is any complaint we
26 investigate that claim, and we either find enough evidence to warrant assigning some type of penalty or
27 people may just get a warning. This year has been a year of a lot of complaints. We also go through the

1 renewal process; we review the provisional licensure extensions. We gather as much information as
2 possible. It is a lot of work, but it is very rewarding work. We do work very close with Counsel.

3 Catherine: One thing I was not quite prepared for is how time intensive being on the LRC is. A
4 conference call can last 30 minutes or three hours depending on what we are discussing.

5 Bethany: the licensees are waiting for us to finish out investigation and this is their livelihood, and the
6 cases do stack up. We do try to handle these items during business hours, but sometimes we can't do
7 that. We do work with counsel on the letters.

8 Donnie: How often do we need to attend these meetings?

9 Bethany: Usually after Board meetings we have an LRC meeting. We can't hold cases until the Board
10 meeting, but we do use conference calls quite often. As often as every week or every month, we have
11 no open cases right now, and we just closed three that have been open since the last board meeting.
12 When it gets close to the renewal time we get many extension requests. It depends on the season.

13 Jan: I am assuming John will continue what Jim had done previously.

14 Bethany: John has been great when it comes to LRC business. He has jumped into the work, and has
15 been very helpful in that role.

16 Catherine: Each member of the LRC also does do interviews for each case we do.

17 John: I will be glad to work with any new members in regards to training.

18 Jan: So who are the new members of LRC? Pam are you interested in serving?

19 Pam: Yes.

20 Donnie: I have a question for clarification, can you tell me the difference between LRC and ethics
21 liaison?

22 Jan: LRC and Ethics liaison are completely separate. Ethics Liaison is responsible for the ethics of this
23 board. LRC is responsible for investigating complaints, and other licensee related items.

24 Kevin: I will put myself down for the ethics liaison, and Donnie for LRC. Can any of the Board members
25 allowed to be involved on the LRC?

26 Bethany: No, those meetings are closed sessions, and if a case were ever brought to the whole Board on
27 appeal the remainder of the Board would have to hear that case.

28 Catherine: I just wanted to make sure all who were interested in serving on the LRC have said so.

29 **New LRC Members- Pamela and Donnie Dove.**

1 Jan: We have ever only had 1 complaint that was appealed, and our attorney works very closely with
2 LRC, and what needs to be done. One last thing about LRC, the policies and procedures about LRC will
3 guide you in that work.

4 *Pam left the meeting at 10:09.*

Approval of Minutes

5 *Caitlin noted corrections in the minutes.*

6 Bethany: Please try to send edits to Caitlin before the meeting if you see any.

7 Catherine: Is it possible to get the meeting minutes earlier?

8 Bethany: Caitlin does send me the minutes about a week after the meeting. It is up to the secretary to
9 review them and send them out to the Board.

Motion Dec 2015-05 (Hamm-Whitfield/Dove) Motion to approve the minutes with edits. Seconded by
Donnie.

10 6 in favor, none opposed. Motion carries.

2016 Meeting Schedule

11 **February 5th, 2016**

12 **June 23-24, 2016 Charlotte NCRID Meeting.**

13 **August 26, 2016**

14 **November 18, 2016**

15 Bethany: I suggest we move locations due to all visitors at our meetings.

16 Jan: We can move to Paragon bank, Caitlin will you check with them to make sure they have those dates
17 available?

18 *Took a break at 10:30*

19 *Reconvened at 10:39.*

Public Comments

20 *Martha Ingels' comments attached (attachment A)*

21 Martha: If you have any questions about the impact of the educational requirements and the changes
22 that were made let me know.

23 Jan: Thank you for taking the time to draft the letter, and thank you for taking the time to drive all the
24 way from Charlotte. All of these matters are not new, but at this time we don't have the time to discuss
25 these matters. What I do want to say is legislature does have short session and long session, and during
26 the long session they hear the budget, bills are introduced, and revised. There is criteria set for the

1 different sessions. Because the next session is a short session it could buy us some time to revisit our
2 law. No law is perfect and never is. If we could take the item to change we need to strategize and
3 identify changes, we also need to find a sponsor for the bill.

4 Kevin: What is the educational requirement?

5 Jan: This board recognizes and values a college degree, and that is where this whole process started.
6 RID does have a 4 year degree requirement for licensure, and they also have alternative pathways and
7 that is our focus. The talk about what we do for our next meeting, what we can do to move this along,
8 maybe set up an ad hoc committee.

9 Catherine: One point that resonated with me was the first full paragraph. I was thinking about that
10 same issue and wondering how the law is written now, and if it still applicable to the profession? I think
11 some things have happened in NC that were not foreseen, and we need to get all of the information we
12 can from current stakeholders, to see if we do need to change the law.

13 Jan: One thing I have learned form working on this board is how to read the law and what you think it
14 says, it not how the attorneys interpret it. It is important to take the time to look at the issues and look
15 at the law to see how it is interpreted.

16 Bethany: I think that it is always good to take a look at things, and the world is always changing. I also
17 think it's important to look through some of the educational implications and we are currently working
18 with DPI to work with their pilot programs to improve the educational interpreters. Post secondary
19 institutions do not require licensure, and DPI did not want to be involved when the law was written. We
20 should have an ad hoc committee who reviews the language, and it should be a living document. All of
21 our meetings are open, and nothing we do is secret, and that subcommittee should not be too large. I
22 would nominate you (Catherine) as Chair Catherine because you have great ideas.

23 Martha: The Board does have to enforce the law, and when you are tasked with changing the law you
24 should reach out and be more than just one voice, and I am speaking for myself at the moment, but I
25 know it opened up licensure when the educational requirements were different. RID is not retro active
26 and people could have earned their RID certification before they required the 4 year degree. If we take
27 this law to change to the general assembly they could mess it up, but if this request for change does
28 come with the full weight, and with vetted information from all the entities involved, and with that kind
29 of weight behind it, we are asking you (the Board) to take that risk.

30 Jan: You are right, that does not mean it we will not propose it. Through out the legislative process we
31 should have members who will respond and react. Building a team of individuals, who are ready at a
32 moment's notice to get involved, and who needs to be doing the contacting, and looking for updates?
33 Sometimes I see things can be changed on a moments notice, and for now we have to figure out what
34 we have to do moving forward, and we have to figure out how to prioritize how to move forward and
35 how to make it work.

1 Martha: Is there anything that prevents people from reaching out to educational programs, or anyone
2 else to see what the needs are? If you are going to move forward and change the law you can't do that
3 alone as a Board of 9.

4 Catherine: Now would be a good time to explain the Board's roles and their community responsibility.

5 Jeff: As a new person can we work in collaboration with the coalition and work out a time line?

6 Jan: Currently there are no restrictions to that, but we as a board can not lobby and we do have to work
7 the community to let them know what is going on and work with the community and let them lobby.
8 We as the board do have to take the lead, for the reasons of that there are so many groups who don't
9 understand what it takes to make the law work. It is open and anything is possible as long as we follow
10 the law and the rules.

11 Kim: Does this mean that in relation to what you have said that we can educate the community, we
12 could go back to the HLA (Hearing Loss Association) community and educate my community?

13 Jan: Yes.

14 Kim: NC was one of the first states to have licensure, and with the new changes, are there any other
15 states that have achieved much stronger laws.

16 Martha: Yes, Arizona and Texas do have much stronger laws and they have learned from our mistakes,
17 and the hesitation many people have is that it could change drastically, and that it could be gone, but it
18 could be gone anyway. This has tied the hands of community colleges; I don't think you understand
19 how it has.

20 Kevin: I have read your documents, and I understand it. I work with DPI and for years and years it was a
21 3.0 on the EIPA, and now we are trying to change it to a 3.5 (on the EIPA), and the director of the
22 program said why not a 4.0 (on the EIPA). Legislature was in support and we are trying to work out
23 issues with the time line, and we are trying to work out the change. Also we have to realize if the
24 resources are not in place how do we make the resources available. We have to look at the whole
25 picture.

26 Martha: We are aware of the work the DPI is doing and making the EIPA level 4.0 it will impact the
27 community college system. We can't just arbitrarily say we want to add "X" amount of credits to the
28 program because we feel that's what they need. We can say it is the educational requirement to be
29 educated like this to get licensure so that we can change our curriculum. Students need to have a
30 minimum of 6 semesters of ASL to even start interpreting; it may be different for cued language. Any
31 time a change is made it does impact ITP programs, and right now we can't meet the 4.0 (on the EIPA)
32 requirements. We have to produce successful graduates.

33 Bethany: I will work with our counsel and write a reply to your letter Martha, and we can develop an ad
34 hoc committee for what we would like to see happen with the licensure law. Any volunteers to work at
35 the Ad hoc committee?

1 Lauren: Would the board members be allowed to reach out to their communities and get more
2 information to the board?

3 Kim: I don't mind helping and I can distribute the information to the people we need to reach.

4 Catherine: The first step would be the plan of action and then we can branch out. It needs to be
5 research based, and then we can develop a plan of action.

6 Bethany: Are you willing to chair that committee Catherine?

7 Catherine: Yes.

8 Donnie: I do know that this is disappointing this has come out at the last meeting about the educational
9 requirements being removed from the law, we do need to work together to come up with the solution
10 together, and I do have some information that could be helpful.

11 Kevin: What Donnie was saying and what Martha said it is important to share the information out there.
12 It is important to share the information in ASL. I'm not sure that this information is available anywhere.

13 Bethany: We have developed an ASL version of the how to file a complaint, and we have a committee
14 working to show how to post items on the website, and also how to reach out to people in the
15 community. I think this is a living thing, and it is always good to incorporate new ideas, and this year we
16 have had a lot of work from complaints received. That's a good thing, and that's the one thing we need.

17 Jan: Great, thank you everyone.

18 Catherine: So by the next meeting you want a written plan of how to progress.

19 Jan: We do have one more public comment from Antwan (NCRID president). I do have a copy of his
20 letter, and it does seem to fit in what Martha shared. (Attachment B).

21 Bethany: This letter goes back to the loophole that includes post secondary interpreters into the law.

Management Services Contract

22 Jan: We do have a contract with a company called Capitol Hill Management Services. Just this past year
23 we did extend the contract for a year, and we do have an option to 2017. Our current contract is good
24 until 2016. I'm sure the chair develops a letter, and the board decides.

25 Jan: The contract is a state contract and we have to follow state guidelines in regards to that.

Social Media

26 Caitlin: I have researched many social media sites for associations and licensing Boards. There is a wide
27 variety of what is posted on everyone's Face book page. I just need to know what the Board wants to
28 see on the Face book page and I would be happy to build that page for you.

1 Bethany: I think it would be good to have information and we could have people send in information to
2 Caitlin and she can forward it to the committee to determine what should go on the face book page.
3 Does anyone want to be on that committee? I volunteer to be on the committee.

Extension Checklist

4 Bethany: Everyone has this handout in his or her packet, and the reason we have this is we wanted
5 people to have a rubric to follow when we are reviewing the application to make sure the people know
6 requirements for an extension. This would save them time on the front end so they know exactly what
7 to send in. Any discussion about this document?

8 Kevin: Is it spelled out on how a person gets their license renewed a second or third time?

9 John: The first and second time are automatic, it's only into the later renewals that it is discretionary.

10 Kim: How many times can you apply for this?

11 Bethany: There are 5 total. The first three, and after that you can be granted up to two additional
12 discretionary renewals. The LRC looks at these discretionary renewals.

13 Kim: They have 5 years to "catch up", what limits do they have after the 5 years?

14 Bethany: The LRC has the discretion to approve or deny additional renewals. They have to receive the
15 CEUs and have to follow the parameters that a licensed interpreters need to follow.

16 John: The licensees are supposed to be working toward full licensure during this time.

17 Catherine: I think Jim said you could have your license for 7 years, but is that 6 years with extensions?

18 John: The law caps renewal, but the rule caps it at 6 renewals. There is no 6th renewal, but it is not a 7th
19 renewal. The rules do have a line that states that you are allowed to renew 3 times and can be granted
20 up to 2 discretionary renewals. As it stands now the person after those 6 years should have a full
21 license.

22 Kim: I just want to clarify one thing. My understanding from when I was here, I saw a lot of people who
23 got jobs as interpreters who are not qualified, I have seen and heard that people accept jobs, and the
24 complaint process needs to be out there.

25 Bethany: The complaint process is set up and that is what the LRC does, and we have the power to
26 revoke licenses and send out fines, and we can substantiate a claim, there is an ASL video on the
27 website. We have had many interpreting complaints this year.

28 Jan: Interpreters should be following the CPC (code of professional conduct), and also we have already
29 had a discussion of sharing this information online and hopefully we can get this information out online.

30 Kevin: What it comes down to is, the person is granted the license in the first year. They get 3 renewals.

1 Caitlin: If you qualify for a provisional license and are granted one you get three renewals automatically.
2 If you have not obtained an RID credential and are still working toward full licensure: The 4th and 5th
3 renewals are discretionary, and it is up to the LRC to have the information to make that determination.
4 The LRC takes this process very seriously. This document is just the rubric that we are asking the Board
5 to review and approve so we can post it on the website.

Motion Dec 2015-06 (Dove/ Calabretta) I move that the Board adopt this provisional checklist and put it
on the website for reference. Kim seconded.

6 6 in favor, none opposed. Motion carries.

7 *Break at 12:10.*

8 *Reconvened at 1:03*

Financial Report

9 Financial Report is attached (Attachment C).

Central Office Report

10 Caitlin: We currently have 497 licensees, and I have issued 30 licenses since October 1, 2015. 12 of
11 those licenses are full, and 16 are provisional. The renewal season went very well. Every year we
12 usually get a landslide of renewals toward the end of the season, but that didn't happen this year, there
13 was a steady stream of renewals that came in. Also if you review the financial report you will notice that
14 we did not receive any late fees for renewals. All the renewals came in on time, and in my three years
15 doing renewals this has never happened. We also had the audit done, and it was very standard and we
16 should have a complete report in the next few weeks. Nothing really was different from the years prior
17 other than the amount of licenses we took in for the year. I let the auditor know that because of the law
18 change opening up licensure we issued many more licenses this year than we had in past years

LRC Report

19 Bethany: We have one extension request. We have two closed cases, and we have one case we have to
20 review the letter before it goes out and that is about it we are pretty caught up.

RID Moratorium

21 *Bethany gave an overview on the RID testing moratorium.*

22 Bethany: Our licensees will be impacted on a certain scale, and provisional licensees who cannot test so
23 we wanted to create a rule that would allow for people who can get take the RID test.

24 *John went over the proposed rule, and the items the Board is proposing to change. Also did an overview*
25 *of the rule making process and getting the information out there. There could be an optional public*
26 *hearing.*

27 John: There is a lot involved with getting a rule changed, and they want to make sure you want to
28 publish the rule, and there is not a lot of objection to the rule.

1 Bethany: Just a few points, this is a process and it takes time and September is looming, and this process
2 takes time, and we want to protect those people who this moratorium does effect. I think we should
3 have a public hearing eventually. It addresses the idea of the moratorium and addresses the fact that
4 we don't certify individuals, we just issue the licenses. This is the first time I have experience with this,
5 and we cannot ask someone to do what that they physically cannot do. If the moratorium is in effect for
6 a year, they cannot take the test, so we cannot ask them to do that.

7 Jan: I understand there is a limit to the moratorium, or a limit to how many times they can renew their
8 provisional licenses.

9 John: The reason why it would be prevented is it says the Board "may" extend a provisional license; they
10 do not have to grant that. If it is due to a moratorium, or active military duty, or a catastrophic event.
11 The reason for the extension would have to be one of the items that is listed has effected that person.

12 Donnie: Is this for the time period during the moratorium?

13 Bethany: This clause will only go into effect when a moratorium is in place.

14 Kevin: This allows people to keep licensure alive, and allows people to keep their license as it stands
15 now, this would prevent many people losing their license, and also to address it if it happens again.

16 John: there is no time line because we do not know how long the moratorium will exist.

17 Kevin: I do believe that if the moratorium continues much longer, RID will lose their privilege for being a
18 testing agency, but there will be other programs that will be allowed to have the testing process.

19 Jan: I don't know how much thought RID has put into this moratorium and how it will effect the states.
20 RID did send out a survey and ask questions about how this will effect licensure in your state, and how
21 this moratorium has a negative impact. I'm hoping RID does have an idea of how this will impact
22 licensure.

Motion Dec 2015-07 (Withers/Johnson) I move the Board to approve the proposed revised Rule, Rule
21 NCAC .0103, changing the Board's address and to authorize staff and legal counsel to submit that
revised Rule to the Office of Administrative Hearings. Seconded by Catherine.

23 6 in favor, none opposed. Motion carries.

24 Bethany: Now we need to make the motion on the language of the rule to be approved so that we can
25 get this process moving?

Motion Dec 2015-08 (Johnson/Withers) I move the Board approve the proposed revised Rule, Rule 21
NCAN 25 .0205as written should there be any revisions made by the Board. Seconded by Jan.

26 6 in favor, none opposed. Motion carries.

Motion Dec 2015-09 (Johnson/Withers) I move the Board to authorize staff and legal counsel to submit
the proposed revised Rule, Rule 21 NCAC 25 .0103, to the Office of Administrative Hearings for
publication in the NC Resister, publish it on the Board's website, and otherwise act as needed.

27 6 in favor, none opposed. Motion carries.

Motion Dec 2015-10 (Dove/Withers) I move the Board to authorize staff and legal counsel to submit the proposed revised Rule, Rule 21 NCAC 25 .0205, to the Office of Administrative Hearings for publication in the NC Resister, publish it on the Board’s website, and otherwise act as needed to accomplish the steps required until the matter returns to the Board for review of the public comments by the Board. Seconded by Jan.

1 6 in favor, none opposed. Motion carries.

2 John: I heard the board chair mention a public hearing, does the board want to do that at the next board
3 meeting.

4 Bethany: Yes, that would be prudent.

5 Donnie: Do we need to always come to Raleigh? It is a lot of travel.

6 Bethany: I do think that’s a good point, and we can take that into consideration. In reference to the
7 public hearing there is a public comment period where people can submit written comments too.

Motion Dec 2015-11 (Withers/Pruett) I move the Board hold a public hearing on the proposed revised Rule, Rule 21 NCAC 25 .0205, on the day of the February 2016 Board Meeting. Lauren Seconded.

8 6 in favor, none opposed. Motion carries.

9 *Jan left at 1:42 pm.*

10 Jeff: My question is what Donnie had said earlier, Could people phone in via video relay service?

11 John: That is perfectly acceptable under the rules; the open meeting rules pertain to that indirectly.

12 Jeff: I’m talking about many people participating via video relay service, or via phone.

13 John: Yes you are allowed to do that, but it might present a challenge with technology.

14 Jeff: We should put it on the website so that know they can participate in the meeting, if we are going to
15 do that at the public hearing.

16 Kim: There is a service that it will show video information, and also has captions.

Action Item Review		
Caitlin and Bethany	Website committee	On Going
Bethany (chair), Pam, Catherine	Ad Hoc Committee to research how the moratorium on testing will hurt renewal of licenses.	On Going
Bethany	Follow up with RID with the changes to the website regarding the changes in 90D.	Tabled
Bethany, Jeff, and Donnie	Will write up the roles of SSP compared to an Interpreter and will submit their work to the board for their feedback.	June 23
Pam (chair),	Ad hoc committee have the disciplinary actions for website	

Catherine, Bethany	details worked out, and what will be posted on the website	June 23
Bethany and Caitlin	Come up with a checklist of what is required to request an extension of a provisional license for renewal season.	Complete
Pam, Lynn, Bethany	Ad hoc committee set up for work with DPI and helps go to meetings so they can work toward making the changes.	On going
Emily, Pam, Catherine	Action item have ad hoc committee to look at other licensing boards and protections they have for records and complaints.	June 23
All Board Members	Come up with dates and times to go to different events and educate the public, deaf consumers, and other groups on how to file a complaint.	On going
Caitlin	Investigate how specific boards run their social media accounts, and inquire how licensing boards manage their accounts, and report back to the board.	Complete

- 1 Caitlin: I also have this information card on how to file a complaint I wanted to bring to the Board's
2 attention for your approval.

Motion Dec 2015-12 (Dove/Calabretta) I make a motion we accept the information card with the understanding changes can be made as needed to accommodate the community. Kim Seconded.

- 3 5 in favor, none opposed. Motion carries.

Motion Dec 2015-13 (Johnson/Dove) I move we adjourn the meeting. Donnie Seconded

- 4 5 in favor, none opposed. Motion carries.

5 Adjourned 2:18 PM.

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