

North Carolina Interpreters & Transliterators Licensing Board meeting minutes 8-28-2014

Navaho Drive- Raleigh, NC- DSDHH

1

2 Board Members Present: Lynn Dey, Jan Withers, Jane Dolan, Emily Pope, Bethany Hamm-Whitfield,
3 Ashley Benton, Pamela Smith, Catherine Johnson

4 Past Board Members: Valerie McMillian, Danette Steelman-Bridges

5 Staff Present: Caitlin Schwab, Jim Thompson, Jim Wellons

6 Interpreters Present: Karen Magoon, Jeff Trader, Monica McGee, Lee Williamson

7 Absent: Wayne Giese

8 Meeting called to order at 1:04 pm.

9 Jane read conflict of interest statement, and no one had an issue.

10 Jane: We work with a flexible agenda and we can go out of order. Introductions, and Welcome of the
11 new board members, and who would be mentoring them.

Approval of minutes

Motion Aug2014-01 :(Withers/ Hamm-Whitfield) I move that we approve the minutes from our last board meeting. Passed 8/28/2014

Action Items

12

13 Discussed action items that needed to be done that were not on the agenda to make sure all are
14 complete.

15 Jane: We did decide to discuss about changing name of draft Bylaws to Operating Plan/policies and
16 Procedures. Something that is not so cut and paste from the law.

17 Jan: I put a hold on the action item, and will have something by November's meeting.

Elections

1 Jane discussed offices, and that they serve for 2 years:

2 Nominations:

3 Chair: Jane (nominated by Bethany)

4 Vice-Chair: Jan (nominated by Jane)

5 Treasurer: Lynn (nominated by Ashley)

6 Secretary: Bethany (nominated by Jane)

7 (Secretary no longer takes minutes).

8 The secretary will now be responsible for looking over draft minutes before sent to the full board.

9 Bethany: Will these new roles on the board affect the License Review Committee (LRC)?

10 Jane: Yes, if I were chair of NCITLB I cannot be on the LRC.

11 Jane: Discussed treasurer's role, and said Ralph (central office accountant) handles all of the financial
12 reporting, and the treasurer logs into the bank's website, and approves the invoices that are to be paid,
13 and payment is then sent out. Also responsible for looking over the invoices, and approves the
14 payments, and look over the financial statements every month, and approve a draft budget. For the
15 November meeting the treasurer brings a draft budget and I can help with that. It's based on prior years
16 and what we need for next year.

Motion Aug 2014-02: (Benton/Hamm-Whitfield) I move we accept the ballot and approve the new officers. Passed: 8/28/2014

17

18 Jane: LRC needs someone to be appointed, and Bethany will be the new chair, and if one of the new
19 members would like to be part of the committee.

20 Catherine: Asked about requirements to be on LRC.

21 Jane: If LRC makes a decision the person can appeal that decision. In order for it to be no conflict of
22 interest the chair person of NCITLB can not be involved in the LRC process, so that the chair person can
23 chair the appeal if it comes to a hearing.

Financial Report

24

25 Reviewed the report. Jane let Lynn know what the treasurer would have to do each month. Make sure
26 everything is in line with what we expect.

1 Jane as explained why board travel was higher than budgeted, travelling to meetings and conferences.

LRC Report

2

3 Bethany: Since the last board meeting in June we have closed 3 cases. 2 were complaints that were
4 substantiated, and 1 was an application request that was granted after further investigation. 3
5 Interpreters filed extensions of their provisional licenses. Currently one open case with a lot of people
6 involved.

Central Office Report

7

8 Caitlin gave a report on renewal processed so far, and new applications that have come into the office.

9 Jane, went into detail about Jim and Caitlin’s roles with the NCITLB, and hoe effectively they handle the
10 business of the board.

License Number Protocol

11

12 Caitlin conveyed the concern that Jim Sewell (member of the original board) had about the numbering
13 protocol for the licenses. We received an email from Jim Sewell, about how the license numbering was
14 intended to take place, versus what we are actually doing.

15 Catherine: I think he (Jim Sewell) wanted to know how many license are issued during the year.

16 Jane: We would have to vote to adopt the protocol. Jim Sewell said we had a protocol why they were
17 numbering the licenses.

18 Catherine: I like the idea for Valerie to continue the discussion.

Board training

19

20 Jim W: General statute 93B compensation employment and training, each new board member needs
21 training with in 6 month after appoints. Frankly to keep it straight I think it needs to happen every year.
22 Ethics commission will send a notice about state wide training for appointees. Among those who have
23 just been appointed have you received this? (Pamela, Emily, and Catherine said yes).

1 Jan: I am the ethics liaison, and I can be your liaison with the ethics commission, and I am working with
2 the commission and making sure you have received training within 6 months of your appointment to
3 the board. The commission sends me dates with the training, and I am your link to the ethics
4 commission. I would be glad to distribute the link with the training and so forth.

5 Jane: Once you do the training every year you have to go online, and you have to do a short form and
6 state of anything has changed, and that just has to be filed every year by April 15th. Jan lets us know if
7 everyone has done that.

8 Jim: You could be given a day long instruction on all of the statutes. They leave it to the board to arrange
9 the training.

10 - Discussed 90D and let us know to be familiar with the rules.

11 -The General Assembly can give you authority to change the law.

12 -Licensure law has recently been changed; the educational requirement has been eliminated.

13 -93B are general rules that apply to every board.

14 -page 15 talks about lobbying

15 -page 35 public records; any email is a public record. That way if someone makes a public record
16 request, but if everybody has copied the office on every piece of board business, and then we will have a
17 record of everything. The last 10 years the courts have become very aware of electronic documents.
18 Anything you create is a public record.

19 -page 55 chapter 138A state government ethics act. This chapter creates the board and creates the
20 standard.

21 -page 89 begins with chapter 143-291. Tort claims against state department and agencies. You are
22 covered by this act. (Jim wants to pursue D&O insurance).

23 -Page 101, public meetings law. We might need to develop an interested persons list.

24 -Page 109, rule making, Page 115 article 2A captioned "rules".

25 -page 145, complaints. Complaints are written up in about 8 pages, and we have details included in
26 write up.

27 Jim W. discussed the statute, and the original writing of it. It's important the statute be re reviewed
28 periodically.

29 Finally this board has 30 pages of bylaws. If any of the procedural provisions of the bylaws were enacted
30 of the General Assembly then we can not change them. Not adopted yet, so they are not binding. We
31 can call them anything they want; we can change their name to SOPs.

1 *Break 2:30pm.*

2 *Resumed meeting 2:45pm*

Checklist of training for the new board members

3

4 Jan talked about her process of being on the board. Assigned mentors received appt letters, making
5 sure to attend 75%. This board agreed that all questions that board members get from people outside
6 of this board can be referred to Caitlin/main office

7 Jan: request from the new members to make any suggestions or changes to the checklist for the new
8 members to use for the future.

Communication plan for 90-D statute amendment

9

10 Jane: The board proposed a statute change and it has been ratified, and it is effective.

11 Jan: Its house bill 1133.

12 Jane: The question how do we communicate this change? Since we are at the renewal process how do
13 we communicate this?

14 Jan: I have sent this to NCRID to forward this off to our constituents and other people we may know.

15 Jane: I think we need to do an eblast to Interpreters and add to website. Do we want to have an ad hoc
16 committee to come up with the wording?

17 Bethany: can we make it an action item? Have Caitlin and someone work together on that.

18 Lynn: Maybe we can get RID to add it to their website, or out the information out there.

19 Pam: There is a new page with state laws on the RID website.

Draft Bylaws/SOP document

20

21 Jane: I don't know how to proceed for changing our bylaws. Should we set up a committee to do that?

22 Jim: I put a lot of restrictions on the bylaws, I did that so we could make it a fairly flexible document, and
23 by laws frequently.

1 Jane: Are you recommending we take that out?

2 Jim: I'm telling you what it does and I'm letting you know if you want a more flexible document you
3 need to change that I don't have an opinion one way or the other.

Ad hoc Committee Mirror Interpreting

4

5 Lynn: This summer I have been very busy, and in school, when I saw this action item I realized I need to
6 give it some focus. I hope you all received the email I sent out with the links. I found a web link for RID
7 web page regarding deaf interpreters, and their performance test. One of the parts of the test was
8 mirror interpreting, and deaf interpreters wanted to know how well they performed their role as mirror
9 interpreters.

10 I found an article on deaf Interpreters and hearing Interpreters from the 70s, having the hearing
11 interpreting on stage and deaf into mirroring what the hearing interpreter was they were able to
12 interpret better.

13 This summer I recently got a book, "Deaf interpreter at work", I'm happy to quote what it says about
14 deaf interpreters. Page 5, speaking of the term deaf interpreter, it says in addition to a deaf interpreter
15 they also been called a relay interpreter, a deaf relay interpreter, and mirror interpreting and so forth.
16 An individual sometimes assumed a mirror interpreting was the terminology to be used, and see that
17 term used by different authors. Steve Collins wrote specifically about deaf blind interpreters, they
18 found that deaf blind people understand better when they have a deaf interpreter.

19 Bethany: I think that this question came about that if an SSP was copy signing for a client. What would
20 the impact be on the community if we required that? Jim brought us to what the law states as
21 Interpreters. I think to go out of the law is getting into a grey area. Is what a CDI does different from an
22 SSP? Can we make that distinction?

23 Jan: for the benefit of new members. We have questions like this come up and we have to do research,
24 and add to FAQs on the website, this is similar to the process we will go through to answer these FAQs.

25 Lynn: I would like to add one more thing that I learned something new, and attended legal interpreting
26 training in Denver, and one interpreter was presenting if you want to understand a deaf interpreter
27 better, to understand this position better, is they are a communication specialist. Making the
28 communication better.

29 Jane: What would we would have the Ad Hoc committee could have their decision written up for the
30 FAQs.

31 Ashley: The NCDB decided to set up an SSP sub committee, to set up something so SSPs can be paid for
32 their work.

NCDPI Report

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2 Jan: The NCCDHH wants the EIPA raised to a 4.0 and to encourage DPI to improve their skills. I don't
3 know if Rachel was able to present to the board of education yet.

4 Jane: I know she said they were moving along and they will hopefully made that change.

Disciplinary actions of the board

5

6 Jane: wanted to see what other boards do, and maybe putting on the website what other boards do.

7 Caitlin discussed findings of other boards in North Carolina, and else where and what those boards do
8 on their websites when it comes to disciplinary actions against licensees.

9 Pam: Just a thought on that considering dentists and nurses are caring for people. We help people and I
10 think consumers need to be protected. RID just started putting disciplinary actions in their newsletter.

11 Jane: We talked about listing them by name, or write breach.

12 Bethany: I think we could write revoked, suspended, breach.

13 Catherine: I like that idea and it protects consumers.

14 Jane: It is kind of big step for us to do that.

15 Catherine: in previous discussions what is the negative of that?

16 Jane: Is it too much too soon?

17 Ashely: I'm wondering what the Interpreters think about that info being placed on the website.

18 Pam: maybe we would behave better.

19 Lyn: and perform better with a better attitude.

20 Jan: Do we have a general agreement yet? We agree we should do something; the question is what that
21 is.

22 Jim W.: I think the board is just discussing the pros and cons. Leave it there for how long? What they
23 did? Suspension? How long? Revocations leave up forever. We would have to set a standard. We need
24 to think out thoughtfully up front and know when to put up and take down.

25 Jane: We would need another ad hoc committee. What our guidelines are going to be. Would anyone
26 like to volunteer to be on that committee (PAM, CATHERINE, and BETHANY).

Unfinished Business

1

2 Jan: We need a third member for LRC.

3 Jane: we have out 3rd member. Catherine will be on it. Ashley will stay on for 6 more months. Catherine
4 is going to step onto that committee.

5 Ashley: Having our board meetings on Fridays might be a problem for the Interpreters. Some of the
6 Interpreters who have been interpreting have conflicts on Fridays. Two that I know of.

7 **Meeting dates for the 2014-2015 board year**

8 Feb 20-DSDHH

9 June 25-NCRID Charlotte

10 Aug 28-DSDHH

11 Nov 6-DSDHH

12 Bethany: Wanted to thank Valerie for being our chair and all of her great service.

13 Jane: Valerie and Danette will be missed and the hours devoted to typing and the LRC. Thank you both
14 for your service.

15 Val: You guys have been great and I will come visit.

16 Jane: we will be relying on you in your expertise.

17 Catherine: Do we want to bring up the protocol for numbering for licensure.

18 Valerie: Jim wanted to see if it was being done.

19 Valerie: If you want a better explanation than what was in the email I don't think he would mind.

20 Jane: I can reach out to him.

21 *Adjourned: 3:50 pm.*

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