

**NC Interpreter and Transliterater Licensing Board
Friday October 26, 2018 – Paragon Bank - Raleigh, NC**

1 Board Present: Jim Sewell, Jeff Trader, Jaime Staley, Donnie Dove, Jr, Kevin Earp, Lauren Pruett, Emily
2 Pope

3 Board Members Absent: Pam Smith and Kim Calabretta

4 Board Staff Present: John Green and Caitlin Schwab-Falzone

5 Interpreters Present: Mark Lineberger, Kirk Fowler, and Sarah Wheeler

6 General Public Present: Devan Cooper, Pam King, Tyanna Lewis, Brandi Arnold, Melinda Bullock

7 Called to order at 10:00 am

8 *Conflict of interest statement read, no conflicts heard.*

9 With 7 members present a quorum was established.

Approval of Minutes

10

Motion Oct 2018-01 (Earp/Trader) I move we approve the August 24, 2018 meeting minutes with suggested edits Kevin, second Jeff. No discussion. All in favor. Motion carries.

11

Voting of New Officers

12

13 Lauren nominated Kevin Earp for chair, and Kevin declined the nomination.

14 Donnie nominated Jim Sewell, and Jim accepted the offer. Jim had previously served on the Board for 6
15 years, 5 years as chair. All in favor of Jim being the new chair, All in favor. Jim Sewell is the new Chair.

16 Donnie stayed on as chair for the rest of the meeting. Donnie stated he would stay on as vice chair.

17 Pam will continue as secretary and Emily will continue as treasurer.

Motion Oct 2018-02 (Earp/Sewell) I move that all the current members serving in Board positions remain the same with Pam as secretary, Emily as Treasurer, and Donnie as Vice Chair, Kevin, second Jim. No discussion. All in favor. Motion Carries.

18

LRC Report

19

20 Caitlin gave an over view about the recent LRC. One case has been closed since the last meeting, one
21 case is still open and the LRC will meet after this meeting to determine the outcome in that case, and
22 several provisional extension requests have been reviewed and will need to be reviewed at the LRC
23 meeting today.

24

Central Office Report

NCITLB Central Office Report (as of October 26, 2018 at 10:46 AM)

Type of License	Current Number of Licensees	Percentage
Full	331	65%
Grandfathered	48	9%
Provisional	131	26%
Total Number of Current Licenses	510	100%

Licenses issued since last Board meeting (August 24, 2018): **14**

Full: 3

Qualified for licensure by:

RID Certification: 3 of 3 (100%)

Provisional: 11

Qualified for licensure by:

2-year degree: 9 of 11 (82%)

Accumulated Hours: 1 of 11(9%)

EIPA score of 3 or above: 1 of 11 (9%)

Licenses Pending Issue: 6 (2 provisional and 4 full)

Comments:

Total licenses lapsed after renewal season: **66** (13 full, 3 grandfathered, 50 provisional)

Provisional Extension Requests Received: **37**

Number of Years License Held	Number of Licensees
New Licensee (Never Renewed)	11
1 Year (Renewed 1 time)	40
2 Year (Renewed 2 times)	23
3 Year (Renewed 3 times)	21
*4 Year (Renewed 4 times)	10
*5 Year (Renewed 5 times)	9
*6 Year (Renewed 6 times)	12
*7 Year (Renewed 7 times)	4
*8 Year (Renewed 8 times)	1
Total Currently Licensed	131

*Provisional Extension Request needed to be eligible to renew

1 Kevin asked questions about the provisional license chart that was included and what qualifies people
2 for the extension request and additional years of being licensed. Jaime inquired about how someone
3 can get that many renewals and Caitlin talked about the rule that is in place, and John also talked about
4 the rule change that allows for the extensions due to the moratorium.

5 Donnie and Kevin talked about the provisional extension requests they have reviewed while being on
6 the LRC. They reiterated that the LRC takes this process very seriously, and all the supporting
7 documentation that needs to be submitted for a provisional extension request. The LRC requests
8 additional information from provisional extension requesters frequently.

9 Kevin and Caitlin discussed the number of lapsed licensee and if the number of 66 people is typical?
10 Caitlin pointed out the chart from the last meeting about the number of licensees lapsing goes up each
11 year.

12 Jaime asked about tracking of the two-year degrees and the if it is still being tracked. Caitlin said she is
13 tracking that information.

Financial Report

14

15 Emily reviewed and explained the financials as of August 31, 2018. Emily talked about assets being
16 slightly down and income being up over the budgeted amount. Any questions about any specific line
17 items?

18 *The board requested that ant line items that are going to be pointed out need to be highlighted so that*
19 *they can be referenced easily.*

Legal Update

20

CHMS Contract Extension

21 John talked about two contracts that need to be discussed. Capitol Hill Management Services (CHMS)
22 the company Caitlin works for has been approved for a three-year contract. The contract has one year
23 with two optional extensions. If you want Caitlin to leave the room while you discuss this she can and I
24 will take notes, if not the Board has to vote on the extension of the CHMS contract and the new letter of
25 notice to renew the contract needs to be signed by Jim, the new Board chair, and this will renew the
26 contract through next year.
27

**Motion Oct 2018-03 (Earp/Pruett) I move the Board extend the contract with their current
management company, CHMS, in accordance with the contract and authorize the Board chair to
sign the agreement on behalf of the Board, Kevin, Lauren second. No discussion. All in favor.
Motion Carries.**

28

29 Caitlin will take the original signed contract and make a copy and send to the Board members for their
30 records.

Audit Contract

1 John talked about the annual audit that is required of all occupational licensing boards, and that Shelton
2 Hawley has been providing that audit for the last few years. Mr. Hawley does an independent audit of
3 the Board financials. This vote would be to approve the contract with Shelton Hawley to approve the
4 last year of the audit contract for the 2017-2018 fiscal year.

Motion Oct 2018-04 (Pope/Trader) I move we use our option to extend the contract with our current auditor, Shelton Hawley, so the amount of \$4,595. No Discussion. All in favor. Motion carries.

5

6 John briefly talked about the yellow book audit referenced in the June meeting, there was a bill that
7 introduced last year, John just wanted to talk about this in case it comes up. John did check on this bill
8 and it did not pass. John let the Board know that he will keep the Board informed of anything new that
9 could affect the Board in the upcoming long session.

New RID Credential (PDIC)

10

11 Donnie talked about the Provisional Deaf Interpreter Credential (PDIC) that RID has put in place. This is
12 temporary and is not a certification. RID did not have a detailed time line of the process. Donnie asked
13 Pam King if she had any clarification to add.

14 Pam King: PDIC is a credential not a certification. This is in place while the CDI test is on a moratorium.
15 Pam does not have any idea how long this will be in place. Part of her fear is that this PDIC will be in
16 effect for a long time (based on a previous provisional credential) and the Board would allow for these
17 people to renew based on the moratorium, but this does hold these interpreters at a pay rate that they
18 cannot move past due to not holding a full license with the state.

19 Donnie and Pam King discussed what current CDI interpreters (that hold a provisional license) are
20 currently working on and doing while waiting for the moratorium on the CDI to be lifted. With the new
21 PDIC credential more people will be working toward taking the PDIC test to obtain that credential.

22 John talked about 90D-7 and what is required for a full license. A credential is not a certification, our
23 law requires specifically talks about a certification, and unfortunately the Board cannot accept the
24 credential in place of the certification. John addressed Pam King's point she brought up about the pay
25 difference for provisional licensees versus full licensees.

26 Pam King talked more about the different pay rates for full and provisionally licensed interpreters.

27 John spoke about because it is a credential and not a certification the Board cannot accept it to qualify
28 for a full license.

29 Kevin asked about the requirements for obtaining the PDIC.

30 Pam King talked about what she knew about obtaining the PDIC through RID.

31 Kevin and Pam King talked about the requirements for the previous CDI exam.

32 Jeff asked about doing a statute change and the possibilities for that.

33 John talked about the recent moratoriums that RID has put in place and how they effect this Board.

1 Kevin talked about the BEI versus the RID testing system. Kevin also talked on the topic of the recent
2 sunseting issue that had come up a few years ago. He suggested that the statute potentially be edited
3 to have the statute be broader.

4 A discussion of what other credentials from other states are.

5 Donnie talked about waiting until the next meeting to talk about this.

6 Jeff talked about pursuing a statute change possibly, he said it is time to take action.

7 Donnie and Jeff discussed options.

8 John talked about a statute change versus a rule change. If this Board goes to the general assembly
9 about a new bill there is a process in place for that. If this Board decides to do something you would
10 need to get something drafted and find a legislature who would be willing to file it for you. It would
11 then need to pass through both houses of the legislature and complete the process to be put in place.
12 John suggested an ad hoc committee to work on this process.

13 Jeff and Jaime discussed the possible options for other certifying bodies and their requirements to
14 obtain that credential.

15 John talked about a possible option of writing a letter to the legislature to see about a statute change.
16 John advised the Board about being specific in their statute and not too vague to ensure it prevents the
17 Board from being sued if the statute is too vague. It will all fall back on testing.

18 Lauren talked about needing to look at all other groups that are being licensed by this Board.

19 The Board discussed other testing entities and performance tests. Kevin talked about getting support
20 from other entities (NCAD, DHHS, NCRID).

21 John talked about the standard of recognizing if the person passed the exam and if they passed the
22 certifying exam, it is an objective measure to recognize if someone passed the exam and earned the
23 certification.

24 Pam King talked about the BEI it is a Texas based test. There are different levels of the BEI and the
25 Board would have to determine which level is equivalent to the RID credential. RID does do
26 psychometrically evaluation for all their tests.

27 Donnie talked everyone for their contribution.

28 *Break at 11:39*

29 *Reconvened at 11:48 am*

Review of Action Items

30

#	Owner(s)	Description	Due date	Status
1	Donnie and Jeff w/John	Ad hoc committee to work with John about how to receive alternative complaint resources, and process for having the complaint transcribed. Caitlin to research more options for uploading at the next meeting. Caitlin will look into automatic upload options for videos, have a "hotlink" to submit videos automatically.	October 26, 2018	
2	John Green	Get antitrust insurance quotes.	October 26, 2018	
3	Pam and Donnie	Explore with DSDHH about trying to get mediation as an option started, what would that look like? How would the process work?	October 26, 2018	
4	Jeff, Kevin, and Caitlin	Caitlin, Jeff, and Kevin will work on updating the complaint form with getting the preferred form of communication added to the complaint form	October 26, 2018	
5	Caitlin	Caitlin to compile the number of provisional licenses by how many years they have had their license (first year ____, Second year ____, third year ____, fourth year ____)	October 26, 2018	
6	Caitlin	Caitlin to look into correction enterprises to see about getting cheaper licensure card printed.	October 26, 2018	
7	Pam	Committee to work with NCRID about their conference and see about co-locating with them, work on the specifics, working with NCRID and where the NCITLB Forum should be.	October 26, 2018	
	Bethany and Donnie	Bethany and Donnie sub committee to have open communication with DSDHH for community outreach.	On Going	On Going
	Caitlin	Update the Website as needed	On Going	On Going
	Kim	Compile a list of meetings and events for Board members to attend.	On Going	On Going
	Jeff and Donnie	Will write up the roles of SSP compared to Interpreter and will submit their work to the board for their feedback.	On Going	On Going

	Jaime, Kevin, Pam	Ad Hoc committee that will research what changes are needed to the licensure law, and what changes can be made to protect the complaint process.	On Going	On Going
	Pam	Ad hoc committee set up for work with DPI and helps go to meetings so they can work toward making the changes.	On going	On going
	Caitlin	Caitlin to compile information about how many of each provisional years there are, and to track the schools that they are from and just have that information to track the schools people are coming from.	On going	On going

1

2 #3 Donnie and Pam, met with Jan and Lee from DSDHH. Pam King talked about the process that was
3 discussed at that meeting. This process would not be to replace the current LRC process but would be a
4 “call out” to this as an option. The exact process would need to be outlined.

5 John talked about legality of going through mediation. It would have to be voluntary. There would need
6 to be a rule change that would need to be in place if the Board would require complaints that go
7 through mediation.

8 Kevin talked about the LRC reviewing the complaint first and possibly determining if the complaint
9 needs to go to mediation, or if it goes through the full LRC process.

10 The Board talked about the process for mediation and the number of mediators. This would facilitate a
11 conversation, this would not issue a ruling.

12 Pam King talked about what RID requires of their mediators, and there is a standard mediator training,
13 and Pam talked about their mediators going through that training here in Raleigh, and she found a place
14 that will tailor the training so that the examples are pertinent to the area we are in.

15 Jaime talked about the current RID mediation process.

16 Pam King spoke about possibly not calling people a mediator but a facilitator. Pam spoke about this
17 process can help improve the training process for interpreters.

18 John spoke to Pam King about checking with DSDHH’s counsel about what is in place about mediation
19 just to make sure everything is clear. He addressed that statements made during mediation are
20 inadmissible if the case/complaint does go to a hearing. This allows both sides to speak more freely.

21 Lauren added that the whole mediation piece would benefit DSDHH and that would be used for the
22 community at large, and this process is a group effort.

23 Donnie and Pam Smith will work with DSDHH more about this action item and determine the process.

24 *Break for lunch at 12:18 pm.*

25 *Reconvened at 1:02 pm*

- 1 *Review of action items continued*
- 2 #1 Caitlin is still researching options.
- 3 #2 John is waiting on the insurance agent to give us some quotes.
- 4 #3 (See discussion above).
- 5 #4 Caitlin talked about the form and what Jeff, Kevin, and she had worked on. The Board had some
- 6 discussion about the form and was asked if any changes should be made. Board approved this form and
- 7 it will be added to the complaint form on the Board's website.
- 8 #5 Presented on the central office report.
- 9 #6 Caitlin has not reached out yet because we still do have several cards left.
- 10 #7 Pam is not at this meeting, nothing to report.
- 11 *On going*
- 12 Kevin and Donnie let DSDHH to let them know if they want them (Kevin and Donnie) to do another
- 13 presentation somewhere they would be happy to do that.
- 14 The remainder of the action items are ongoing.
- 15 **Adjourned 1:29 pm**