

**NC Interpreter and Transliterater Licensing Board
Thursday May 28, 2020 – Zoom**

1 Board Present: Jim Sewell, Donnie Dove, Jr, Kevin Earp, Lauren Pruett, Emily Pope, Pam Smith, Dave
2 Litman

3 Board Members Absent: Jeff Trader, Jaime Marshall

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

5 Interpreters Present: Emily Jones, Sarah Wheeler, and Mark Lineberger

6 Members of the public present: Antwan Campbell, Tanya Miller, Holly Hicks, Kyle Kiser, Brittany Burnett,
7 Haylee Floyd, Christie Limbeck- Dishaw, Pam King, Lee Williamson

8 Called to order 10:07 am

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

10 With 7 voting Board members present we have a quorum.

Welcome and Introductions

11
12 Introductions and a welcome was done by Jim.

Approval of Minutes

13
14 Pam asked everyone to review the minutes from November 22, 2019 and let us know if there were any
15 edits that needed to be made.

Motion May 2020-01 (Earp/Pruett) I move we accept the November 22, 2020 minutes with the suggested edits, Kevin, second Lauren. No discussion. All in favor. Motion carries.

16

LRC Committee Report

17 Pam talked about a case where signed documents need to be turned in, but they have not been
18 received. Pam asked about getting docusign or something similar have forms signed in the future.
19 Caitlin updated the provisional extension request form, so it is clearer what information is needed for a
20 provisional extension request to be reviewed. Pam talked about getting incomplete forms and having to
21 send the forms back to the interpreter for more information, and we are hoping that with these changes
22 this will update the process and make it more streamline. Kevin added that there is a temporary LRC
23 that is reviewing a case due to two members of the current LRC having recused themselves from this
24 case. Pam talked about having worked with the LRC making the processes more efficient for provisional
25 extension requests.

26 John did add that the Board could use DocuSign if desired and referenced a few statues that allow it.

DPI Update

27 Caitlin read a brief statement that Antwan had sent via email due to his internet not working properly:

1 *We were supposed to meet with our lobbyist to get some momentum behind adding educational*
2 *interpreters to the licensure law but due to COVID-19 we have been unable to meet. After that meeting*
3 *takes place, we would like to meet with both NCRID and NCAD in order to move forward and garner*
4 *some support for this motion.*

5 *The educational interpreter requirement proposal is also waiting to go out for public comment before we*
6 *are able to take it to the state board of education for a vote. We are hopeful that this will happen this*
7 *summer.*

8 Dave had a question about how online learning has affected Deaf students and if Deaf students have
9 had access to interpreters during this time. Jim asked Dave to email this question to Antwan.

Financial Reporting

10 *Financials through April 30, 2020*

11 Emily reviewed the balance sheet and went over the financial information through April 30, 2020. The
12 Board's assets are up about \$12,000 this year as compared to last year. The Board's income is down
13 slightly as compared to last year, but this is a very small amount. The total income is under what is
14 budgeted and towards the bottom of that sheet we are \$45,000 under what is budgeted. The last item
15 is the net income and it is up from the budgeted amount. Expenses are up about \$2,400 and our net
16 income is down slightly, a little under \$2,000 from where we were at this time last year.

17 Dave had a question about the impact if the Board did waive licensure fees? Caitlin said that if that did
18 happen the Board would not receive about \$80,000 for the year.

19 John talked about licensure fees and they are listed in the statute, and John did recommend being
20 careful about waiving licensure fees, the Board does not get any funding from the general fund and they
21 rely on licensure fees to function.

22 *Financial Audit 2018-2019*

23 Emily reviewed the auditor's report received in December 2019. This report is for the year ending
24 September 30, 2019. Emily talked about the financial highlights on page 1 of the audit report. She
25 detailed increases and decreases in funds and the rationale for the changes in funds. Emily also talked
26 about some information on page 2 and 3 of the audit as well.

Partnership with Pat Hauser

27 Jim talked about Pat possibly helping research and helping with the legislature to possibly make changes
28 to the statute. These possible changes could allow for additional testing options for interpreters to
29 obtain a full license.

30 *Revisited Antwan's DPI Report. Antwan was able to rejoin the call.*

31 Dave asked his question about feedback he has heard about access to interpreters for Deaf students as
32 learning has moved online due to the COVID 19 pandemic.

33 Antwan talked about being aware of this issue, and DPI is working with options and "thinking outside
34 the box" because of limitations on technology available to some students, and DPI is working to give
35 access to students who need it.

1 Pam commented that this might be better addressed by the local schools, and that DPI cannot go and
2 seek out problems, but information has to come to them.

3 Antwan agreed, and was specifically addressing issues that he has been made aware of. Antwan let the
4 Board know he would keep the Board informed for anything that changes with educational interpreters
5 and the requirements for them to work in the schools.

6 Kevin asked Antwan what he hopes this could look like eventually for educational interpreters. Antwan
7 said that he would like to see all interpreters to be licensed in the state of North Carolina in K-12 and
8 post-secondary.

9 The Board discussed what the requirements for licensure would be for educational interpreters.
10 Antwan talked about DPIs recommendations and where their authority extends to. It was remarked
11 that there are currently 280 educational interpreters in the school system. Antwan remarked that 18%
12 of educational interpreters are at a 3.5 on the EIPA and 65% are at a 3.1-3.4 and the rest (about 21%)
13 are at 4.0 or above. The 280 educational interpreter number includes cued language transliterators and
14 ASL interpreters.

15 *Pat Hauser joined the meeting and we were able to go back to her agenda item.*

16 Jim talked about some potential adhoc committee about looking into possible statute changes and
17 options to allow for additional options for testing to allow for licensure. The committee is Lauren, Jeff,
18 Pat Hauser, Pam King, and Jim. This committee needs to meet soon to discuss the options. Jim tasked
19 Lauren with setting up a Zoom call in the near future for this committee.

Proposed Temporary Rule

20 John talked about the temporary rulemaking process and where we are in the process. We have had
21 the public comment period and that is over. The next step is the Board would have to vote to approve
22 the proposed temporary rule. John read from the proposed temporary rule and that it would only last
23 through this renewal season (2020).

24 John talked about the Board needing to review the public comments that were made, and the Board has
25 to address each comment and have a response to it. The Board went through the comments and came
26 up with responses to the comments and questions.

27 The next step is the Board to consider adopting this rule.

**Motion May 2020-02 (Smith/Earp) I move that the Board adopt the proposed temporary rule Pam,
second Emily. No discussion. All in favor. Motion Carries.**

28

29 John said there is a form that needs to be submitted to the Office of Administrative Hearings (OAH) and
30 the Rules Review Commission (RRC), this form needs to be signed and returned to John so he can submit
31 it to OAH and the RRC. Jim would need to sign this form and return to John.

Legal Update

32 John said he sent the Board a copy of the draft RFP, every three years the Board has to put out an RFP
33 for services. Caitlin was not included on the email because she is a potential bidder on the RFP. The
34 company she works for Capitol Hill Management Services (CHMS) has won the bid with the Board for the

1 last few RFP cycles. John asked the Board’s permission to move forward with the RFP process, and he
2 would come back with more information at the next Board meeting (August 14, 2020) to review the
3 responses to the RFP.

Motion May 2020-03 (Dove/Pruett) I move that the Board allow John to proceed in the RFP process and finalize it for the new RFP to be released for bid Donnie, second Lauren. All in favor. Motion Carries.

4
5 John also commented that there is no current legislation pending, but he will keep the Board informed if
6 anything changes.

7 Break 11:58 am

8 Reconvened at 12:14 pm

9 *Pam Smith had to leave the meeting. With 6 Board members present the Board still had a quorum.*

Complaint Video on the Website

10 Jaime was unable to attend the meeting due to an internet issue. Jaime submitted a video to the Board
11 about the complaint process. Donnie commented that there were some changes that needed to be
12 made to the video and they will work on these changes. Kevin commented that the older video is great,
13 but the Board just wanted to update the video.

14 The Board talked about adding captions to the video. There is no need for captions if the Board has the
15 process detailed out on the website in writing. The Board discussed the options for having information
16 on the website and what should be posted.

Motion May 2020-04 (Litman/Earp) I move the Board add captioning, voiceover, and a transcript to the new filing a complaint video the ASL version on the website Dave, second Kevin. There was a comment submitted that recommend captioning, voiceover, and transcript posted on the website for transliterators, the DB community, so everyone can have access to the information. All in favor. Motion carries.

17

Complaint Video Submission on the Website

18 Caitlin has not been able to find anything that would allow for someone to click a link and have the
19 complaint be recorded and submitted to the Board so the complaint is in the persons native language of
20 ASL.

21 Emily talked about an app called Screencastify that they have used in school, she thinks there is a limit
22 to how long the video can be, but this is an option.

23 Kevin talked about a possible process. Where someone would contact Caitlin and she would arrange to
24 have the person submit a video complaint through their preferred method. Dave was concerned about
25 people submitting a complaint and it not being encrypted. Caitlin said that having Zoom as an option,
26 that people could contact Caitlin and she could set up a Zoom call and the person could sign their
27 complaint and it could be recorded through Zoom and then that video could be transcribed into written
28 English.

NAIE report (National Association of Interpreters in Education)

1 Dave has nothing additional to report about this topic.

Central Office Report

NCITLB Central Office Report (as of May 20 at 3 pm)

Type of License	Current Number of Licensees	Percentage
Full	356	65%
Grandfathered	42	8%
Provisional	150	27%
Total Number of Current Licenses	548	100%

Licenses issued since last Board meeting (November 22, 2020): 19

Full: 5

Qualified for licensure by:

RID Certification: 5 of 5 (100%)

Provisional: 14

Qualified for licensure by:

2-year degree: 10 of 14 (71%)

EIPA score of 3 or above: 2 of 14 (14%)

Accumulated Hours: 2 of 14 (14%)

Licenses Pending Issue: 2 (2 provisional)

Comments:

2020 Renewal packets to be mailed out late June/early July.

Caitlin talked about the next meeting date and having the June Board meeting be cancelled due to how close it is to this meeting. The next Board meeting will be held on August 14.

The Board requested that Caitlin begin to report the number of interpreters, compared to the same time last year, side by side on the central office report moving forward.

Questions about capabilities and limitations of Caitlin working from home. Caitlin talked about her only limitation being printing. Caitlin explained she works on a remote desktop and can log in from anywhere. She has access to all files and information. There is an app that she has on her phone so the office phone rings directly to her cell phone and she can call out the same way. Due to the limitation on printing she goes into the office once a week to print any items that are needed and process any mail.

RID Decisions and How They Affect Licensure

- 1 Caitlin and John gave background on the issue and the Board discussed that an interpreter is still
- 2 licensed even if their RID credential is temporarily suspended.

Review of Action Items

3

#	Owner(s)	Description	Report/Due date	Status
1	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?	May 28, 2020	removed
2	Jeff and Lauren	Ad hoc committee to determine what other options to revise in the statute to recognize for full licensure. Pam King, Jim Sewell, and Pat Hauser will help with that committee.	May 28, 2020	This committee is scheduling a meeting
3	Pam and Dave	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.	May 28, 2020	2020 conference has been cancelled due to COVID-19
4	Jim, Pam, and Caitlin	Research types of learning options for obtaining CEUs and determine options to open up ways for licensees to get the CEUs needed for renewal.	May 28, 2020	
5	Jim	Communicate with Pat Hauser about possibly being the Board investigator, and invite her to the next meeting (March 13)	May 28, 2020	Remove
6	Caitlin	Adding link to website so people can submit a complaint via video.	May 28, 2020	
7	Caitlin	Work with Wilson School for the Deaf or Wilson Community College to see about having a forum in November (November 12)	May 28, 2020	
	Kevin and Donnie	Subcommittee to have open communication with DSDHH for community outreach.	On Going	On Going
	Pam and Lauren	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

- 4 #1 Remove this action item.

- 1 #2 On going. This committee will set up a meeting.
- 2 #3 Conference for 2020 has been cancelled.
- 3 #4 Jim talked about Sorensen offering CEUs to employees and that being a good option for licensees.
- 4 Jim said he heard that that organization has been starting to go through RID to get approval for CEUs.
- 5 #5 Caitlin commented that this action item was poorly worded and had to do with action item #2. This
- 6 was added so we could invite her to the next Board meeting. (REMOVE).
- 7 #6 On going, Caitlin and Donnie to work on the verbiage to go on the website.
- 8 # 7 Caitlin reached out to Wilson Community College about booking space and I have to reach back out
- 9 in August, but if we cannot have this in person, we could always have a forum via Zoom.
- 10 The rest of the action items are ongoing.
- 11 Jim thanked the interpreters for their time and skills for this meeting.
- 12 *Adjourned 1:08 pm*