

**NC Interpreter and Transliterater Licensing Board
Friday August 14, 2020 – Zoom**

1 Board Members Present: Jim Sewell, Cheryl White-Smith, Pamela White, Beverly Woodel, Lauren Pruett,
2 Kevin Earp, Donnie Dove, Jeff Trader, Dave Littman

3 Board Members absent: None

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

5 Interpreters: Sarah Wheeler, Mark Lineberger, Emily Jones

6 Members of the public present: Pam King, Morgan Mitchem, Pat Hauser, Martha Ingel, Melanie Mills,
7 Lee Williamson, Estefania Piedrahita, Dianne Shearer

8 Prior to the Board meeting stating John Green provided the necessary training to the following Board
9 members, Donnie Dove, Jim Sewell, Jeff Trader, Beverly Woodel, Cheryl White-Smith, Pam White.
10 Interpreters on the training were Emily Jones and Mark Lineberger.

11 Board Meeting Called to order 10:09 am

12 *Conflict of interest statement read; no conflicts heard.*

13 With 9 voting Board members present we have a quorum.

Welcome and Introductions

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15 Jim asked all the new Board members to introduce themselves and also asked current Board members
16 to introduce themselves.

Approval of Minutes

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18 Jim asked everyone to review the minutes from the May 28, 2020 meeting and the April 8, 2020
19 meeting.

Motion August 2020-01 (Trader/Pruett) I move we approve the minutes from May 28, 2020 and April 8, 2020 as written Jeff, second Lauren. No discussion. All in favor. Motion carries.

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Board Officer Elections

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22 Caitlin gave a brief background of the secretary position.

23 Donnie nominated Lauren as Secretary of the Board. Jim asked Lauren if she would be willing to serve if
24 elected, and Lauren agreed.

Motion August 2020-02 (Dove/Sewell) I move that Lauren Pruett be Secretary of the Board Donnie, second Jim. No discussion. All in favor. Motion carries.

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26 Caitlin gave background on the treasurer position.

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Motion August 2020-03 (Dove/Pruett) I move that David Littman be the Board's new treasure Donnie, second Lauren. No discussion. All in favor. Motion carries.

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LRC Report

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3 Jim gave a background on the current License Review Committee (LRC) and the purpose of the
4 committee.

5 Kevin and Donnie are both currently on the LRC, and due to the LRC Standard Operating Procedures
6 (SOP) there need to be two licensed interpreters on the LRC so the person who needs to be appointed
7 to the LRC. Jeff and Lauren are the only two people who are eligible to be on the LRC due to the
8 requirement of having to currently hold a license and have been on the Board for at least one year.

9 Kevin gave a brief background of the LRC duties and reasons to recuse yourself from a specific case.

10 Donnie nominated Jeff to serve on the LRC. Jim appointed Jeff to the LRC.

11 Donnie gave a brief update on all the currently open cases. He remarked that due to COVID this case
12 has been delayed and we are trying to get in touch with people for interviews.

DPI Update

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14 Antwan was unable to attend the meeting. Caitlin read a response that Antwan had sent in. (Antwan's
15 response below)

16 *If the board just wanted an update on what DPI is doing, then we are trying to provide a plan of action
17 for schools who are on plan B and C reopening so that they are able to provide services for DHH students.
18 As you may know plan B is a modified version of meeting in person while plan C is completely remote for
19 the fall. Some of the concerns and issues that have come up are finding platforms that allow for live
20 captioning that districts can use.*

21 *As far as educational interpreters are concerned there are a few platforms that will allow the interpreter
22 to be on the screen during live instruction as well as they can add them into the recording for lessons
23 that are recorded for students as well.*

24 *We are also trying to help districts who are planning to go with plan C find ways to serve students who
25 may not have reliable internet access. We are continuing to find ways to meet the needs of our students
26 in this ever-changing situation.*

27 *If there are any specific questions that the board has for me, I will be more than willing to answer them
28 as I am available. Thank you and again I do apologize for the late response. Have a great day!*

29 *M. Antwan Campbell, MPA, RID ED: K-12*

30 Jim remarked about a situation regarding DI classes being taught and due to an issue, these classes were
31 cancelled. Jim was hoping Antwan could shed some light on what happened in this matter.

1 Dave had a question for Cheryl. He asked if there are any deaf students in her district and if they have a
2 plan of communication for these students.

3 Cheryl said that they currently do not have a deaf student, but currently due to Wayne county being a
4 very rural county this is always a tough service to provide, but they do work with parents and students
5 to make sure if access to communication is needed this can be provided.

6 Pam remarked about what platforms they use in her school district for access to communication.

7 Lauren also commented on what she has been working with, and that every school system is different,
8 and every classroom is different. Every student comes from a different set of circumstances, and a lot of
9 schools are currently struggling to get everything set up, but this is overwhelming for sure.

10 Dave offered up that the company he works for has a list of resources that are available if anyone needs
11 it, and he talked about the different platforms and the access to captioning and which ones are better
12 than others.

13 Kevin talked about DPI and what they are trying to do right now and that each county (100 total in NC) is
14 different and they are trying to get the information out to everyone. Due to the pandemic everyone is
15 struggling to make sure the students are set up with what is needed.

16 *Break 10:59 am*

17 *Reconvened 11:12 am*

Email regarding need for active anti-racism work CEUs

18

19 Jim asked to make sure that all the Board members have seen the email. Pam remarked that RID does
20 require that interpreters have PPO hours. Pam also talked about if this was established, we would need
21 to expand the needs to other groups, but she also commented that we (as a Board) should focus on Deaf
22 culture. She also suggested some resources to Melanie (person who sent the email) about who she
23 could talk to about options.

24 Jeff talked about that grandfathered licensees and provisional licensees do not need to be members of
25 RID, and that this could also require Deaf Blind studies and other Deaf community individuals.

26 Dave remarked he loved the email that was sent and if Melanie was present maybe she should
27 comment.

28 Donnie said he agreed with Jeff.

29 Jim said that he wanted to make sure the Board discussed this matter. He said in talking about this with
30 the Board and that we do not appoint members of this Board, but we can express our desire for more
31 diverse Board members to the appointing authority. Jim asked that a committee be created and that we
32 will need to craft a response to Ms. Mills (person who sent the email). Jim asked for volunteers for this
33 committee.

34 Dave asked John if the Board could implement this addition of the required CEUs to rules. John talked
35 about that if the Board wanted to add this to their rules it would require a rule change. Dave asked if
36 the Board could identify trainings that are out there?

1 Jeff talked about that this Board doesn't dictate how interpreters earn their CEUs. We just ask that the
2 interpreters earn their CEUs. He said it should not be our job to tell interpreters how and where they
3 earn their CEUs. RID can dictate this, but we cannot say how they earn or what they earn. Jeff said the
4 committee would be a good start to this undertaking.

5 Jim remarked that what he is hearing is that this should possibly be brought to the community colleges
6 and other settings.

7 ***Committee members: Dave, Pam, and Lauren.***

8 This committee will craft a response to Ms. Mills. Dave asked Caitlin to copy the comments in the chat
9 so the committee can review the comments and help craft a response.

10 Jim asked that this committee put a response together and get this response to Ms. Mills.

11 Jim recognized Melanie Mills as a member of the public to make comments if she would like to.

12 Melanie remarked that she made all of her comments in the chat box and thanked the Board for
13 discussing her email and concerns.

14 Jim thanked Melanie for being on this meeting.

15 John talked about the letter and concerns he had with open meetings law. John said the committee can
16 work on it and present a recommendation. John said he is just thinking of open meeting laws regarding
17 the letter. Dave asked about the timeline for drafting the letter and the process for making edits and
18 finalizing the letter. John talked about drafting a letter and sending to the Board to review at the next
19 meeting to work on the language of the letter. John's main concern was to address open meetings law
20 and making sure the Board did not discuss anything offline or via email to make sure they adhere to
21 open meetings law.

22 Dave talked about the letter and the process to put the letter together.

23 **Financial Report**

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24 *Financials thru 7/31/2020*

25 Caitlin reviewed the financials through July 31, 2020. She pointed out some line items and remarked
26 the Board is under budget for this year, and she attributes this to COVID and meeting via Zoom more
27 often has reduced expenses.

28 Dave remarked that John's legal services have fallen way under budget and if that would be consistent
29 from year to year? John said it depends on what the Board needs him to do and he bills for his actual
30 time.

31 Kevin thanked John for his time and help with all LRC meetings.

32 *Budget 2020-2021*

33 Caitlin reviewed the proposed budget with the Board and explained that the proposed numbers were
34 input with the past two years of information considered.

Motion August 2020-04 (Earp/Littman) I move we accept the 2020-2021 budget as presented Kevin, second David. No discussion. All in favor. Motion carries.

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Break for lunch 12:02

Reconvened 12:33 pm

After the break with 9 members present a quorum was established after the break.

Legal Update

RFP

John remarked that everything he was about to say is a public record. He remarked this because he would not say anything about the Board RFP in front of Caitlin that he could not say to any member of the public. John made these comments due to the company Caitlin works for being one of the bidders on the RFP. John discussed the RFP process, and that the Board has to put out an RFP every three years by statute. The bids for the current RFP were due by 2 pm on August 12, 2020. John checked with his office and he made sure he had all information that was received by the specific date and time. Three bids were received on time. John went to Ann Brock’s office so she could witness him opening the RFPs due to it being a matter of public record. The bids were sealed, and John opened them in front of Ann Brock. The RFP committee is Jim, Dave, and Kevin. This committee will be meeting to review the RFPs. The committee will come up with a recommendation for the Board about the RFPs. This Board will have a specially called, closed-session meeting (meaning it will be closed to the public) and is an exemption to open meetings laws. The Board will go into this meeting and evaluate the RFPs and select a winner. John asked if there are questions from the Board members that they be sent to John directly. He remarked this is due to the current step they are in for the RFP is now a non-public record. The evaluation process will go according to what is outlined in the RFP due to having received multiple bids.

Legislative Update

John talked about a recent bill that became law that amended 93B and it specifically was intended to prevent groups (occupational licensing boards) from solely relying on 93B for criminal background checks. Since this Board has the requirement in our statute, we can continue to require criminal background checks for people who apply for a license.

John has not heard any recent attempts to close licensing boards. There is still an interest with some legislators to close licensing boards. Their argument is the barrier to entry and the delay for some Boards to issue licenses and how long it takes to become licensed through some Boards.

Central Office Report

NCITLB Central Office Report (as of August 4, 2020 at 3:30 PM)

Type of License	Number of Licensees (August 2020)	Percentage (August 2020)	Number of Licensees (August 2019)	Percentage (August 2019)
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Full	359	64.5%	350	63%
Grandfathered	42	7.5%	47	8.5%
Provisional	156	28%	158	28.5%
Total Number	557	100%	555	100%

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2 **Licenses issued since last Board meeting (May 28, 2020): 8**

3 **Full: 2**

4 *Qualified for licensure by:*

5 RID Certification: 2 (100%)

6

7 **Provisional: 6**

8 *Qualified for licensure by:*

9 DSDHH DI Program: 1 (17%)

10 2-year degree: 1 (17%)

11 EIPA score of 3 or above: 2 (33%)

12 Accumulated Hours: 2 (33%)

13 **Licenses Pending Issue: 4 (3 provisional and 1 full)**

School	Number of Licensees
UNC - Greensboro	29
Wilson CC	10
Central Piedmont CC	8
Western Piedmont CC	8
Blue Ridge CC	7
Gardner Webb University	4
Columbus State CC	3
Gallaudet University	2
University of New Mexico	2
Camden County CC	1
Cape Fear CC	1
Cincinnati State Tech and CC	1
John Logan College	1
Mohawk Valley CC	1

Rochester Institute of Technology	1
Siena Heights University	1
St Louis CCC	1
University of Central Florida	1
University of Louisville	1
University of Wisconsin-Madison	1
Valencia College (FL)	1
William Woods University	1
Winston Salem State University	1
Total	87

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Comments:

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3 Renewal received and processed: **30** (5%)

4 Caitlin asked the Board if the PO Box can be moved. The current PO Box is about a 30-minute round trip
5 from the new office, and there is a post office across the street from the new office.

6 John did say a change to the PO Box address will require a technical rule change.

7 Dave asked about the change of the address and how that would be communicated. Caitlin said last
8 time the address was changed she sent out a mailing, an email, and posted the change on the website.

9 Kevin had a question about the PO Box and that the Board might want to wait until after the RFP
10 process is complete. Caitlin said she would do whatever the Board would prefer.

11 John remarked it is not difficult to do a technical change to the rules. Caitlin did say that this change
12 would not happen until well after the renewal season.

Motion August 2020-05 (White/White-Smith) I move that the Board PO Box be changed effective November 1, 2020 Pam, second Cheryl. No discussion. All in favor. Motion carries.

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14 Caitlin also let the Board know she is expecting her first child and she is due Christmas day. She is
15 working with people in her office so they will be well versed in how the Board works so when she is out
16 on maternity leave the Board's business will continue to be done.

17 John forgot to mention during his legal update that he did receive a notice that an RFP response was
18 received yesterday, but it will be considered late and disqualified. But John has to do research to
19 determine exactly when this RFP was received.

Review of action items

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#	Owner(s)	Description	Report/Due date	Status
1	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.	August 14, 2020	On going
2	Caitlin and Donnie	Caitlin and Donnie to work on language to put on the website about how to file a video complaint, and what that process will look like.	August 14, 2020	Update report Nov 2020 meeting
3	Caitlin	Work with Wilson School for the Deaf or Wilson Community College to see about having a forum in November (November 12)	August 14, 2020	Complete
4	Caitlin	Report information to the Board about the institutions/schools that provisional licensees are coming from.	August 14, 2020	On going
5	TBD	To the new “how to file a complaint video” (to be added to website) Add captioning, voiceover, and transcript posted on the website for transliterators, the DB community, so everyone can have access to the information.	TBD	Ongoing, report at the Nov 2020 meeting.
	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 to work with DPI to work toward changes for education interpreters.	On going	On going
	Caitlin	Caitlin to compile information about how many of each provisional year there are, and to track the schools that they are from.	On going	On going

- 1 #1 Jeff talked about the meeting this committee had and the other options that could be allowed for
2 people. Jeff also gave some background for the reason for this committee. One thing the committee
3 identified was a loophole which is the reciprocity clause in the statute (Jeff read from the statue). Jim
4 touched base with Caitlin to see if any licenses have been issued by reciprocity; Caitlin let Jim know that
5 since 2013 (when Caitlin began working with the Board) no licenses have been issued via reciprocity.
6 This committee has some ongoing work and will continue to work to gather more information.
- 7 Pam remarked about the EIPA and that she has worked with Boys Town and this might be a test to
8 investigate as well.
- 9 Jeff said this will be an ongoing process and asked about where the committee should go from here. Jim
10 said that the committee should work toward finding something as an alternative; this is an ongoing
11 item.
- 12 Donnie asked if RID is going to add the 4.0 on the EIPA back to earn an RID credential. Pam responded
13 to this and that currently it is not being added back.
- 14 Pam King was asked to speak: Thank you for letting me share a bit. RID has been looking at other
15 certifying bodies, such as the BEI and the EIPA. They are looking at tests that are accredited and the
16 accreditation process. RID found out that because they are a membership-based organization and in

1 order to become accredited they would have to change the type of organization that they are. RID
2 cannot be accredited as long as RID is a member-based organization. Pam said that the BEI and the EIPA
3 is looking to be accredited through this accrediting organization. RID could look to add these options if
4 they are accredited and could pursue this as an option. So RID looking at other certifying bodies is on
5 hold for now due to the accreditation process.

6 Pam King remarked that DSDHH did run a test in the past and after the test ended (NCICS test) there was
7 a task force of about 30 people assembled to see if there should be another test or not. They continued
8 to run into roadblocks with other tests, and that task force decided that DSDHH would have their own
9 program and not be a testing authority. This licensure Board could investigate what tests to consider
10 and the two tests this committee have found that are recognized on the national level are the EIPA and
11 BEI. Pam also remarked that if the Board wanted to accept these two tests that this would require a
12 statute change.

13 Jim suggested the committee talk to John about possible law changes or avenues for change.

14 Jeff said they would set up a committee meeting and include John in this meeting.

15 Kevin remarked that whatever qualifying tests and the standards we accept should be an industry norm.
16 Just a comment for the committee to consider.

17 #2 Caitlin talked about the handout that was provided to the Board and if the Board would review it and
18 find it acceptable, or if the Board would like us to continue to work on it. (The Board reviewed the
19 handout that Caitlin and Donnie provided).

20 Donnie said his concern is the video platform. Could we use other platforms other than YouTube?
21 Should we use NC interpreters or contract out for transcribing the video complaint? Should we have a
22 CDI or DI partner with the interpreter who transcribes the video?

23 Kevin remarked we need to make sure people can submit the information any way they have access to
24 video. We should have a CDI or DI to work with a team to interpret the complaint.

25 Jeff asked about the deaf blind individuals and if they could have accommodations and access and Lee
26 (from DSDHH) would provide a DSS and access to file a video complaint.

27 Kevin said we are on the receiving end of the video; it is up to the person to make the video and then
28 submit it. We need to make sure the complaint received is accurate.

29 Discussion about a process of LRC members going to interview (in person) to get more information
30 when needed or for the complaint filing process.

31 Caitlin talked about the regional resource centers being an option for people. We can reach out to
32 DSDHH to see if this is something they could assist with if needed. (Caitlin will reach out to Lee and ask
33 about this). Lee commented on the Chat that DSDHH would be happy to assist with this process.

34 Dave threw out concerns about Board members going into people's homes. John agreed that meeting
35 in a public place would be preferred for safety.

1 Lee via chat: DSDSHH would be fine offering that support. A request from NCITLB would be helpful to
2 make it understand what expectations are. Although DSDHH does not provide case work services, we
3 would be able to support communication access needs for an individual that needs that type of support.

4 #3 Caitlin let the Board know that she spoke to Susan at Wilson Community College (WCC) and she said
5 we could have it in person, but we would limit the number of people to 51 people. The Board decided
6 to have this meeting via Zoom and not in person.

7 Jeff asked about communication access for Deaf Blind people if we have the meeting via Zoom.

8 Pam remarked that we could have the meeting in person for those who wanted to go to the school in
9 person.

10 Jeff wanted to make sure if Deaf Blind people wanted to attend the forum, they would be able to attend
11 the forum.

12 Dave remarked about accessibility if we do a hybrid forum.

13 Caitlin asked John about the requirements of forums during COVID. John said that we would have to
14 have a forum, however the Board could choose whether to have it in person and/or via Zoom.

Motion August 2020-06 (Dove/Trader) I move having the forum via Zoom with the expectation that all communication access needs will be met via Zoom Donnie, Second Jeff. Dave wanted to clarify how the communication access needs would be met. Donnie made the general comment about there being access to communication to anyone who would like to attend the forum. Caitlin to work with Jeff and Donnie on a flyer for the forum to make sure the communication access needs are met and how to request the needed communication. All in favor. Motion carries.

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16 #4 Caitlin said that she added the information to the central office report and will continue to do so
17 moving forward.

18 #5 Caitlin said that this was talked about at the last meeting, but no one was assigned to do these tasks.
19 Caitlin said she would be happy to work with the Board members on this. Donnie suggested one of the
20 interpreters we currently use. Voiceover could be done by an interpreter. Dave can work with someone
21 to secure captioning. Caitlin can type up what is being said as a transcript. Caitlin to reach out to Jaime
22 to see if she used a script for the video she made. Dave said that captions can be added by Caitlin, and
23 there is software that can be used for this. Caitlin to reach out to Lee about using the software to add
24 captioning to a video. Donnie asked if we can hire the interpreter, and Donnie asked if he could
25 recommend an interpreter. Donnie recommended that we hire Pat Hauser to do the voice over of the
26 video of how to file a complaint.

Motion August 2020-07 (Dove/Earp) I move we hire Pat Hauser to do the voiceover for the complaint video Donnie, second Kevin. Discussion John recommended that the Board get quotes. All in favor. Motion Carries.

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28 Ongoing action items are still on going.

29 Donnie recommended that the meeting time be extended for the next meeting.

30 Beverly gave some feedback on the interpreters and meeting via Zoom.

- 1 Caitlin asked a question about the date for the forum. The Board suggested having the Forum on
- 2 November 12 from 6-8 pm via Zoom.
- 3 Jim asked for feedback about the NCITLB from each new Board member. Each new Board member gave
- 4 some feedback.

**Motion August 2020-08 (Woodel/White) I move we adjourn Beverly, second Pam. All in favor.
Motion carries.**

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- 6 Adjourned 2:42 pm