

**NC Interpreter and Transliterater Licensing Board  
Friday November 13, 2020 – Zoom**

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2 Board Members Present: Jim Sewell, Cheryl White-Smith, Pamela White, Beverly Woodel, Lauren Pruett,  
3 Kevin Earp, Donnie Dove, Jeff Trader, Dave Litman  
4 Board Members absent: None  
5 Board Staff present: Caitlin Schwab-Falzone and John Green  
6 Interpreters: Sarah Wheeler, Mark Lineberger, Emily Jones  
7 Members of the public present: Jennifer Boyd, Pam King, Emily Spivey, Decie Shumate, Abby Utne,  
8 Jennifer Banner, Sofia Robinson, Lee Williamson, Bethany Hamm-Whitfield  
9 Board Meeting Called to order 10:02 am

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

11 With 9 voting Board members present a quorum was established.

**Welcome and Introductions**

12  
13 Jim did a brief welcome and thanked everyone for their time last night on the forum. It was a very  
14 positive evening. The Board had a short discussion about the forum.  
15 Jim asked the visitors/general public to introduce themselves to the Board.

**Approval of Minutes**

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17 Lauren asked everyone to take 3 minutes to review the August 14, 2020 minutes and suggest any edits.

**Motion Nov 2020-01 (Smith-White/Trader) I move we accept the August 14, 2020 minutes as written Cheryl, second Jeff. No discussion. All in favor. Motion carries.**

18  
**Motion Nov 2020-02 (Earp/Woodel) I move we accept the October 6, 2020 minutes as written Kevin, second Beverly. No discussion. All in favor. Motion carries.**

19  
20 **Board meeting dates 2021**

21 The Board discussed the date options. The Board did talk about if they had to have a special meeting  
22 while Caitlin is out on maternity leave, they could call it and Caitlin’s co-worker could take meeting  
23 minutes and help. John talked about having special meetings if needed, and he could help work with  
24 Caitlin’s co-workers to get that set up if needed.

25 **Meeting and forum dates 2021:**

- 1 • Friday, March 26, 2021
- 2 • Friday, June 11, 2021
- 3 • Saturday, June 12, 2021 - FORUM
- 4 • Friday, August 13, 2021
- 5 • Thursday, December 2, 2021 - FORUM
- 6 • Friday, December 3, 2021

**Forum discussion – Takeaways/follow up**

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8 Dave made some comments about the forum, and asked if the Board should “advertise” its services?  
9 Lauren asked what Caitlin does to get information out there, and she says she puts it all on the Board’s  
10 website. The Board had some discussion about where to post information for different groups.

11 Possible adding the notice of the email list for meeting notices to Board information. The Board  
12 requested that captioning be added to all Zoom Board meetings and forums moving forward.

13 Cheryl brought up the comments about the CEUs that people had asked, and the hardships obtaining in  
14 person CEUs during COVID.

15 Dave talked about the role of the Board. Would it help to advertise to the general Deaf community?  
16 Can we add information to other groups newsletters?

17 John commented that the Board has sufficiently gotten the word out about official meeting notices.

18 Jeff and Pam commented about possibly having a Board meeting on a Saturday to see if we get more  
19 people to attend. Jeff talked about possibly having the forum on Friday night and the Board meeting on  
20 a Saturday. Pam talked about having it just one time to see if we get more people in attendance from  
21 the Deaf community on a Saturday.

22 The Board talked about possibly offering CEUs for attending a Board meeting.

23 Jim talked about the comments from people last night about the Deaf community being reluctant to file  
24 a complaint. Jim said the Board’s purpose is to protect the public.

25 Jeff talked about things he has heard from the Deaf community and why they are reluctant to file a  
26 complaint. Beverly reiterated what Jeff said and added that many people won’t file because it is public  
27 of who filed the complaint.

28 Pam King found the information (regarding offering CEUs for a Board meeting) and will send to Caitlin to  
29 send to the Board. Board meetings cannot be approved for CEUs. Jim asked about the forums getting  
30 approved for CEUs. Pam King commented on the process to get CEUs approved. Pam King offered her  
31 opinion, due to having items that are needed to be submitted to be approved, that a specific program  
32 would need to be in place to possibly get approved for CEUs (IE, objectives).

33 Lauren suggested a possible way to get the forum approved for CEUs. Having a presentation and having  
34 structure to the forum.

35 Jeff and Kevin talked about the forums at the NCRID conferences that have happened in the past the  
36 structure of the presentation and what happened after the presentation.

1 John talked about the purpose of the forum. He said it is to allow the public to talk and ask questions of  
2 the Board, and the purpose of CEU bearing activities are materially different from the open forum, due  
3 to the rigidity to the structure of a CEU bearing activity.

4 Jim talked about going back to the beginning of the discussion, about how do we educate the public  
5 about what this Board does?

6 Lauren commented that we could begin the forum with a discussion about what this Board does and  
7 have a Q&A session at the end of the forum. Lauren would be happy to work with Caitlin and whoever  
8 else to try to get a forum approved for CEUs.

9 Dave asked about emailing licensees to see if they have questions. Jeff commented on the codes that  
10 are needed to get CEUs confirmed for attendees. Kevin commented on general structure that could  
11 work.

12 Jim talked about having a forum on a Saturday and having a planned program in place for the first hour  
13 and then having “an open mic” for the second half of the forum.

14 Dave suggested having a subcommittee to help put together the structure of what this would look like.

15 **Forum committee:** Dave Litman, Lauren Pruett, Beverly Woodel. *Jeff and Kevin offered to help where  
16 needed, but not officially be on the committee.*

17 Comments from the public: Possibly having someone from the ITP programs help with the forum.  
18 Comments about meeting notices. General ideas about communicating out to other professional  
19 Boards.

20 Caitlin wanted to get clarification about what the Board wanted to do to get information out to  
21 licensees and people on the interested parties list. Caitlin expressed concern about possibly only hitting  
22 a small group of people and not everyone if notices only sent to licensees, and that the website was one  
23 central location for anyone who wanted to access to information to have access. Cheryl agreed that the  
24 Board needs to follow the statutes about what is required for public notices.

### LRC Report

25  
26 Donnie reviewed the LRC report with the Board. Donnie talked about the provisional extension requests  
27 and what the LRC reviewed this year. Donnie talked about some of the requests this past year and how  
28 we can make sure that people are not “abusing” the system. There is a current issue with a background  
29 check where we have requested additional information. Provisional Extension Requests (PERs) 45 were  
30 received and 43 have been approved and 2 are currently waiting on more information.

31 Caitlin talked about the PERs and what is being reviewed. Each PER needs a lot of information and  
32 supporting documentation before it is reviewed by the LRC.

33 John talked about how PERs are reviewed on their own merit and on a case by case basis. Each PER is  
34 reviewed thoroughly by the LRC and a determination is made for each PER. There are many details that  
35 the LRC spends hours reviewing and looking thorough to decide. John talked about a possible rule that  
36 would limit the total number of renewals a provisional licensee could have so that it takes the discretion  
37 out of the process.

1 Jim commented that maybe we could communicate with the community about what we are doing  
2 regarding provisional licensees.

3 Jeff talked about the possible rule that John had talked about setting up limitations on provisional  
4 licensees. Donnie added to what Jeff said and agreeing about putting limitations on provisional  
5 licensees. He commented that the Board must do something.

6 John talked about enacting a rule and allowing only a certain number of renewals for a provisional  
7 licensee. The Board could go to the general assembly and ask for changes to the statute, but also try to  
8 get all requests or changes to the statute done at once.

9 Jim thanked the LRC for their time and attention in all of their efforts.

10 *Lunch break 11:57*

11 *Reconvened 12:34 pm*

#### **DPI Update**

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13 Antwan was not able to attend the meeting but sent an update to the Board. Pam asked what DPI is  
14 working towards. Jim gave some background on what DPI is working towards.

#### **Financial Report**

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16 Dave talked about his recent training as the new treasurer. Dave talked about the financials through  
17 September 30, 2020. Caitlin added to what Dave was explaining when he was going through the  
18 financial report. Caitlin did add that these financials are the Board's year end financials (fiscal year ends  
19 September 30). There will be an audit that will be done in the next few months that will look closely at  
20 the financials and that report will be presented at the next Board meeting (March 2021).

#### **Legal Update**

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22 *Current bill in congress*

23 There is a bill currently out in congress that would help Occupational Licensing Boards with being  
24 exempt from antitrust issues. There are a few requirements this Board would need to meet to fall  
25 within the parameters of the exemptions of this bill. John will keep the Board informed if this bill  
26 becomes a law.

27 *Financial Audit*

28 This Board has used Shelton Hawley for the past few years for their audit. The suggested rate is over  
29 \$5,000 but John requested permission to negotiate with Shelton Hawley about the cost and the  
30 proposed contract. Jim granted John permission to negotiate with Shelton Hawley about the auditor  
31 contract.

32 *RFP process*

1 John talked about the RFP process and that there were three bids received on time. Of the three bids  
 2 Capitol Hill Management Services (CHMS) was the lowest bid and has the most experience working with  
 3 the Board. John spent a huge amount of time working on this RFP process working with the RFP  
 4 committee and Purchasing and Contracts (P&C). The opening date was August 12. The RFP committee  
 5 met several times to review all of the information. John commented on feedback that was received  
 6 from P&C about the RFP responses. P&C gave some push back on the accepted RFP, due to a memo  
 7 released on July 17, but our RFP was released July 3. The P&C attorney got involved and moderated the  
 8 situation and the Board was able to get the RFP approved and accepted.

9 Jim agreed with John and reiterated that he felt there were “several hoops P&C wanted the Board to  
 10 jump through”. He said it was unbelievable to get to the point to be able to continue working with  
 11 CHMS (Company Caitlin works for).

12 Dave wanted to emphasize that the Board appreciates his external patience with the outside agencies  
 13 and working on this RFP process. Dave asked if there is anything we can do to try to help simplify the  
 14 process in three years when we will have to go through it again.

15 John talked about some comments he received about the RFP evaluations that were put together by the  
 16 Board in thoroughly reviewing all of the RFPs that were received. John said he might talk to the State  
 17 Purchasing Officer who is over contracts, and in two and half years have a meeting and try to map out  
 18 what the Board is going to do to make sure that process is streamlined.

19 Jim thanked John for his time working on the RFP.

**Central Office Report**

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21 NCITLB Central Office Report (as of November 12, 2020 at 9:30 AM)

Type of License	Number of Licensees (November 2020)	Percentage (November 2020)	Number of Licensees (November 2019)	Percentage (November 2019)
<b>Full</b>	341	64%	348	66%
<b>Grandfathered</b>	39	7%	42	8%
<b>Provisional</b>	152	29%	136	26%
<b>Total Number</b>	<b>532</b>	<b>100%</b>	<b>555</b>	<b>100%</b>

22

23 **Licenses issued since last Board meeting (August 14, 2020): 25**

24 **Full: 3**

25 Qualified for licensure by:

26 RID Certification: **3** (100%)

27

28 **Provisional: 22**

- 1 Qualified for licensure by:
  - 2 DSDHH DI Program: **1** (4.5%)
  - 3 2-year degree: **11** (50%)
  - 4 EIPA score of 3 or above: **6** (27%)
  - 5 Accumulated Hours: **3** (14%)
  - 6 Recognized Credential from another state: **1** (4.5%)
  - 7 **Licenses Pending Issue: 4** (2 provisional and 2 full)
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School	Number of Licensees
UNCG	<b>22</b>
Wilson CC	<b>10</b>
Blue Ridge Community College	<b>8</b>
Central Piedmont Community College	<b>8</b>
WPCC	<b>7</b>
Gardner Webb University	<b>4</b>
Columbus State CC	<b>3</b>
Cape Fear Community College	<b>2</b>
Gallaudet University	<b>2</b>
Rochester Institute of Technology	<b>2</b>
California State University	<b>1</b>
Camden County CC	<b>1</b>
Cincinnati State Tech and Comm College	<b>1</b>
Columbus State Community College	<b>1</b>
Community College of Baltimore County	<b>1</b>
John Logan College	<b>1</b>
Mohawk Valley CC	<b>1</b>
Piedmont International University	<b>1</b>
Siena Heights University	<b>1</b>
St Louis Community College	<b>1</b>
University of Louisville	<b>1</b>
University of New Mexico	<b>1</b>
William Woods University	<b>1</b>

<b>Total</b>	<b>81</b>
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**Comments:**

Number of licenses that lapsed due to failure to renew:

<b>Number of Licenses that lapsed</b>	<b>2020</b>	<b>2019</b>
<b>Full</b>	<b>27</b>	<b>16</b>
<b>Grandfathered</b>	<b>3</b>	<b>5</b>
<b>Provisional</b>	<b>22</b>	<b>29</b>
<b>Total</b>	<b>52</b>	<b>50</b>

Provisional Extension Requests Received 2020: 45

Caitlin commented on the report. She also mentioned that they have been working to get a new PO box opened at the post office right across the street from the Board office. Once we have a new PO box address, we will send this out to licensees, get the information on the website, and update all of the forms.

Donnie wanted to recognize Caitlin for all her hard work and what she does daily for the Board.

**Board policy on the use of past Board members as interpreters for meetings.**

Donnie wanted to ask the Board about having an internal policy for having people who had been past Board members having a specific number of years they have to be off the Board before they could interpret for a Board meeting.

Jeff talked about that there are Deaf Blind people who serve on the Board that he has interpreted for, and for him personally he has no issue interpreting for the Board.

Donnie and Jeff discussed the pros and cons of there being a policy in place. Jeff talked about the interpreters being a Board decision and the Board members can ask that certain interpreters not to be used.

John said that he didn't see any conflict of interest with past Board members interpreting at Board meetings, but the Board could have a policy if desired.

The Board discussed the Code of Professional Conduct (CPC) and that interpreters are not participating in the Board meeting, but they are providing communication access. The CPC was discussed more and the interpreter's role when they do interpret.

Caitlin suggested that she also tries to always secure the same three interpreters for all the Board meetings for consistency.

- 1 John talked about the legality of making sure that there were interpreters present to facilitate
- 2 communication needs.
- 3 Donnie thanked everyone for their discussion and for their input.

**Review of Action Items**

4

#	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.	Nov 13, 2020	
2	Donnie and Caitlin	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.	Nov 13, 2020	
3	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.	Nov 13, 2020	
4	Dave, Pam, and Lauren	Work on a response to Ms. Mills regarding her recommendation for licensees to take anti-racism CEUs.	Nov 13, 2020	
5	Caitlin	PO Box change	Nov 13, 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 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
	Caitlin	Report information to the Board about the institutions/schools that provisional licensees are coming from.	On going	On going

5 Action item #1 – Jeff gave a brief synopsis. They have reviewed a few other credentialing bodies that  
 6 are equivalent to RID that could allow for more people to get licensed. The language John drafted  
 7 below:

8 **§ 90D-7. Requirements for licensure.**

- 9 (a) Upon application to the Board and the payment of the required fees, an applicant may be licensed as
- 10 an interpreter or transliterator if the applicant meets all of the following qualifications:
- 11 (1) Is 18 years of age or older.



1 (2) Is of good moral character as determined by the Board.

2 (3) Meets one of the following criteria:

3  
4 a. Holds a valid National Association of the Deaf (NAD), level 4 or 5 certification.

5 b. Is nationally certified by the Registry of Interpreters for the Deaf, Inc., (RID).

6 c. Holds a valid Testing, Evaluation and Certification Unit, Inc., (TECUnit) national certification in  
7 cued language transliteration.

8 d. Holds a quality assurance North Carolina Interpreter Classification System (NCICS) level A or B  
9 classification in effect on January 1, 2000.

10 e. Holds a current Cued Language Transliterator State Level Assessment (CLTSLA) level 3 or  
11 above classification.

12 f. Holds such other certification or classification or meets such other criteria or standards as may  
13 be adopted by the Board through rulemaking.

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17 **§ 90D-8. Provisional license.**

18 (a) Upon application to the Board and the payment of the required fees, an applicant may be issued a  
19 one-time provisional license as an interpreter or transliterator if the applicant meets all of the following  
20 qualifications:

21 (1) Is at least 18 years of age.

22 (2) Is of good moral character as determined by the Board.

23 (3) Completes two continuing education units approved by the Board. These units must be completed  
24 for each renewable year.

25 (4) Satisfies one of the following:

26 a. Holds a quality assurance North Carolina Interpreter Classification System (NCICS) level C  
27 classification.

28 b. Holds a valid National Association of the Deaf (NAD) level 2 or 3 certification.

29 c. Holds a current Educational Interpreter Performance Assessment (EIPA) level 3 or above  
30 classification.

31 d. Repealed by Session Laws 2005-299, s. 2, effective August 22, 2005.

32 e. Holds such other certification or classification or meets such other criteria or standards as  
33 may be adopted by the Board through rulemaking.

34  
35 John talked about the process of rulemaking that could allow for the Board to adopt rules for other  
36 paths to licensure. This way the Board is not entirely relying upon one agency for licensure that might  
37 have a moratorium.

38 Jeff said that explains the process well, and the goal is to expand the number of interpreters we have in  
39 the state by accepting other certifications from credentialing bodies. Jeff thanked the entire committee  
40 for their hard work.

41 Jim asked if anyone had any legislative contacts and if they do to let him know. John talked to the Board  
42 about if they want to get this process started they would need to get started now. They must find a  
43 sponsor for the changes and get that through the legislature this upcoming year.

44 Jeff talked about two possible legislators suggested by Craig Blevins.

1 Action Item #2 – Caitlin talked about her and Donnie and they are working on this. Lauren commented  
2 that she has software that could get the transcript put into spoken language. Caitlin will work with  
3 Lauren to utilize this software. Caitlin remarked that it would work best to make sure that all parts are  
4 done before anything is put on the website.

5 Action Item #3 – Caitlin and Donnie are still working on this and Caitlin asked if this can be combined  
6 with action item #2. The Board agreed with this.

7 Action item #4 – The committee provided a draft letter. The Board discussed the draft letter and  
8 possible edits to the letter. John talked about that the Board cannot suggest specific workshops but can  
9 suggest an area of study. John offered suggestions as to what the Board can legally do.

10 Pam talked about what is required through RID and the requirement of taking at least 1.0 of the 6.0  
11 CEUS through RID in Power, Privilege, and Oppression (PPO).

12 Jeff talked about the burden this could put on Caitlin in the Board office and researching what  
13 workshops meet the PPO requirement.

**Motion Nov 2020-03 (White-Smith/Dove) I move we keep licensure CEU requirements that are currently in place and send the letter drafted by the committee with some modifications to the language as a response to Ms. Mills original request Cheryl. Second Donnie. Discussion, the Board discussed how the letter should be sent and updated language. Suggestions to the language in the draft letter were discussed. All in favor. Motion carries.**

14

15 *Jeff had to leave the meeting at 2:19 pm.*

16 Action Item #5 – Caitlin gave an update on the PO box change.

17 The rest of the action items are ongoing.

**Motion Nov 2020-04 (White/Woodel) I move we adjourn Pam, second Beverly. All in favor. Motion carries.**

18

19 Adjourned 2:42 pm