

**NC Interpreter and Transliterater Licensing Board
Friday, August 13, 2021 – Towne Bank (3535 Glenwood Ave)**

1

2 Board Members Present: Mark Lineberger, Donnie Dove, Beverly Woodel, Pam White, Dave Litman,
3 Lauren Pruett, Dianne Shearer, Nicole Alleman

4 Board Members absent: Cheryl White-Smith

5 Staff present: Caitlin Schwab-Falzone and John Green

6 Interpreters: AmyRuth McGraw, Jennifer Boyd, Karen Magoon, Nicole Fox, Monica McGee, Candy
7 Thomas (CART)

8 General Public Present: Kay McGovern, Kelle Owens, Pam King, Shinea Koon, Rosalyn Barker, Novalee
9 Leone, Lee Williamson, Emily Spivey

10 Called to order at 10:09 am

11 With 8 Board members present a quorum was established.

12 *Conflict of interest statement read, and Mark will need to recuse himself from the hearing as well as*
13 *Donnie, no other conflicts heard.*

Welcome and Introductions

14

15 Donnie asked all Board members to introduce themselves. Donnie remarked about masks inside this
16 room is optional. Donnie thanked Mark for taking care of the logistics to make the meeting accessible
17 online via Zoom.

Election of a New Board Chair

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19 Donnie opened the floor for nominations for Board chair. Lauren nominated Donnie Dove for chair of
20 the Board. Donnie accepted the nomination.

21 Discussion of the LRC and who could replace Donnie on the LRC if he becomes chair of the Board. Dave
22 and Pam indicated they had interest in serving on the LRC. Donnie will talk to them both and appoint
23 one of them.

**MOTION August 2021-01 (Woodel/Pruett) I move we close nominations for Board chair and elect
Donnie Dove as chair, Beverly, second Lauren. No discussion. All in favor. Motion carries.**

24

Identifying a Hearing Chair

25

26 We do have a hearing today, and due to Donnie having a conflict he has recused himself and we will
27 need to appoint a hearing chair so that person can run the meeting during the hearing.

28 Beverly agreed to be the hearing chair.

1 *At this time Pam White also recused herself from the hearing.*

2 **Hearing**

3

4 Beverly was the appointed hearing chair. With the members of the Board recused the Board still had a
5 quorum of five members present. Conflict statement read and no conflicts heard.

6 The hearing proceeded with Ms. Tonya Helmandollar present.

7 12:06 pm the board deliberated their decision.

8 The Board has decided unanimously to uphold the LRCs decision to deny the previously submitted
9 extension request for maintaining a provisional license.

10 Hearing closed at 12:38 pm

11 Donnie thanked everyone for doing what they needed to do for the hearing, and the Board will return to
12 the regular meeting.

13 *Lunch break 12:44 pm*

14 *Reconvened 1:17 pm*

15 **Approval of Minutes**

16

17 **MOTION August 2021-02 (Woodel/Lineberger) I move we approve the minutes from June 11, 2021
18 as written Beverly, second Mark. No discussion. All in favor. Motion Carries.**

19

20 **MOTION August 2021-03 (Lineberger/Alleman) I move we approve the minutes from July 28, 2021
21 as written Mark, second Nicole. No discussion. All in favor. Motion carries.**

22

23 **LRC Report**

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25 Donnie gave a brief LRC report, that there are no new cases.

26 **DPI Update**

27

28 Antwan Campbell was present and let the Board know that as of July 1 new hires (educational
29 interpreters) need to have a minimum of a 3.3 on the EIPA and Cued Language Transliterators need to
30 have a minimum of a 2 on the TECUnit CLTSLA (state level assessment). These interpreters have two
31 years to receive a score of a 3.5 on the EIPA. There are new classifications and pay increases for
32 different scores on the EIPA. There is also a mentoring program for current educational interpreters
33 who do not meet the new standards to help them improve on their skills.

34 **Financial Report**

35

1 *Current financials*

2 Dave talked about the current financials (through June 30, 2021). Dave asked if anyone had any
3 questions.

4 *Review and approval of 2021-2022 budget*

5 Caitlin and Dave reviewed the proposed budget for 2021-2022 and asked if there were any questions.
6 The Board discussed different line items.

7 The Board will review the budget and vote on the budget later in the meeting.

Legal Update

8

9 There are no new laws that are in the legislature that pertain to the Board.

Central Office Report

10

11 NCITLB Central Office Report (as of August 12, 2021 at 9:00 AM)

Type of License	Number of Licensees (August 2021)	Percentage (August 2021)	Number of Licensees (August 2020)	Percentage (August 2020)
Full	360	63%	359	64.5%
Grandfathered	39	7%	42	7.5%
Provisional	171	30%	156	28%
Total Number	570	100%	557	100%

12

13 **Licenses issued since last Board meeting (June 11, 2021): 9**

14 **Full: 4**

15 Qualified for licensure by:
16 RID Certification: **3** (75%)
17 Cued Language Certificate: **1** (25%)

18

19 **Provisional: 5**

20 Qualified for licensure by:
21 2-year degree: **5** (100%)

22

23 **Licenses Pending Issue: 1** (1 provisional)

School	Number
UNCG	25

Wilson Community College	10
Blue Ridge Community College	9
CPCC	8
WPCC	6
Gardner Webb University	4
Cape Fear Community College	3
Columbus State Community College	3
Gallaudet University	2
Rochester Institute of Technology	2
Western Piedmont Community College	2
William Woods University	2
California State Univeristy	1
Camden County CC	1
Carolina University	1
Central Piedment Community College	1
Cincinnati State Tech and Comm College	1
Community College of Baltimore County	1
John Logan College	1
Mohawk Valley CC	1
Piedmont International University	1
Siena Heights University	1
St Louis Community College	1
Suffolk County Community College	1
Troy University	1
University of Louisville	1
University of New Mexico	1
University of Northern Colorado	1
University of Southern Florida	1
TOTAL	93

1

2 **Comments:**

3 2021 Renewal paperwork was mailed on June 30 – 40 complete renewals received so far.

4 The Board discussed the provisional extension requests, and how many get denied each year. The Board
5 discussed this matter and realized that they need to update the rules to limit the number of extensions a
6 provisional interpreter has had.

7 *Meeting Dates 2022*

8 The Board had a discussion about the possibility of different dates and times for the meeting. The Board
9 also talked about the possibility of having a standing agenda item regarding public comment. John
10 talked about the requirements for a forum.

- 1 • February 11, 2022
- 2 • May 20, 2022

3 The final two Board meetings of 2022 will be set at the December Board meeting.

4 *Certemy*

5 Caitlin to do a brief presentation at the December 2021 Board meeting. Caitlin to share links from
6 Certemy presentations with the Board for more information.

7 *Break 2:52 pm*

8 *Reconvened 3:03 pm*

9 December 2 forum look into the possibility of working our way across the state. The Board had talked
10 about having the forum in Wilson. The Board will work on having the December forum in Wilson.

11 The Board forum will be December 2, 2021 6-8 pm in Wilson, NC, and then the next day December 3
12 from 10-3 for the Board meeting.

13 *Vice Chair nominations*

14 Pam nominated Mark for the vice chair nomination. Beverly was nominated as well.

MOTION August 2021-04 (White/Shearer) I move we close nominations and vote Beverly as the new Vice Chair Pam, second Dianne. No Discussion. All in favor. Motion carries.

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16 *Budget*

17 The Board discussed raising the budget line item 655.00 (interpreter services).

MOTION August 2021-05 (Lineberger/Pruett) I move we approve the 2021-2022 with the suggested edits Mark, second Lauren. No discussion. All in favor. Motion carries.

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19 Mark mentioned the camera and equipment that he was allowed to borrow from DSDHH to help with
20 streaming the meeting, and suggested the Board purchase equipment of their own for the in-person
21 meetings going forward. The price for the Board to purchase the equipment should be around \$600.

MOTION August 2021-06 (Lineberger/Pruett) I move we authorize the Board office to purchase the camera and other necessary equipment so that the Board can continue to “stream” their meetings, with a budget of \$600 Mark, second Lauren. Discussion about possible options for cameras. All in favor. Motion carries.

22

New Business

23

24 Mark brought up about the past discussions about the suggested changes to the law and what that
25 could look like moving forward. Not just making little tweaks here and there but making larger changes.

Review of Action Items

#	Owner(s)	Description	Report/Due date	Status
1	Lauren, Pam White	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 13, 2021	
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.	August 13, 2021	
3	Dave, Lauren, Beverly	Forum Committee presented options at the June Board meeting. Requested new Board make the final determination. Options: <ul style="list-style-type: none"> • Forum to take place on a weeknight from 6-8 pm or on a Saturday from 10 am – 12 pm. • Caitlin and Lauren to work on securing CEUs for the forum (if Board desires). 	August 13, 2021	
4	Caitlin	Get more information about the Certemy software and bring to the Board for the August Board meeting.	August 13, 2021	

Ongoing action items

Donnie and Beverly	Subcommittee to have open communication with DSDHH for community outreach.
Pam and Lauren	Ad hoc committee set up to work with DPI to work toward changes for education interpreters.
Caitlin	Compile information about how many renewals each current provisional license has had, and also track the schools provisional licensees are obtaining degrees from.

2

3 #1 no updates on this action item. This would be a continuation of the new committee (Mark, Dianne,
4 and Beverly)

5 #2 Caitlin remarked the voiceover has been recorded. Once the voice over and the video are synced
6 then she can get Lauren and Dave’s portions of the item and this item should be off the list.

7 #3 Forum committee gave a background on the forum and what has been determined. The forum for
8 2021 will be in December of 2021. Caitlin and Lauren to work on acquiring CEUs for the forum in
9 December. The Board would use a presentation that has been used before and that could qualify the
10 forum for the continuing education.

- 1 #4 Caitlin to do a presentation at the December 2021 meeting with more information.
- 2 All other action items are still ongoing.

MOTION August 2021-07 (Litman/White) I move we adjourn Dave, second Pam.

- 3 Adjourned 3:40 pm