

**NC Interpreter and Transliterater Licensing Board  
Special Board Meeting via Zoom – January 27, 2022 - 8 am**

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

4 Staff Present: Caitlin Schwab-Falzone, John Green, John Banaghan

5 Interpreters Present: Lee Williamson, Karen Magoon, Nicki Fox, Jeff Trader, Deb Brown (CART)

6 Members of the public present: none

7 Called to order 8:08 am

8 Conflict of interest statement read, and no conflicts heard

9 With 9 Board members present a quorum was established.

**Discussion of the Need for a Fiscal Note and Rulemaking Process**

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11 The Board discussed the draft fiscal note and some of the language and references in the draft note.  
12 John G explained what the purpose of a fiscal note is. The process is we will send this letter to OSBM for  
13 review to let the Board know if we need a fiscal note. If we do not need a fiscal note, then we can move  
14 forward with the rulemaking process without having to do a fiscal note. John talked about the timeline  
15 for rulemaking.

**Motion Jan 2022-01 (White/Lineberger) I move that the Board approve the email to OSBM Analyst Hollis, approve Form 0300 and authorize counsel and/or staff to make any necessary minor edits, execute it, and submit it to the Rules Review Commission, and should OSBM decide that no fiscal note is necessary, the Board publish the amendment to Rule 21 NCAC 25 .0205 and hold a public hearing on March 31, 2022, or as otherwise can be scheduled during the public comment period Pam second Mark. Minor discussion about making sure the wording of the motion will achieve everything the Board wants to achieve. All in favor. Motion carries. (vote taken through role call)**

16  
17 John added that if a fiscal note is needed then the Board will need to review, discuss, and vote on a fiscal  
18 note. The goal is to get this rule in by the February 8 or February 22 deadline. Once we get this into the  
19 Rules Review Commission (RRC), then within 60 days of submission a public hearing needs to be held,  
20 and the Board will have to meet again after this public hearing to review the public comments received.

21 Questions about if a fiscal note is needed, are the “bones” of the fiscal note put together already? John  
22 commented he has started to draft a fiscal note just in case it is needed.

23 **I move we adjourn Cheryl, second Pam.**

24 Adjourned 8:43 am