

**NC Interpreter and Transliterater Licensing Board  
Friday, February 11, 2022 – Zoom – 10 am**

1 Board Members Present: Donnie Dove, Jr, Mark Lineberger, David Litman, Pam White, Nicole Alleman,  
2 Cheryl White-Smith, Lauren Pruett, Dianne Shearer

3 Board Members Absent: Beverly Woodel

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

5 Interpreters: Stephanie Hubert, Lee Williamson, Karen Magoon, Nicole Fox, Monica McGee, Candy  
6 Thomas (CART)

7 Members of the public present: Katlynn Boillat, Gabriella Smith, Kelle Owens, NaKeeyah, Abbagail Fry,  
8 Emily Spivey, Donna, Shinea Koon, Hayli Appell, Jessica Bridges, Kayla House, Megan Morrow, Pam King,  
9 Denise Dancy, Betsy Wood, Erica Harris, Luke Ertzberger, Mary-Beth Brown

10 Called to order 10:06 am

11 *With 8 Board members present a quorum was established.*

12 Conflict statement read, and no conflicts heard.

**Approval of Minutes**

13

**Motion February 2022-01 (Shearer/Lineberger) I move we approve the meeting minutes from  
December 2, 2021, as written Dianne, second Mark. No discussion. All in favor. Motion Carries.**

14

**Motion February 2022-02 (Litman/Pruett) I move we approve the meeting minutes from December  
3, 2021, as written Dave, second Lauren. No discussion. All in favor. Motion Carries.**

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**Motion February 2022-03 (Lineberger/Alleman) I move we approve the meeting minutes from  
January 27, 2022, as written Mark, second Nicole. No discussion. All in favor. Motion Carries.**

16

**Legislative Liaison Report**

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18 Mark gave an update about what he has been working on. Last week he contacted 4 legislators, and he  
19 commented he made contact with Sen. Blackwell, Sen. Daniel, Rep. Gladys Robinson, and Rep. Amy  
20 Gaylee. He has appointments with them coming up and is ready to present the information that he put  
21 together. He has been communicating with NCRID and other organizations for letters of support  
22 regarding the possible statute changes.

23 Donnie wanted to make sure that what the Board is doing (working toward changes in the statute) was  
24 communicated to everyone. Donnie wants to make sure everyone is aware of what is happening. Mark  
25 asked for ideas from the Board if they wanted to communicate the proposed law changes, and some  
26 discussion about different ways to communicate these proposed changes out to provisional licensees.

1 Mark talked about the change to the statute being voted on last December (December 3, 2021). If we  
2 get feedback, are we going to go back and change what the Board wants to proceed with? David  
3 commented that he would like to see the Board do more than what is required by statute. David  
4 proposed sending out email blasts to all licensees as an option of communicating the information out.  
5 Mark said he can share all the information he has with Caitlin so that she can send an email to all  
6 licensees.

### LRC Report

7  
8 Lauren did a brief update on open LRC items. She commented that the LRC has been quite busy. They  
9 have reviewed several provisional extension requests. They have requested information, sent out  
10 certified letters, and re-reviewed several provisional extension requests. The LRC is looking forward to  
11 several items getting wrapped up shortly.

### DPI Update

12  
13 Caitlin read the DPI update that Antwan sent to the NCITLB office.

14 *As of July 1, 2021 all newly hired educational interpreters must have an EIPA score of at least a*  
15 *3.3 and reach a 3.5 within two years. All current working interpreters who are below the new*  
16 *standard of a 3.5 have until July 2026. All must have at least a two-year degree in Interpreting*  
17 *or a related field.*

18 *DPI has begun the Interpreter Mentoring Program as a result of the above and have received*  
19 *over 50 interpreters requesting mentoring services. We have 20 mentors from districts across*  
20 *the state and through partnering with DSDHH, utilizing the Interpreter Service Specialist (ISS).*  
21 *We are working to get everyone who would like a mentor to reach the new standards before the*  
22 *deadline for implementation.*

23 *Submitted by M. Antwan Campbell*

### Financial Report

24  
25 *Financials through January 31, 2022*

26 Dave opened the floor up to questions about the financial reports provided to the Board. There is not  
27 much to report due to the Board's fiscal year having started October 1, 2021.

28 *Audit report 2020-2021*

29 Dave talked about the audit report that was provided. The audit report commented that the Board is in  
30 a good financial standing. Any questions please let us know. He wanted to emphasis that the Board is in  
31 a good financial position.

### Legal Update

32

1 John (Green) mentioned the process for rulemaking. Proposed rule information has been posted to the  
2 Board’s website. There will be a public hearing for public comment on March 31, 2022. The comments  
3 received will be reviewed by the Board at their next meeting. The Board will then have to meet and  
4 vote on the next steps for the rule once the public comment period has closed. John commented that  
5 the next Board meeting is May 20, 2022. The information needs to be reported to the Rules Review  
6 Commission (RRC) by May 20, 2022, if the Board wanted to discuss moving their May Board meeting to  
7 May 13, 2022 to allow time to review and vote on the rule at the May meeting, and not require the  
8 Board to have another meeting before their next Board meeting.

9 John G also commented that the LRC denied two provisional extension requests, and the letters were  
10 sent out with signature confirmation. Both denial notices were received and no request for a hearing  
11 was received regarding these denials.

12 John G commented that the Joint Legislative Procedural Oversight Committee is meeting March 8, 2022.  
13 He or John Banaghan will attend that meeting and update the Board of what the meeting was about if it  
14 effects this Board.

15 The Board began discussing moving the May meeting to another date in May (from May 20, 2022). May  
16 13<sup>th</sup> was proposed to the group. The Board meeting will move to May 13, 2022.

17 *DIT update/process*

18 John (Banaghan) talked about talking to DIT and someone there helping secure the software for the  
19 Board to use for the website. John B also commented on getting the information needed and moving  
20 forward in the process. The DIT procurement director will be the liaison for helping the Board get this  
21 process completed.

22 Mark had a question about the process and asked John B to explain the DIT procurement process.

23 John B talked about the process and what will need to be done to secure the website software to  
24 possibly do a sole source contract and not have to bid the contract out. John B is working with DIT to  
25 get approval for the sole source justification.

26 Dave had a question about the length of the contract? Does DIT prefer we have a longer-term contract  
27 or a shorter-term contract? Does it matter at all?

28 John B talked about 3 years being the cap, anything over three years would present an issue, but three  
29 years is the standard unless there is something that can show why the contract would have to be longer  
30 than that.

31 *Break 11:12 am*

32 *Reconvened 11:29 am*

**Deaf Interpreter Certification**

33

34 Donnie discussed talking to John G about needing to recuse himself from that discussion, but John G  
35 said he does not see a conflict. John G commented that he has advised Donnie as the Board’s legal  
36 counsel that he does not have a conflict and does not need to recuse himself.

1 Donnie talked about needing information from Caitlin and Mark about this topic. Deaf Interpreters may  
2 have some issues renewing if the Board's new rule goes into effect. Mark detailed talking to Shawn  
3 Furman the CASLI director and what the process is for DIs to take the test. CASLI also needs to have a  
4 minimum of 50 people to take this new test so that the new test can be psychometrically evaluated.  
5 Ideally after the new raters have been trained, they will release the results to the people who have  
6 taken the test (50) and they will get their results. Once this process has been completed and the data  
7 period is over, the process should be on track to be about 90 days to receive test results. Shawn is  
8 willing to write a letter explaining the process and how it is impacting the DIs in NC.

9 Donnie talked about the reason this issue has come up. There are provisional licensees who are DIs who  
10 will be affected by the delay in getting the test results back, and the limit on the number of renewals a  
11 provisional license can get.

12 Mark asked Shawn about a list of resources for Deaf Interpreters to receive training.

13 Nicole commented that Mark's report was helpful in clarifying the situation. Would the Board need to  
14 have an emergency rule for DIs to allow for more renewals if the delay in the CASLI exam and DIs getting  
15 results.

16 Mark commented that amending the current rule change would cause the process to have to start over.  
17 He talked about having a separate emergency rule if it is needed to help DIs due to the testing results  
18 taking so long to come back.

19 Board discussion of the current proposed rule and how it can affect the current provisionally licensed  
20 DIs in the state of North Carolina who have had more than four renewals of their license.

21 John G talked about the rulemaking process and temporary rules versus emergency rules and if it could  
22 apply to this situation.

23 More discussion about the proposed rules and what CASLI has said about the CDI test.

24 John G commented that the Board is obligated to follow the law and the rules.

25 Mark commented on the history of testing and CASLI being set up to this point, and that the Board had  
26 no way of knowing about this process (CDI test being offered) was going to take so long. There is limited  
27 access to training for DIs and we want to give the same amount of respect to DIs for this type of  
28 licensure. For an emergency rule John G said that we could not do that, but he did say something about  
29 a temporary rule. Is that an option?

30 John G commented on the ability to have a temporary rule for DIs.

31 Pam commented on options for other testing alternatives that the Board could look at if the statute  
32 change goes through. She also commented on the need for this rule to move forward. If something  
33 does need to be put in place for the DIs to be able to renew then the Board will do the work needed to  
34 help the community.

35 More discussion about what CASLI is doing and that it is not a moratorium.

36 Clarification of the proposed rule was talked about. The Board shall not for any reason renew or extend  
37 a provisional license for a fifth time.

1 Lunch Break 12:12 pm

2 Reconvened 12:49 pm

**Central Office Report**

3

**NCITLB Central Office Report (February 9, 2022, as of 1:40 pm)**

Type of License	Number of Licensees (February 2022)	Percentage (February 2022)	Number of Licensees (March 2021)	Percentage (March 2021)
Full	342	64.5%	352	64%
Grandfathered	37	7%	39	7%
Provisional	151	28.5%	161	29%
<b>Total Number</b>	<b>530</b>	<b>100%</b>	<b>552</b>	<b>100%</b>

5

6 **Licenses issued since last Board meeting (December 3, 2021): 4**

7 **Full: 1**

8 Qualified for licensure by:

9 RID Certification: **1** (100%)

10

11 **Provisional: 3**

12 Qualified for licensure by:

13 2-year degree: **2** (66.6%)

14 EIPA score of 3 or above: **1** (33.3%)

15

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

School	Number of Licensees
UNCG	18
Wilson Community College	11
Blue Ridge Community College	9
CPCC	8
Western Piedmont Community College	7
Cape Fear Community College	6
Gardner Webb University	3
Carolina University	2

Columbus State Community College	2
Gallaudet University	2
Rochester Institute of Technology	2
Cincinnati State Tech and Comm College	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
William Woods University	1
<b>Total</b>	<b>83</b>

1

2 **Comments:**

3 Business as usual.

4 Donnie commented that Caitlin has asked about securing Western Wake Tech for the Board meeting in  
 5 May, and she will work on securing that location.

**Review of Action Items**

6

#	Owner(s)	Description	Report/Due date	Status
1	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.	February 11, 2022	
2	Dave and Lauren	Ad hoc committee to assist with the DIT procurement process for securing website software for renewal submission.	February 11, 2022	
<b>Ongoing action items</b>				
	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.
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- 1 #1 complete
- 2 #2 Lauren and Dave help John B to work with DIT to help procure the contract for the website software.
- 3 Dave requested for John B to let he or Lauren know if they can assist in any way.
- 4 Ongoing action items
- 5 Donnie and Beverly did present to Cape Fear Community College last month.

**New Business**

- 6
- 7 Mark wanted to discuss the Board’s budget and the large sum of money that they have in the bank. He
- 8 commented that the funds accumulated and wanted to see what the Board could utilize the money for.
- 9 Possibly form a committee to determine how the Board can use the funds that they have to help the
- 10 licensees. Is there a way for the Board to provide support for mentoring or professional development?
- 11 Dave asked some guidance about the limitations on what the funds could be used for. What is
- 12 prohibited and what the Board can do with the funds.
- 13 Committee: Mark Lineberger and Dave Litman, report out May 13, 2022.
- 14 John G commented that he would have to research what the Board can do with the funds.
- 15 Pam commented that she thought this was an excellent idea to see what the Board could do with these
- 16 funds.
- 17 Discussion from newer members of the Board about possibly working with seasoned members of the
- 18 Board to help get the newer Board members well versed in their responsibility. Donnie encouraged
- 19 Board members that if they were unclear of their responsibilities that they retake the training that John
- 20 G has provided.
- 21 Mark talked about the camera equipment that Board had secured for Board meetings. He and Caitlin
- 22 have had discussion about having a designated laptop for the Board to use so they can stream their
- 23 meetings so that members of the public can remotely watch our meetings. Donnie asked Caitlin to
- 24 investigate options for the purchase of a laptop.
- 25 *Cheryl White-Smith dropped off the Board meeting at this time.*
- 26 Lauren asked about having an approval so the laptop can be purchased and used at the next Board
- 27 meeting.
- 28 John G commented on checking with the state (DIT) about seeing if they have a source for computers.
- 29 John B did comment that DIT does have a contract for computer equipment, and he will work with
- 30 Caitlin to get that pricing information.

31

**Motion February 2022-04 (White/Shearer) I move the Board approve Caitlin to be able to work with John Banaghan to work through DIT or any other means necessary that is appropriate, to secure a computer for the Board to use for streaming the meetings using her best discretion on pricing Pam, second Dianne. No discussion. All in favor. Motion carries.**

1

2 Dave commented that there is a change over on the person he works with at CHMS changing from  
3 Cynthia Sosa to Shannon Hime. There is no change in the process, just the point of contact person.

4 Donnie said the Board would accept comments from the public, no comments heard.

5 I move we adjourn Dianne second Dave.

6 Adjourned 1:36 pm